

Proposal for Services

Project: 2022-031 Mt. Moriah Cemetery Preservation 2023 Improvements

Date: December 1, 2022

Kevin Kuchenbecker
Historic Preservation Officer
Department of Planning, Zoning & Historic Preservation
City of Deadwood
108 Sherman St.
Deadwood, SD 57732

RE: Fee Proposal for Professional Design Services

Dear Kevin,

Thank you for the opportunity to continue to assist the City of Deadwood with the preservation of Mount Moriah Cemetery. This is such an important historic resource, and we are grateful to help the City of Deadwood on this project.

As discussed, we are providing a scope of services and associated fee for providing design, bidding, and construction period services. Tallgrass Landscape Architecture has extensive experience in preparing design documents and administering construction; and has specific knowledge and experience providing the services needed at Mount Moriah Cemetery. We have an intimate knowledge of the cemetery and the needs for projects related to Deadwood.

The proposed Scope includes developing plans for the repair/replacement of concrete walls, caps, and textured finishes in Section 1 (7 gravesites), Section 2 (3 gravesites), Section 10 (1 gravesite), Section 11 (1 gravesite), 3rd Addition Section 1 (12 gravesites), 3rd Addition Section 2 (9 gravesites).

Task 1 Construction Period Services for 2022 Improvements (already completed)

- A. Conduct Pre-construction Meeting
- B. Review Contractor Submittals
- C. Two (2) Site Observations during construction activities
- D. Coordinate with Contractor during construction
- E. Review Applications for Payment

Task 2 – Project Bidding Documents for 2023 Improvements

- A. On-site review to confirm existing conditions
- B. Develop construction plans and details for 33 gravesites (11x17 format)
- C. Provide front end and technical specifications
- D. Provide an Opinion of Probable Costs

Task 3 – Bid Period Services

- E. Assist the City in advertising and bidding the project
- F. Prepare the advertisement for bidding

- G. Field contractor questions during bid period
- H. Prepare and issue addenda
- I. Conduct pre-bid meeting
- J. Attend Bid Opening
- K. Review bids for accuracy/informalities
- L. Provide award recommendation to City of Deadwood.

Task 4 – Construction Period Services:

- F. Conduct Pre-construction Meeting
- G. Review Contractor submittals and shop drawings
- H. Perform six (6) Site Observations during construction activities
- I. Prepare site observation reports
- J. Provide responses to RFI’s as needed during construction for work included in design scope
- K. Provide items/descriptions for Proposal Requests/Change Orders
- L. Coordinate with Contractor during construction.
- M. Review Applications for Payment
- N. Perform Substantial Completion walk-through and develop punch list
- O. Perform Final Acceptance Walk-through

Owner Responsibilities

To adequately support the completion of the project scope, Owner or Prime Consultant shall:

- Provide available base information for areas of design.
- Provide timely reviews/comments of design documents.
- Inform landscape architect of known issues, conditions which need to be addressed during construction.
- Provide decisions to changes of work in a timely manner to keep project on track.

Proposed Approximate Schedule:

Fee/Contract Approval: December 21, 2022
Construction Documents: January 3 – February 24, 2023
Bidding Period: February 25 – March 15, 2023
Bid Opening: March 15, 2023
Construction Period: April 3 – September 30, 2023

Compensation:

Based upon our understanding of the project, our proposed total Lump Sum is noted below. Modifications to the scope or modifications to the schedule that significantly impact the working schedule and effort to complete the work may require modifications to the fee.

Task 1 - Construction Period 2022 Improvements (already completed)	\$1,484.00
Task 2 - Construction Document Preparation	\$19,120.00
Task 3 - Bid Period Services	\$1,794.00
Task 4 - Construction Period Services	\$6,900.00
Reimbursables (Mileage)	578.00
Total Fees This Contract	\$29,876.00

No printing costs are included in this proposal. These will be invoiced at actual costs.

Our proposed fees are based upon our hourly rates which are as follows:

Senior Landscape Architect	\$138.00
Landscape Architect-in-training	\$80.00

Billing:

Tallgrass Landscape Architecture, LLC bills at the end of each month.

We are excited to work with you on this project that will benefit the City of Deadwood and continue to preserve this valuable historic resource.

Thanks again!



Tanya Olson, PLA

Tallgrass Landscape Architecture, LLC

413 North 4th Street, Custer, SD 57730 | office 605-673-3167 | cell 605-440-2254

tanya@tallgrasslandscapearchitecture.com

Authorization to Proceed with the Work Proscribed Herein

Signature: _____ Date: _____

Title: _____

Services not in contract

Additional Services (Not in this contract)

1. The following services are not part of this contract.
 - a. Land Surveying.
 - b. Detailed project scheduling (critical path, milestone completion dates, or other methods)
 - c. Geotechnical studies or reports.
 - d. Structural engineering services.
 - e. Archeological investigations or monitoring.
 - f. Special studies or reports.
 - g. Warranty review(s)

If needed, these services may be negotiated later.