

October 11, 2016

Adam Regn Arvidson, PLA, FASLA
Director of Strategic Planning
Minneapolis Park and Recreation Board
2117 West River Road
Minneapolis MN 55411
612-230-6470

Re: MPRB SSA Master Plan
Professional Services Amendment – Additional Services

Dear Adam:

The MPRB SSA Master Plan has been approved and is now a working document. We were glad to be a part of this project to help you deliver the first of its kind for the MPRB and enjoyed working with you and your staff throughout this exciting and challenging process. Now that the project is complete, we have conducted a project fee/scope analysis. In doing so, we have found that the work required to complete the project has required us to exceed our project design fees. Attributing to this additional work was the extensive process we undertook with you and your team to finalize the document, ensure approval and acceptance from the Project CAC and additional public outreach and facilitation. This time spent required us to perform services that we believe were beyond our original scope.

Therefore, we are submitting for your consideration and approval this contract amendment for the following additional services:

1. Additional public outreach in the Gather Input – Community Engagement process including six(6) additional community events and open houses. Preparation of presentation materials, and time spent at events. (48hrs)
2. Additional public outreach in the Concept Reveal and Input Gathering – Community Engagement process including two(2) additional community open houses. Preparation of presentation materials, and time spent at events. (16hrs)
3. Four(4) additional CAC meetings to gain CAC support and approval. Including November 2nd, March 8th, March 28th, and May 5th. Preparation of presentation materials, revisions to park master plans and staff attending meetings. (72hrs)

4. Additional Time spent making revisions to the document after submission based upon Park Board, CAC and public comments regarding items within the Master Plan. (99.5hrs)
5. Additional expenses for printing costs for materials used in preparing the CAC packets and the boards and printed material for the public outreach process totaling \$4471.06.

Based on the items above, we respectfully request that our original contract be amended to reflect the additional 235.5hrs spent totaling \$25,905 plus additional expenses of \$4471.06 for a total of \$30,376.06. This amendment is subject to all other terms and conditions of the original agreement. Upon your review and approval, please return one signed copy to us. If you should have any questions about this request, please feel free to contact us to discuss.

ACKNOWLEDGMENT OF APPROVAL OF AMENDMENT

By:
MPRB

By:
Confluence

(signature) (date)

(signature) (date)

Adam Arvidson, Director

Terry Minarik, Principal

(printed name/title)

(printed name/title)