

January 27, 2024

Michelle Kosieniak, Superintendent of Planning & Design  
LFUCG Division of Parks and Recreation  
RE: Professional services requested for Phoenix Park Reimagined.

Michelle-

As requested, Element Design has provided the following Fee Proposal for professional design and engineering services for the following additional services for Phoenix Park:

- Bidding & Negotiations (typically 5% of overall professional services)
- Construction / Contract Administration (typically 25% of professional services)

The fee proposal herein also includes professional services from our electrical engineer of record for Phoenix.

Breakout of services is as follows, based on a 4.6M construction scope assuming a 5.5% fee schedule for Construction / Contract Administration:

Bidding & Negotiations (site/civil and electrical if needed):

- Coordinate with LFUCB Purchasing
- Attend pre-bid meeting or site meeting
- Respond to bidder questions
- Draft addenda as needed
- Attend bid opening
- Review bids / references
- Provide Recommendations

Fee for Bidding & Negotiations = \$8,000

Construction / Contract Administration (site/civil and electrical):

- Coordinate with LFUCG Parks and General Contractor for DPO items
- Attend and provide field reports (2x / month) for total 8 month construction period
- Respond to field questions, review issues
- Provide and issue construction clarifications and changes (LFUCG to write Change Orders per their policy)
- Review shop drawings / submittals
- Review pay applications
- Provide Substantial Completion and Final Completion Punchlists
- Provide Record Drawings
- Warranty Review

Fee for Contract Administration = \$63,250

**Total Proposed Fee = \$71,250**

Please let me know if you have any questions or comments.

Ramona Fry, RLA, ASLA, LEED AP BD+C

Principal

Element Design

