

February 6, 2026

Lisa Grober
Architect
Department of General Services
Lexington-Fayette Urban County Government
200 East Main Street
Lexington, KY 40507

Re: **Change Order #3 – Paving**
RFP #40-2-23 New Senior & Therapeutic Center Design

Lisa,

Champlin|EOP is pleased to submit this letter of intent for architectural services to provide the additional scope of work associated with paving within the Shilito Park premises. The following description of the scope of work is based on the email correspondence dated January 20, 2026 and subsequent conversations to clarify intent.

The following items define the scope as understood by Champlin|EOP.

Scope Summary

- The limit of paving is represented in the attached document as received from LFUCG on January 20, 2026.
- The design and construction need to meet all code/ADA requirements for paved areas associated with the original RFP for the project as referenced above in the remarks are of this letter.
- If approved for inclusion in the contract, it is understood that the construction will be included as a Change Order to the current contract with Calhoun Construction for the New Senior & Therapeutic Center.
- It is understood that the design and or construction of the additional scope of work as defined herein for this change order will not impact or delay the opening or completion of the New Senior & Therapeutic Center facility.
- In general, and as a summary of the scope of work, the paving work would include the following as represented on the attachment.
 - Shilito Park Road
 - Swimming Pool Lot
 - Brunswick Road Lots – two (2) lots
 - Brunswick Road within the Shilito Park limits
 - Babe Ruth Lot
 - A new multipurpose trail addition as shown
 - Playground Lot
 - Shelter Lot
 - South Lexington Youth Baseball (SLYB) Lot
- The design shall include any retaining wall improvements, especially at the Babe Ruth Lot.

- A new additional multipurpose trail shall be included in the area as shown on the attachment.
- A stormwater basin shall be designed to be installed adjacent to the Babe Ruth lot.
- It is understood that there are private water lines, not KAWC line, within the area scope limits of the work.
- It is understood that there are private electric lines, not KU line, within the scope area limits of the work.
- Scope of paving work will include but not be limited to milling, overlaying, and remediation of existing paved areas. The existing curbing conditions will either be repaired or replaced.
- Work associated with the existing walking trails is *not* included in the scope.
- The construction associated with the work will be coordinated with the activities and schedules within the Shilito Park Area. Major items for consideration and schedule considerations are understood to be but not limited to:
 - Babe Ruth Baseball Mid-Summer Break
 - Anticipating this break will be used to address area immediately to the SLYB fields.
 - Shilito Park Aquatic Center is generally open for the summer season from late May to early September.
 - Anticipate that this lot would be the last phase following season closure.
- It is understood and taken into consideration that the standard asphalt paving season is typically late April through November.
- Based on the understanding of the intent for the scope of work and limits of scope, below is a preliminary outline of the anticipated deliverable documents. As a change order to the existing contract, the existing construction documents and specifications will apply and help to minimize the additional development of supporting documents.
 - Design Phase Deliverables (anticipated)
 - Tree Protection Plan
 - Erosion Prevention & Sediment Control Plan
 - Site Clearing & Demolition Plan
 - Site Grading Plan
 - Site Drainage Plan
 - Site Drainage Plan Storm Charts
 - Site Profiles
 - Site Drainage Details
 - Site Layout Plan
 - Site Material Plan
 - Site Landscape Plan
 - Site Landscape Details
 - Site Detail Sheet(s)
- For the purposes of this proposal development, the anticipated schedule for the design and construction of the work is as follows.

Anticipated Project Schedule

- **Design Phase** (*following Notice to Proceed*) **8 weeks**
 - Assuming a March 1 Notice to Proceed
 - Assumed four (4) two-hour meetings
 - Kick-Off Meeting

- Concept Design Review Meeting
- 50% Design Review Meeting
- 90% Owner Review (2 weeks prior to final issuance of documents)
- **Bidding Phase** **3 weeks**
 - Two (2) 1-hour Meetings
 - Bidder Review Meeting
 - Cost Review Meeting
- **Construction Administration Phase** **14 weeks (+ 4)**
 - Assumed weekly 1-hour coordination meetings for a total of 14 meetings.
 - Includes a submittal review period, as required
 - Work will require multiple phases to address patron usage of the park and evening work.
 - Each phase will require a traffic signage plan and construction communication plan as approved by the Owner for implementation of the work.
 - The above total 25-week duration for all phases represents construction completion prior to Labor Day September 6 or the closing of the pool season. If the last phase of the construction is to address the Aquatics Center Lot, then an additional four (4) weeks or four (4) meetings will need to be added. *This will shift the total meetings for this phase to 18.*

Work as defined above will be performed by Champlin|EOP for team lead and management with Element Design providing site and civil engineering scopes of work.

Professional Service Fees..... \$92,000

We trust that you will find this fee proposal to be acceptable. Please contact me directly if you wish to further discuss any aspect of this proposal or the projects.

Sincerely,



Chris Estes
Principal
Champlin|EOP

