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Castlewood Park

1

Current Change Order

104.07%

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

Date

Date:	September 5, 2025	
Project:	ADA Access and Sport Court Renovation Design	
Location:	Castlewood Park	
Contract No.	116-2025	
Original Contract Amt.	\$36,900.00	
Cumulative Amount of Previous Change Orders		
Percent Change - Previous Change Orders		0.00%
Total Contract Amount Prior to this Change Order	\$36,900.00	
Change Order No.	1	

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	Construction documents		\$16,900.00
2	Historic Preservation Documentation		\$2,000.00
3	Permitting		\$1,800.00
4	Bidding Assistance		\$1,900.00
5	Construction Administration		\$14,000.00
6	As-Built Drawings		\$1,800.00
	Total decrease	\$0.00	
	Total increase		\$38,400.00
	Net Amount of this Change Order	\$38,400.00	
	New Contract Amount Including this Change Order	\$75,300.00	
	Percent Change - This Change Order		104.07%
	Percent Change - All Change Orders		104.07%

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

Recommended by: Michael R. Miller

Recommended by: Michael A. Miller (Project Manager) Date 9.11.25

Reviewed / Accepted by:  (Consultant) Date 9.11.25

Accepted by: N/A (Contractor) Date

Approved by: M. J. Condon (Director) Date 9-11-25

Approved by: N/A (Less than 5%) (Commissioner) Date 9/11/25

Approved by: N/A (Less than 5%) (Mayor or CAO) Date

JUSTIFICATION FOR CHANGE

PROJECT: Castlewood Park ADA Access and Sport Court Renovation

CONTRACT NO. 116-2025

CHANGE ORDER #:1

1. Additional professional services to improve Communtiy Center for ADA compliance.

2. Is proposed change an alternate bid? ___Yes XNo

3. Will proposed change alter the physical size of the project? ___Yes XNo

If "Yes", explain.

4. Effect of this change on other prime contractors: None

5. Has consent of surety been obtained? XYes ___Not Necessary

6. Will this change affect expiration or extent of insurance coverage? ___Yes XNo

If "Yes", will the policies be extended? ___Yes ___No

7. Effect on operation and maintenance costs: None

8. Effect on contract completion date: None

Mayor

Date

SCOPE OF SERVICES

Design Services Amendment 1 Castlewood Park, Lexington KY

A. Project Information

PROJECT UNDERSTANDING

The Consultant will provide services to include design, construction bid set, and construction administration for the accessible parking, entrance to the Castlewood Community Center, and access to the ADA playground. The work will include the following design elements:

1. Upgrade the existing (2) parking spaces to meet ADA requirements.
2. Provide an accessible route to the main entrance of the Community center and 2 adjacent entrances.
3. Provide an accessible patio area near the front entrance with shade cover, and steps for seating.
4. Provide an accessible route to the playground area to the south of the community center.
5. Update building signage to standard sign.
6. If possible, increase main door to 36" wide opening, and change the door to a left hinge door.
7. Specify an ADA compliant automatic door opener.
8. Repaint existing doors to city standard color.

DESIGN SCHEDULE (APPROX. WEEKS)

Construction Plans (2 weeks)

Bid Documents (2 weeks)

Permitting (4 weeks)

Bidding (1 weeks)

Construction Phase (2 months)

ASSUMPTIONS

- Plans will be developed using the existing survey provided by the City.
- The City will provide their standard front-end specification for use in the bid package.
- This plan set will be developed as a unit cost bis set.
- All building modifications will be specified as design build.

EXCLUSIONS

- Subsurface utility investigation or utility design.
- Lighting, Civil Engineering, irrigation design, and structural engineering.
- As built drawings.
- Traffic studies.

B. Basic Services

1.0 CONSTRUCTION DOCUMENTS: TSW will develop construction plans that include both detailed and performance landscape plan specifications for design elements. We will produce a preliminary concept based on owner input for review and final comment. Following approval, we will develop the 100% Construction Plans considering any permitting comments and final City changes. The current survey does not include underground utility information. TSW will provide coordination with the city's utility surveyor, under separate contract with the city, to document the relevant utilities.

1.1.1 Deliverables: (Digital PDF)

- Utility documentation coordination
- Preliminary concept
- 100% Construction Plans
 - Site Drawings
 - Demolition plans
 - Erosion Control (if required)
 - Layout plans
 - Grading plans
 - Landscape Plans
 - Details
 - Architecture drawings (limited to plan notes for building element upgrades)
 - Design specifications + Plan Notes
- Meetings: (1)

2.0 HISTORIC PRESERVATION DOCUMENTATION: TSW will develop viewshed rendering of the proposed changes to the house across the "front" lawns for submittal to historic preservation.

3.0 PERMITTING: The design team will submit permits for all design elements of the project as required by applicable jurisdiction authorities. This work will include submitting plans, responding to questions, and plan modifications to address comments. The City will be responsible for paying any applicable permitting fees.

4.0 BIDDING ASSISTANCE: Consultant will assist the Owner during bidding by answering contractor questions, evaluating bids, and making a bid selection recommendation.

4.1.1 Deliverables

- Bid Q/A
- Bid evaluation + recommendation.

5.0 CONSTRUCTION ADMINISTRATION: TSW will work closely with the City's in-house CA professionals through Construction Administration, representing the design team on the Owner's behalf to

ensure compliance with the contract documents, solve problems in the field, and manage cost for construction changes. 3-month construction duration. Duties include:

- **Deliverables**

- Attend bi-monthly OAC meetings including kick off and final punch.
- Review unforeseen issues in the field on a timely basis to keep construction moving.
- Review and approval of Pay Applications
- Site inspections and field reports for design review
- Change order RFP's
- Change order review and approval.
- Submittal review and approval
- RFI review
- ASI production
- Substantial completion punch walk
- Final completion review
- Close out documents review
- Warrantee review
- Meetings included: 1 construction kickoff meeting, 2 OAC meetings (1 in person), and 1 final punch walk

6.0 AS BUILT DRAWINGS: TSW will provide as built drawings in CAD format based on the contractor's redlined drawings and field markups. Our drawings will rely on the accuracy of the contractor's field notes and not include any field surveying.

FEE

The professional fees are based on the construction scope and construction budgets described in *Scope of Services*.

The work described herein is priced as a package including design work for the park sites and planning and design work for the trail connections. Tasks 1-4 will be completed for a **LUMP SUM** fee of **\$38,400 EXCLUSIVE OF EXPENSES**. Expenses will be billed monthly at direct cost. Task 5.0 CA has a 2-month duration from construction kick off. Extension of construction beyond that time will require additional series. All work outside this scope of services will be approved in writing before commencing work.

FEE DETAIL

1.0. Construction Documents	\$16,900	Lump Sum
2.0. Historic Preservation Documentation	\$2,000	Lump Sum
3.0. Permitting	\$1,800	Lump Sum
4.0. Bidding Assistance	\$1,900	Lump Sum
5.0. Construction Administration	\$14,000	Lump Sum
6.0. As Built Drawings	\$1,800	Lump Sum
Total Lump Fees	\$38,400	Lump Sum

