

## SUPPLEMENTAL AGREEMENT TO CONTRACT

vireo

**CONSULTANT:** Vireo, LLC  
**CLIENT:** City of Lansing, Kansas  
**PROJECT:** Bidding & Construction Administration & Observation for  
Kenneth W. Bernard Park

**DATE ISSUED:** December 15, 2021

This is a **SUPPLEMENTAL AGREEMENT** between The City of Lansing, Kansas, **CLIENT**, and Vireo, **CONSULTANT**, whereas Vireo has entered into an agreement with **CLIENT** dated April 28, 2021 to provide professional services for Park Improvements to Kenneth W. Bernard Park and Lansing City Park.

The **CLIENT** hereby authorizes the additional **FEE** for the performance of the services specified in the **Scope of Services**.

**SCOPE OF SERVICES, FEE SCHEDULE and DELIVERABLE DATES:**  
See Attachment A.

All other terms and conditions agreed upon in the original agreement executed shall remain the same.

**COMPENSATION:**

- ☒ Lump Sum (includes expenses) \$ 80,915.00  
☐ Lump Sum plus expenses \$  
☐ Hourly rates plus expenses (per attached hourly rate schedule)  
☐ Hourly rates plus expenses up to a maximum of \$ (per attached hourly rate schedule)  
☐ Cost plus overhead / fixed fee (overhead rate is % of direct labor) / (fixed fee is %)  
☐ Other (please describe)

The **TOTAL AUTHORIZED AMOUNT** under the original agreement plus **ALL SUPPLEMENTAL AGREEMENTS** is \$546,991.75

THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.

**APPROVED & ACCEPTED:**

**CLIENT:** The City of Lansing, KS

**CONSULTANT:** Vireo, LLC

\_\_\_\_\_  
Sign Date

  
Linda deFlon, Owner

12/16/2021

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Sign Date

  
Larry Reynolds

12/16/2021

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

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## **SCOPE OF SERVICES**

### **Bernard Park – Bidding & Construction Administration/Observation Lansing | Kansas**

#### **Project Understanding**

The following scope pertains to the delivery of bidding and construction administration and observation services solely for Bernard Park. During the Design Phase of this project, it was determined that City Park will be bid out as a separate, stand-alone project and a separate scope and fee will be negotiated at a later date. The following scope was derived from the Optional Services provided with the initial Contract.

#### **PHASE 4: BIDDING**

##### **Task 4.2 – Bidding Services:**

- A. **Bid Plans** – Construction Bid Plans and Specifications will be provided to City Staff in electronic format for plan distribution.
- B. **Bid Estimate** – The Vireo Team will bid the project, providing a final opinion of construction cost, for use when evaluating bids received.
- C. **Pre-Bid Meeting** – The Vireo Team will hold a pre-bid meeting to discuss project goals and requirements and to answer contractor questions.
- D. **Bid Evaluation** – The Vireo Team will assist City Staff in evaluating bids received and selecting a qualified contractor.

#### **PHASE 5: CONSTRUCTION ADMINISTRATION AND OBSERVATION**

##### **Task 5.1 – Construction Administration & Observation**

- A. **Pre-Construction Conference** – The Vireo Team will attend to discuss project goals, requirements, and schedules. Digital information will be provided to the contractor at this time.
- B. **Shop Drawing & Submittal Review** – The Vireo Team will review and approve or provide direction for all required shop drawings and submittals.
- C. **Construction Administration Meetings** – The Vireo Team will conduct Construction Administration Meetings throughout the construction period and coordinate with the City for up to six (6) meetings.
- D. **Site Observation** – The Vireo Team will provide on-site construction observation at identified construction milestones and Coordinate with City Staff on progress.
  - 1. Bi-Weekly Site Visits: 10 Site Visits (6 of the site visits shall be completed at the same time as the monthly progress meetings).
  - 2. Additional Unexpected Site Visits: 2 Site Visits.
- E. **Pay Application Review** – Vireo will review the contractor's pay applications and coordinate with the City for the approved items and quantities.
- F. **Project Close-Out** – Vireo will conduct two (2) final walkthroughs to complete a preliminary and final punch list.
- G. **Warranty Assistance** – Vireo will attend a final warranty walk-through 1-year after substantial completion and assist with any warranty items in need of correction.

## Fee Estimate

**BIDDING & CONSTRUCTION ADMINISTRATION / OBSERVATION SERVICES (Bernard Park)**

PHASE 4: BIDDING SERVICES ..... \$18,895.00

PHASE 5: CONSTRUCTION ADMINISTRATION & OBSERVATION..... \$62,020.00

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**TOTAL OPTIONAL SERVICES (PHASES 4&5) \$80,915.00**