



## KOEHLER ENGINEERING & LAND SURVEYING, INC.

194 Coker Lane  
CAPE GIRARDEAU, MO 63701  
PH: (573) 335-3026 FX: (573) 335-3049

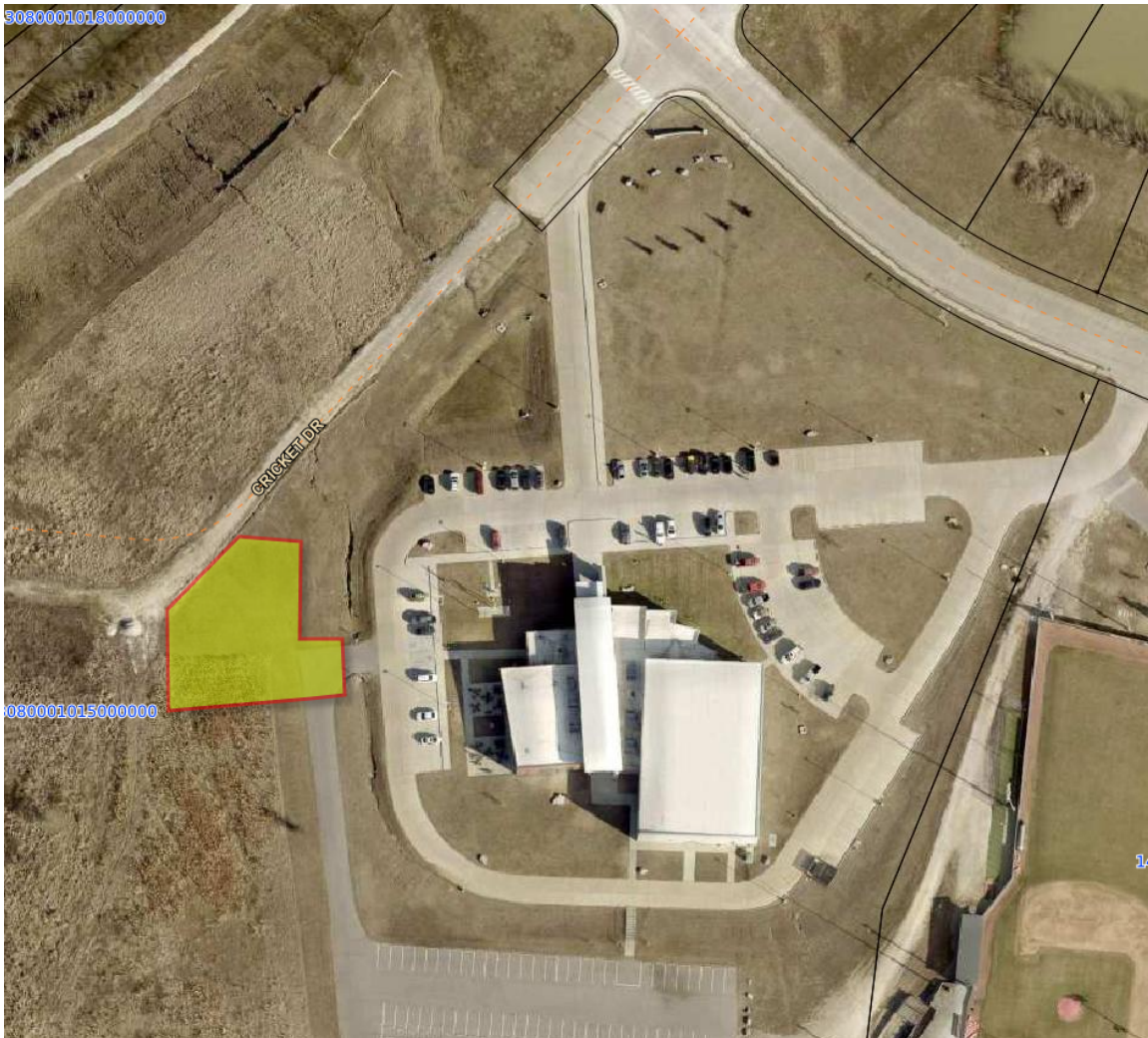
January 17, 2023

Mr. Chris Eastridge  
Civic Center Manager  
City of Jackson, Missouri  
381 Deerwood drive  
Jackson, Missouri 63755  
Via email @ ceastridge@jacksonmo.org

