

Page 1 of 2

Date:	April 1, 2025	Contract No. 04-2025
Project:	Kelleys Landing Phase 0	
Location:	Kelleys Landing	
Contract No.	LF00207797	
Original Contract Amt.	\$38,000.00	
Cumulative Amount of Previous Change Orders	\$0.00	
Percent Change - Previous Change Orders		0.00%
Total Contract Amount Prior to this Change Order	\$27,900.00	
Change Order No.	1	






You are hereby requested to comply with the following changes from the contract plans and specification;

Current Change Order

Item No.	Description of changes-quantities, unit prices, change in completion date, etc.	Decrease in contract price	Increase in contract price	
1	Design Consultant Additional Services - Construction Documents Phase 0		\$16,350.00	
2	Design Consultant Additional Services - Prepare and Submit Permit Applications		\$11,550.00	
3				
4				
5				
6				
	Total decrease	\$0.00		
	Total increase		\$27,900.00	
	Net Amount of this Change Order	\$27,900.00		
	New Contract Amount Including this Change Order	\$55,800.00		
	Percent Change - This Change Order			73.42%
	Percent Change - All Change Orders			73.42%

The time provided for the completion in the contract and all provisions of the contract will apply hereto.

This Change Order shall have a zero (0) calendar day time extension.

Recommended by: 	(Project Manager)	Date 4/1/25
Reviewed / Accepted by: 	(Consultant)	Date 4.1.2025
Accepted by: N/A	(Contractor)	Date
Approved by: 	(Director)	Date 4.2.2025
Approved by: 	(Commissioner)	Date 4/02/25
Approved by: 	(Mayor or CAO)	Date 4/17/25

JUSTIFICATION FOR CHANGE

PROJECT: Kelleys Landing Phase 0

CONTRACT NO. LF00207797

CHANGE ORDER #: 1

1. Design services needed to move forward with minimal improvements to the vehicular connection from Old Richmond Road to the park entrance, adding perimeter fencing, restoring a section of unstable slope along Old Richmond Road, designing a permanent entry gate to secure the park and a concrete pad with decorative screen for securing portable toilets and to prepare applications for all required construction permits.
2. Is proposed change an alternate bid? ☐ Yes ☒ No
3. Will proposed change alter the physical size of the project? ☐ Yes ☒ No
If "Yes", explain.
4. Effect of this change on other prime contractors: None
5. Has consent of surety been obtained? ☒ Yes ☐ Not Necessary
6. Will this change affect expiration or extent of insurance coverage? ☒ Yes ☐ No
If "Yes", will the policies be extended? ☒ Yes ☐ No
7. Effect on operation and maintenance costs: None
8. Effect on contract completion date: Add 3 weeks for construction documents; 4-6 weeks for permits depending upon response time from permitting agencies

Linda Gorton
Mayor

4/17/2025
Date



March 21, 2025

EXHIBIT A

Michelle Kosieniak
Superintendent of Planning and Design, Lexington Parks & Recreation
469 Parkway Drive
Lexington, KY 40504

Subject: Kelley's Landing Park
Design Services for Phase 0 Vehicular Site Access, Parking and Fencing
Lexington, KY

Dear Mrs. Kosieniak:

Gresham Smith looks forward to continuing our collaborations with Lexington Parks & Recreation (Client) in building upon the Vehicular Site Access, Public Parking, and Fencing Feasibility Study to develop and permit construction documents for the Vehicular Use Area at the interim vehicular use area for Kelley's Landing Park and fencing plans for Kelley's Landing Park overall (collectively, Phase 0 Interim). The larger project area for Kelley's Landing Park is shown in Exhibit B-1; the preceding Feasibility Study is shown in Exhibit B-2.

Our team is determined to bring a thoughtful approach to a complex situation with a design team inclusive of landscape architecture, civil, and transportation engineering. Our multidisciplinary team allows us to approach the task at hand with various perspectives. Our experience will help navigate the discussion and collaboration with the Authorities Having Jurisdiction (AHJ), bringing you a feasible solution that will meet the needs of the park.

Project Understanding:

The purpose of the services is to prepare a set of Construction Documents (CDs) for the interim condition of the limited entrance/vehicular use area Kelley's Landing Park, as well as to perimeter fencing plans for the Kelley's Landing Park property. The team will build upon recommendations from the Client review of the Feasibility Study. Deliverables will include preparation and submittal of a KDOW Floodplain application for the interim vehicular use area; Construction Documents for the limited entrance plans; and plans for the Phase 0 site perimeter fencing.

