

October 6, 2020

James Slaton
Interim City Manager
City of Lake Wales

Phone (863) 678-4182 Ext. 230

Sent via email: jslaton@lakewalesfl.gov

CC: Victor Dover, Dover, Kohl & Partners, Principal-in-Charge
Kristen Thomas, Dover, Kohl & Partners, Office Manager

RE: Lake Wales Connected – Dover, Kohl & Partners Additional Services

James:

This letter is to request authorization for additional budget to continue to provide Additional Services as described in Exhibit B, Section C of our contract for any tasks to assist with Lake Wales Connected plan implementation; and to extend the contract term of our agreement.

1. DK&P will provide Additional Services on an as-needed hourly basis, when requested, at the rates specified in Exhibit B, Section D of our contract dated January 25, 2019. Rick Hall of Hall Planning & Engineering (HPE) is authorized to continue to provide services as part of the DK&P team, at the rate of \$240 per hour.

We suggest an additional not-to-exceed budget of \$25,000 be authorized by this letter to cover ongoing Additional Services tasks; DK&P shall get signed approval from Client before exceeding this fee. Additional Services tasks completed under this agreement will be at the request of the City of Lake Wales City Manager, the Assistant City Manager, the Development Services Director, or the Assistant CRA Director. Services will be invoiced monthly (reflecting actual hours worked and reimbursable expenses incurred) as fees accrue.

DK&P will inform Client when a requested task is estimated to exceed the remaining budget, before proceeding with the work. During plan implementation, additional assistance tasks that require more time and fee than established in this authorization may be desired. Upon request, DK&P can prepare a separate Work Order describing the new scope of work, estimated time and the not-to-exceed fee for those specific tasks. DK&P will proceed with work on those tasks upon approval of the Work Order by Client.

Examples of Additional Services tasks that may be necessary include:

1. Assist the City, and other consultants hired by City, with implementation of plan recommendations.
 2. Participate in community meetings to review updated plan/design concepts.
 3. Provide consultation/revisions to the plan documents, or provide additional detail about plan ideas, based on new information/comments received from Client.
 4. Produce new drawings, visualizations, diagrams, or renderings, or make additional revisions to the illustrations created under the original scope of work.
 5. Review the work of other consultants (civil engineers, architects, landscape architects, etc.) for consistency with plan ideas.
 6. Answering questions about details of the implementation strategy.
 7. Respond in a timely manner to any issue that requires the input of town planners.
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2. Authorization of this letter amends Article 2 of the contract dated January 25, 2019, to extend the term of the contract for an additional 18 months, subject to availability and appropriation of funds, to January 25, 2022.

We look forward to continuing to work with you.

Sincerely yours,

DOVER, KOHL & PARTNERS



Barbara Lamb, CNU-A
Town Planner & Business Development Officer

APPROVED and **ACCEPTED** on this _____ day of _____, 20__

By: _____

James Slaton, Interim City Manager