

November 2, 2022

Hailey Roessler  
Clerk Treasurer  
Village of Ridgeway  
208 Jarvis Street, Suite A  
Ridgeway, WI 53582



Dear Hailey:

Thank you for the opportunity to provide this proposal for the conceptual design and preparation of construction documents for the Ridgeway Park improvements. This project will include renovation of the existing parking area on the south side of the train depot, pathway improvements to the shelter/diamond area, design/grading for the existing gravel parking area, drainage improvements behind the ball diamond seating area, and electrical engineering for new ball diamond lighting. We have broken the areas into "tasks" to help identify fee allocation.

These improvements are being partially funded by a DNR grant program. The Village will provide topographic survey and any asbuilt or other existing information for the site as possible for use as a basemap.

Thank you very much for the opportunity!

Sincerely,

A handwritten signature in blue ink, appearing to read "Blake Theisen".

Blake Theisen, PLA, ASLA  
Principal

**Parkitecture + Planning**  
901 Deming Way, Suite 102  
Madison, WI 53717

E [blake@parkitecture.org](mailto:blake@parkitecture.org)  
P 608.886.6808

## **SCOPE OF SERVICES**

### **Ball Diamond Lighting**

- ◆ Preparation of plans. Elements to be addressed include:
  - Existing electrical and lighting demolition plan
  - Field lighting and electrical distribution plans
  - Construction details
- ◆ Coordination with manufacturers and selected lighting vendors
- ◆ Collaborative design review meetings with the project team
- ◆ Prepare final submittal (plans and specifications).

### **Parking and Pathway Design**

- ◆ Preparation of plans. Elements to be addressed include:
  - Parking lot and pathway layout plans
  - Stormwater drainage and conveyance plans
  - Parking lot and pathway grading plans
  - Landscape/restoration plans
  - Erosion control plans
  - Construction details
- ◆ Prepare final submittal (plans and specifications)
- ◆ Prepare and submit Local Permits
  - Local erosion control permit

### **Post Design Assistance**

- ◆ Public bidding or contractor invitation assistance
- ◆ Review and analysis of bids received
- ◆ Attendance at 2 onsite construction progress meetings
- ◆ Assembly of final punchlist
- ◆ Review of contractor pay applications

### **Master Planning (optional/future task)**

- ◆ Site Improvements
  - Site access and circulation recommendations
  - Playground recommendations
  - Miscellaneous site improvement recommendations
- ◆ Concessions/Restroom Building
  - Preparation of conceptual renovation recommendations. Elements to be addressed include:
    - Building floor plan
    - Mechanical plans
    - Electrical plans
    - Plumbing plans

OUTCOMES		
<b>Meetings</b>		
#1	Kick-off Meeting with Design Team & Village Staff	
#2	30% Construction Plan Review Meeting with Design Team & Village Staff	
#3	90% Construction Plan Review Meeting with Design Team & Village Staff	
#4-6	Post Design Assistance Meetings	
<b>Document Deliverables</b>		
#1	Opinion of Probable Costs Estimate	8.5x11 pdf
#2	30/90% Construction Plan Set for Review	11x17 pdf
#3	Construction Plan Set for Bidding	11x17 pdf
#4	Project Manual (front end documents & special provisions)	8.5x11 pdf
#5	Conceptual Master Plan Graphics	11x17 pdf

**Responsibilities of Owner and Others**

The Village shall supply Parkitecture with Digital CAD topo and boundary survey of the project site. Ordering of soil borings and infiltration testing by owner. Permit fees shall be submitted as a reimbursable expense.

**Proposed Fee**

For completion of the scope of services presented above, our proposed fees are lump sum by task:

Ball Diamond Lighting	\$ 2,844
Parking and Pathway Design	\$ 11,892
Post Design Assistance	\$ 3,734
<b>Total Grant Elements (no master planning)</b>	<b>\$ 18,470</b>
 Master Planning (Optional/future task)	 \$ 15,648

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work and obtain approval prior to commencement of additional work.

Acceptance below signifies a notification of acceptance and to proceed with the scope outlined above.

Accepted by:

Date:

\_\_\_\_\_  
Village of Ridgeway

\_\_\_\_\_

## **TERMS AND CONDITIONS**

### **Payment Terms**

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

### **Reimbursable Expenses**

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

### **Ownership of Documents**

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

### **Limitation of Liability**

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

### **Authorization and Notice to Proceed**

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

### **Schedule**

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

### **Client's Responsibilities**

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.