**RE: Design of a new Playground and Facilities on the Civic Center Campus, Jackson, MO**

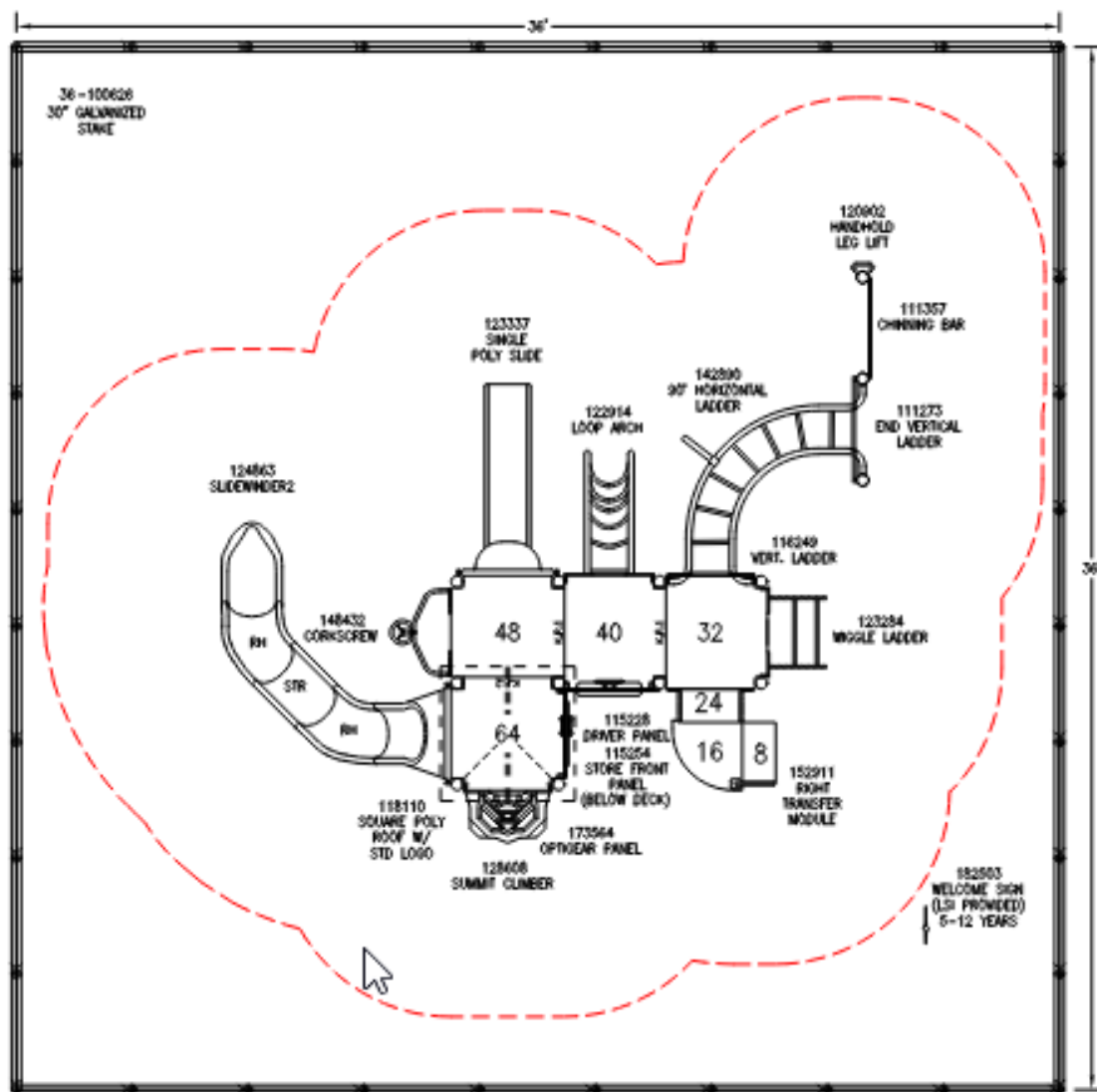
Mr. Eastridge,

Thank you for your time to meet and discuss your planned playground and related facilities at the existing Civic Center site. The general location of the playground would be within the area indicated in yellow on figure 1 below.



**Figure 1: General Site Location**

The playground itself would be approximately 36 feet square, and generally as indicated in Figure 2 below. In addition to the



**Figure 2: Proposed Playground Layout**

In addition to the playground, you indicated an adjacent parking lot with spaces for 10 to 15 vehicles would be desirable, with a minimum of one ADA compliant space. Additionally, an ADA pathway from the main civil center entry to the playground would also be desirable. Items we did not discuss but which should be considered would include the following:

- Site lighting
- Park benches
- Trash receptacles
- Potable water source (site water fountain or frost free hydrant)

Our scope of services would be to produce final design documents (Plans and specifications) for bidding and construction of the new playground area using an equipment package from NuToYs Leisure Products, together with the parking lot, vehicular and pedestrian access requirements, and related site improvements as developed in conjunction with the Civic Center staff.

Our services will include the following:

- **Design Phase:**
  - Survey of the project area / limits and preparation of basemap for project
  - Development of preliminary layouts for the playground, parking, walks, and related improvements
  - Review with Owner's representative
  - Review site / soil conditions for pavement and base recommendations
  - Preparation of final construction documents for the project
  - Submission of plans for any required permits for the project
- **Bidding Phase (in CE Contract Phase):**
