

August 16, 2013

Ms. Joyce Thomas  
General Services  
Lexington-Fayette County Urban Government  
201 E. Main Street  
Lexington, KY 40507

## FITZSIMONS OFFICE OF ARCHITECTURE, INC.

112 W. Third St. Lexington, KY 40508-1700

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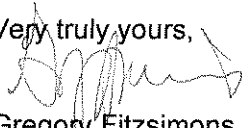
Re: Carver Community Center Renovation  
Architect/Engineer Fee Increase Request for Change Order

The purpose of this letter is to request a fee increase based on the Owner's request for a change order estimated to be over \$25,000. The proposed change order scope of work includes interior finishes, painting, preparation for painting, carpet, wood floor refinishing, and acoustical ceiling tile. The scope of work shall not include any HVAC, plumbing or electrical work.

The construction cost as bid is \$1,094,520. The architect/engineer fee is \$85,000 or 7.8% of the actual construction cost. The estimate cost of the change order is \$100,000. Using 7.8% of the proposed change order amount to establish a fee on a similar basis would be \$7,800.

Services involved include; preparation of two room finish schedules, existing and proposed, several site visits to verify existing conditions, prepare floor plans with finish schedule, breaking down the change order proposal into options for the owner's budget consideration, meeting on site with contractors to review expectations for repaired finished for pricing, review proposal from contractor, negotiate final change pricing, prepare change order supporting documents, include additional time in contract administration and project close out.

Very truly yours,



Gregory Fitzsimons  
C: file

**Joyce Thomas**

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**From:** Andrew Grunwald  
**Sent:** Tuesday, August 20, 2013 11:00 AM  
**To:** Joyce Thomas  
**Subject:** FW: CO#1 for Architect-Carver Center

Ms. Thomas,

Please find below the KYTC authorization to proceed with the proposed contract modification for *Fitzsimons Office of Architecture, Inc.* Please have a nice day.

Andrew Grunwald

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**From:** Goodpaster, Stuart (KYTC-D07) [mailto:Stuart.Goodpaster@ky.gov]  
**Sent:** Tuesday, August 20, 2013 10:39 AM  
**To:** Andrew Grunwald  
**Subject:** RE: CO#1 for Architect-Carver Center

Dear Mr. Grunwald:

We have reviewed the request from Fitzsimmons Office of Architecture for professional services relating to the administration of construction change orders. We concur that these changes are in accordance with the Newtown Pike Extension Record of Decision, and are reimbursable Mitigation Expenses for the Carver Center. They are also within the budget of the Carver Center renovation project Pike Project.

Therefore, you have approval to proceed with the processing of this contract modification.

If you have additional questions, please feel free to contact me.

Thanks,

**STUART C. GOODPASTER, P.E.**

Transportation Engineer I  
Newtown Pike Extension Project Manager  
763 West New Circle Rd  
Lexington, KY 40512-0127  
Phone: 859-246-2355  
Fax: 859-246-2354  
eMail: Stuart.Goodpaster@ky.gov

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**From:** Andrew Grunwald [mailto:AGrunwal@lexingtonky.gov]  
**Sent:** Tuesday, August 20, 2013 8:48 AM  
**To:** Goodpaster, Stuart (KYTC-D07)  
**Subject:** CO#1 for Architect-Carver Center

08/20/2013

Mr. Goodpaster,

At this time the Architect providing professional services for the Carver Center Mitigation renovations, *Fitzsimons Office of Architecture, Inc*, is requesting a contract modification to cover the administration of construction change orders we have asked him to prepare, process and oversee. The increase would be \$7,800 (original fee \$85,000) bringing the total architectural fees to \$92,800. This increase is approximately 7.8% of the \$100,000 contract modification we have asked him to put together in order to finalize and manage the remainder of the mitigation funds to be spent on the Carver Center. The attached letter outlines the scope of services for Mr. Fitzsimons. After reviewing the scope and evaluating the current project it is my opinion that this contract modification for Mr. Fitzsimons is justified. With your authorization the LFUCG will begin processing this contract modification.

Andrew Grunwald, P.E.  
Municipal Engineer Senior  
Division of Engineering

08/20/2013