



# Proposal for Services

**Project: 2024-034 Mt. Moriah Cemetery Preservation 2025 Improvements**

**Date: August 29, 2024**

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. We have enjoyed the partnership we have with the City of Deadwood in preserving this incredible historic resource in Deadwood.

As previously discussed, we are able to provide our services to prepare the next phase of work for the cemetery in preparation for the 2025 construction season. We are proposing to provide construction document/specifications, bidding, and construction period services for the Mount Moriah Cemetery 2025 Improvements.

The proposed Scope includes developing bidding documents for the improvements to plots located in 3<sup>rd</sup> Addition, Section 2. It is our opinion that this section would be the next logical progression of preservation work and would include approximately 14 gravesites. These are shown on Sheet L-6 – Site Plan, 3<sup>rd</sup> Addn. Sec. 2 included at the end of this proposal.

**Task 1 – Project Bidding Documents for 2023 Improvements**

- A. On-site review to confirm existing conditions
- B. Update cover sheet, plan notes, and overall site plans.
- C. Plans and details for 14 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 four (4) Site Observations during construction activities
- D. Prepare site observation reports
- E. Provide responses 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
- 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, 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:	October 15, 2024
Construction Documents:	October 15 – December 6, 2024
Bidding Period:	December 15 – January 16, 2025
Bid Opening:	Approx. January 16, 2025
Construction Period:	March 1 – June 15, 2025

**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	\$9,110.00
Task 3 - Bid Period Services	\$1,540.00
Task 4 - Construction Period Services	<u>\$6,160.00</u>
Reimbursables (Mileage)	546.00
<b>Total Fees This Contract</b>	<b>\$17,356.00</b>

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	\$140.00
Senior Landscape Architect	\$140.00
Landscape Architect	\$110.00
Landscape Architect-in-training	\$80.00

*Tallgrass Proposal for Design Services  
Mt. Moriah Cemetery Preservation 2025 Improvements*

**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 4<sup>th</sup> Street, Custer, SD 57730 | office 605-673-3167 | cell 605-440-2254

[tanya@tallgrasslandscapearchitecture.com](mailto: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.