  - Bid Services, including drafting the notice to bid, conducting pre-bid meeting, addressing questions during the bid process, and issuing addendum as needed. We will attend the bid opening, tabulate bids, and make a formal recommendation of award
- **Construction Phase Services:**
  - Once the project is awarded, our office will draft contract documents to the lowest, responsible bidder.
  - During construction, our office will administer the contract on behalf of the City
  - Our staff will provide construction inspection and materials testing to ensure that the improvements are constructed in accordance with the project documents
  - Our staff will review and process RFIs, COs, etc. as necessary
  - Our staff will review pay applications as submitted
  - Issue certificate of completion and recommend acceptance by the City

Our fees for the project under this proposal would be as follows:

➤ Base Design Services:	\$9,700.00
➤ Construction Phase Service	\$5,670.00

Our schedule for the development of plans and specifications for the project to be bid would be 63 days from receipt of notice to proceed from the City. Milestones for the project area as follows (All milestones are in calendar days from notice to proceed date).

➤ Complete Survey / site data acquisition	14 Days
➤ Preliminary layouts for review	28 Days
➤ Submit 65% plans with estimate for review with City	42 Days
➤ Submit final plans for review	56 Days
➤ Submit final plans, specification, and estimate	63 Days
➤ Construction Phase services will be coordinated with the Contractor and needs of the City.	

The schedule above assumes timely response from the City for review and comment on plans and similar data.



Thank you for the opportunity to provide this proposal to the City of Jackson for this project. If you need any further information, have any questions, or I can be of any further assistance in any capacity, please contact me at your earliest convenience.

Best Regards,

KOEHLER ENGINEERING &  
LAND SURVEYING, INC.

A handwritten signature in blue ink, appearing to read 'Chris Koehler', with a large, stylized initial 'C'.

Chris Koehler, PE, PLS