



KOEHLER ENGINEERING & LAND SURVEYING, INC.

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July 9, 2024

Mr. Jason Lipe
Director of Parks and Recreation
City of Jackson, Missouri
381 Deerwood drive
Jackson, Missouri 63755
Via email: jlipe@jacksonmo.org

RE: Design of a new Pavilion with Restroom on the Litz Park Grounds, Jackson, MO

Mr. Lipe,

Thank you for your time to meet and discuss your new pavilion to be constructed on the Litz Park grounds. The general location of the Pavilion would be within the area indicated in yellow on figure 1 below.



Figure 1: General Site Location

The pavilion / restroom will be constructed in general conformance with the preliminary sketch provided by your office, with the exterior kitchen area converted to storage.

The proposed restroom portion of the structure would be constructed of concrete masonry units, and the balance of the structure will be typical steel columns supporting a steel or wood roof structure. The restroom section would include a heated utility chase to allow use of the building

during winter months. ADA accessible walks connecting to the restroom would be provided in the design.

In addition to the structure, you may wish to add additional parking, exterior / site lighting, benches, trash receptacles, or other amenities.

Our scope of services would be to produce final design documents (Plans and specifications) for bidding and construction of the new pavilion / restroom structure, utility connections (sanitary sewer south of the structure, electric and water from nearby service locations), and associated walks and limited site improvements.

Specific services will include the following:

- **Design Phase:**
 - Survey of the project area, including utility connection route, and preparation of basemap for project
 - Development of preliminary layouts for the restroom, walk, utilities, and related improvements
 - Prepare preliminary structural and MEP layouts of the pavilion / restroom
 - Review with Owner's representative
 - Work with owner's representative to select mechanical, electrical, and plumbing fixtures.
 - Review site / soil conditions for foundation requirements
 - 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 (Survey, Civil, Structural, MEP):	\$28,200.00
➤ Construction Phase Service	\$5,400.00

Our schedule for the development of plans and specifications for the project to be bid would be 90 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
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- Preliminary layouts for review 28 Days
 - Submit 65% plans with estimate for review with City 49 Days
 - Submit final plans for review 63 Days
 - Submit final plans, specification, and estimate 90 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.



Chris Koehler, PE, PLS