



February 14, 2023

Board of Public Works and Safety
City of Lafayette
20 North 6th Street
Lafayette, IN 47901

Dear Board Members:

You have before you a contract for project management services with Kettelhut Construction, Inc. for a new commissary building at Columbian Park Zoo. This service building will serve as the central diet preparation area for the zoo, provide animal holding space for some of the animal residents, and provide storage space for operational needs. The commissary will not be a public access building.

The main components of this contract include:

- Project management services for the commissary through the design and construction phases of the project. These services will include assisting with schedules, monitoring contractor performance, and assisting with all cost related issues.

The fee proposal is based on time and materials and is not to exceed \$38,000 plus reimbursable expenses. Work is to begin February 14, 2023 and anticipated completion of the project is early 2024.

This contract has been reviewed by the City Attorney and I recommend it for your approval.

Sincerely,

A handwritten signature in black ink that reads "Claudine Laufman". The signature is written in a cursive, flowing style.

Claudine Laufman
Superintendent
Lafayette Parks and Recreation

January 25, 2023

Ms. C. Laufman
Lafayette Parks and Recreation
1915 Scott Street
Lafayette, IN 47904

Re: Lafayette Parks
CPZ – Commissary Building

Dear Ms. Laufman:

Kettelhut Construction, Inc. is pleased to submit our proposal for the construction phase services listed below pertaining to the new 3100 sf commissary building located in the Columbian Park Zoo on an hourly basis plus reimbursable expenses.

This proposal is based upon the preliminary scope of work defined by the Cordogan Clark scope of work dated January 11, 2023. The Owner will be responsible for the preparation of Bid Documents and the receipt of Bid Proposals from the contractors. Our proposal for this project is as follows:

- A. Design Duration with KCI Involvement: February 2023 – May 2023 (Design / Bidding 4 months)
- B. Construction Duration: June 2023 – April 2024 (Construction/ Startup 10 months)
- C. Services included for construction phase.
 1. Schedule and conduct meetings to discuss progress, procedure, and scheduling.
 2. Monitor prime contractors' performance, and recommend courses of action to the Owner when requirements of the contract are not being fulfilled.
 3. Assist owner in monitoring overall project budget.
 4. Work with the Architect/Engineer to determine in general that the work of contractors is being performed in accordance with the requirements of Contract Documents including periodic site visits.
 5. Assist owner on all additional cost related issues (i.e., change orders) including reviewing Architect/Engineer Proposal Request, reviewing contractor's quotation, and implementation of revisions to contract.
 6. Assist with City Inspections and overall acceptance of facility (Certificate of Occupancy)
 7. If the Owner needs additional services to be performed by Kettelhut, the rates in this letter will be acceptable.
 8. The City of Lafayette, Indiana – Standard Terms and Conditions – Professional Service Contracts shall apply to this project.
- D. Services performed by others during the construction phase.
 1. Submittal/shop drawing approval
 2. Interpret construction documents.
 3. As-built drawing approvals
 4. Final inspections/Punchlist

E. Services will be invoiced on monthly basis and charged at the following time and material rates:

1. Project Manager – \$99.50 / hour
2. On-Site Manager – \$67.00 / hour
3. Office Administration – \$48.50 / hour

F. Reimbursable not included in above proposal:

1. Travel outside of Lafayette area
2. Printing of documents
3. Monitoring of warranty work

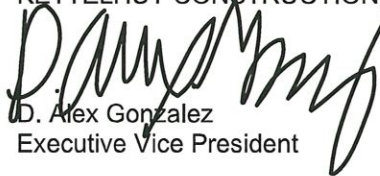
Our proposal for the work is a T&M not to exceed the sum of Thirty-eight thousand dollars (\$38,000.00) plus reimbursable expenses, if the services are as outlined.

If you find the above scope of work acceptable, please sign the attached acknowledgement copy of this letter and return it to our office.

We appreciate this opportunity to assist you with your construction needs and offer our continued assistance as you may require. Please contact us at your convenience if you should require any additional information.

Sincerely,

KETTELHUT CONSTRUCTION, INC.



D. Alex Gonzalez
Executive Vice President

DAG: jas

ACKNOWLEDGEMENT AND ACCEPTED:

By: _____

Date: _____

Title: _____