



MEMORANDUM

TO: Linda Gorton, Mayor
Sally Hamilton, CAO
Urban County Council Members

FROM: 
Monica Conrad, Director
Division of Parks and Recreation

DATE: May 17, 2019

RE: Change Order #001
Shillito Park Playground Design Services
Contract No. 120-2018

Request:

Council approval is requested to execute Change Order #1 with Element Design in the amount of \$36,864.00 for the Construction Administration Services for the Shillito Park Playground Design Services, Contract No. 120-2018. The new contract amount including this change order is \$85,864.00.

Why are you requesting?

The expertise of Element/Leathers and Associates is needed to insure that the complex playground site design and custom manufactured wood play structures are constructed correctly.

Department needs this action completed because:

Element Design (\$6,000 fee) will provide the following services: approval of shop drawings for materials, verification of site final layout, responding to Contractor request for clarification of the construction plans/specifications, periodic review of Contractor's work and pay applications. Leather's and Associates (sub-consultant under Element Design, \$30,864 fee) will travel to Kentucky for twelve days to oversee the detailed construction of two (2) custom manufactured wood play structures..

What is the cost in this budget year and future budget years?

The cost for this FY is: \$36,864.00

The cost for future FY is: N/A



Are the funds budgeted?

Park Director's Professional Services	1101 707601 7211 71299	2019	\$4,465.00
Planning & Design Professional Services	1101 707602 7221 71299	2019	\$718.00
SHILITOPRK_2019/PLAYGROUND	2609 707602 7221 90320	2019	\$31,681.00

File Number: 0571-19

Director/Commissioner: Conrad/Reed

Cc: Project E-File
Project Manual

