

Project: Mt. Moriah Cemetery Preservation 2026 Improvements

Date: May 09, 2025

Randy Adler
Director of Parks, Recreation and Events
City of Deadwood
108 Sherman St.
Deadwood, SD 57732

RE: Fee Proposal for Professional Design Services

Dear Randy,

Thank you for the opportunity to continue to assist the City of Deadwood with the preservation of Mount Moriah Cemetery. Mount Moriah Cemetery continues to be an integral piece of Deadwood's rich historical fabric and it's our pleasure to assist in the continued preservation of its historic integrity.

As previously discussed, we can provide services to prepare the next phase of work for the cemetery in preparation for the 2026 construction season. We are proposing to provide construction document/specifications, bidding, and construction period services for the Mount Moriah Cemetery 2026 Improvements. It may be beneficial to get started on the design documents as soon as possible so an opinion of cost can be available for 2026 budget planning.

The proposed Scope includes developing bidding documents for the improvements to plots located in 3rd Addition, Section 1. In reviewing the area of work and logistics of access to this section, it is our recommendation to complete all work of 3rd Addition, Section 1 in a single phase of preservation work. This would include approximately 32 gravesites. These are shown on Sheet L-5 – Site Plan, 3rd Addn. Sec. 1 included at the end of this proposal.

Task 1 – Project Bidding Documents for 2026 Improvements

- A. On-site review to confirm existing conditions
- B. Update cover sheet, plan notes, and overall site plans.
- C. Plans and details for 32 gravesites (11x17 format)
- D. Update front end and technical specifications for this phase of work.
- E. Provide an Opinion of Probable Costs

Task 2 – Bid Period Services

- A. Assist the City in advertising and bidding the project
- B. Prepare the advertisement for bidding
- C. Field contractor questions during bid period
- D. Prepare and issue addenda
- E. Attend/Conduct pre-bid meeting

- F. Attend Bid Opening
- G. Review bids for accuracy/informalities
- H. Provide award recommendation to City of Deadwood.

Task 3 – Construction Period Services:

- A. Attend/Conduct Pre-construction Meeting
- B. Review Contractor submittals and shop drawings
- C. Perform five (5) Site Observations during construction activities
- D. Prepare site observation reports
- E. Respond to RFI's as needed during construction for work included in design scope
- F. Provide items/descriptions for Proposal Requests/Change Orders
- G. Coordinate with Contractor during construction.
- H. Review Applications for Payment (4 anticipated)
- I. Perform Substantial Completion walk-through (1 Site Visit) and develop punch list
- J. Perform Final Acceptance Walk-through (1 Site Visit)

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 and 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:

Construction Documents:	June 1 – August 15, 2025
Bidding Period:	December 15, 2025 – January 16, 2026
Bid Opening:	Approx. January 16, 2026
Construction Period:	March 1 – June 30, 2026

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 Document Preparation	\$18,515.00
Task 3 - Bid Period Services	\$1,160.00
Task 4 - Construction Period Services	\$5,365.00
Reimbursables (Mileage)	\$706.00
Total Fees This Contract	\$25,746.00

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:

Principal Landscape Architecture	\$145.00
Senior Landscape Architect	\$145.00
Landscape Architect	\$115.00
Landscape Architect-in-training	\$85.00

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.