Scope of Work:

Task 1: Construction Documentation for Phase 0 Entrance and Vehicular Use Area

Based on previous discussions and communications, Gresham Smith will prepare and deliver a set of construction documents for limited entrance plans that include the following;

- Minimal improvement of the vehicular connection from Old Richmond Road to the park entrance, addressing the severe grade change from the existing roadway pavement, to a gravel parking area,
- Perimeter fencing with pedestrian access point,

Genuine Ingenuity

100 West Main Street
Suite 350
Lexington, KY 40507
859.469.5610

GreshamSmith.com

- Bank restoration at the former building basement wall,
- Lockable gate across the vehicular drive (non-electric), and
- Concrete pad and decorative screen for portable toilet based on owner provided standard drawings and specifications with possible minor adaptations or modifications specific for Kelley's Landing. Construction documents to site location, grading, and other construction details.

These construction documents will serve as the plans used for permit applications and the client will use to acquire bids from contractors for construction. Written specifications will not be provided but rather any specifications will be noted on plans. Fencing plans will be developed in tandem with the construction drawings for permit applications with the ability to be pulled out as independent plans for a fencing contractor.

Task 2: Prepare and Submit Permit Applications

Gresham Smith will assist the Owner in submitting the construction plan to Kentucky Department of Water (KDOW) and Lexington-Fayette Urban County Government Engineering (LFUCG) for permit. Gresham Smith will respond to agency comments, revise drawings, meet with pertinent agency staff and assist the client in obtaining site construction permits. The Engineer does not guarantee agency approvals, and the Engineer's fee is not contingent on agency approvals. This proposal assumes two rounds of comments and revisions. This proposal assumes that the work will meet the requirements of a KDOW general floodplain permit and will not require a no-rise certification.

Assumptions:

- Owner will be responsible for the following items and coordination with Gresham Smith;
 - o Security lighting – explore options available for lease now
 - o Electrical meter and minimal service support security lighting
 - o Designing, procuring and installing park and safety signage (standard, basic materials, not part of the custom park signage)
 - o Choosing, procuring and installation of trash receptacles
 - o Providing Gresham Smith with standard details for portable toilet pad and screen
- Scope of work does not include structural engineering, or environmental permitting coordination beyond what has been identified.
- Work will not require a no-rise certification for KDOW compliance through their general permit
- Pavement sections are not based on geotechnical design information. The larger park installation will require a geotechnical investigation and report.
- Fencing contractor responsible for fencing permit from LFUCG
- Screen wall around portable toilet may not be feasible to permit within floodplain.
- Over will be responsible for any permit fees.

Compensation:

For services as described herein, the Client agrees to pay Gresham Smith as follows:

Task 1 Construction Documents Phase 0	a Lump Sum fee of \$16,350
Task 2 Prepare and Submit Permit Applications	a Lump Sum fee of \$11,550

Schedule:

Task 1: 3 weeks from NTP

Task 2: 4 to 6 weeks (based on previous agency communications)

EXHIBIT B-1
Project Extents - 8949 Old Richmond Road



Additional Services

Gresham Smith has attempted to identify all tasks necessary to accomplish your objectives. If there is additional work or meetings you want Gresham Smith to assist you with that have not specifically been described in this Scope of Services, we will negotiate a fee, or after the Client's authorization, will perform this work in accordance with our hourly rate schedule (Exhibit C).

Sincerely,

Gresham Smith

A handwritten signature in cursive script, appearing to read "Erin Masterson".

Erin Masterson
Project Manager

EXHIBIT C

GRESHAM SMITH
SCHEDULE OF HOURLY RATES
FOR LAND PLANNING CONSULTING

The following classifications and associated hourly rates are general and will be used as guidelines for the services of disciplines offered. They are subject to be updated annually.

Professional Services Classification	Rate/Hour
Senior Principal	\$275.00
Principal	\$250.00
Project Manager	\$230.00
Senior Engineer	\$220.00
Senior Landscape Architect/Planner	\$200.00
Survey Manager	\$190.00
Project Engineer	\$190.00
Project Landscape Architect/Planner	\$160.00
Project Surveyor	\$140.00
Intern Engineer	\$150.00
Intern Landscape Architect	\$125.00
Intern Surveyor	\$125.00

Technical Services Classification	Rate/Hour
Senior Civil Designer	\$175.00
Senior CADD Technician	\$125.00
Civil Technician	\$105.00
Specification Writer	\$120.00
Assistant Project Manager	\$130.00
Sr. Administrative Assistant	\$150.00
Administrative Assistant	\$110.00
Sr. Survey Technician	\$115.00
Survey Technician	\$90.00

Miscellaneous Expenses	Rate
Automobile Travel	IRS Rate/mile
Drone (does not include flight crew labor)	\$200 per day
Other travel and subsistence expenses (lodging, meals, air travel, etc.)	At Current Rate
Printing, overnight mail, courier, long distance, postage, copies, etc.	At Current Rate
Subconsultant Services	Cost + 10%
Agency Review Fees	Cost + 10%

EXHIBIT B-2

Feasibility Study

