

CITY OF ARDMORE
Parks and Recreation Department

Council Letter No. 4932
Meeting Date: October 5, 2020

Mayor and City Commission
City of Ardmore, Oklahoma

Re: Approval of an addendum to the professional service contract between the City of Ardmore and the Davis & Davis, Inc. Recreational Planning Consultants in the amount not to exceed \$14,000 (fourteen thousand dollars) for additional construction meetings and site visits regarding The Clubhouse.

Dear Commission Members:

Due to delays at The Clubhouse in landscaping and signage it became apparent that additional services would be needed to ensure a successful completion. The Consultant Kim Davis provided an additional cost proposal to work through to completion, which includes construction phase services such as additional visits by the consultant team. The scope of this project has grown and I felt with the magnitude it warrants additional involvement from Davis and Davis Recreational Consultants. However after speaking with Lambert Construction they have agreed to share in the cost and provide 50% of the cost for these additional services. These additional funds would be available from the Reserve Management Fund.

Staff respectfully requests approval of the addendum in the amount not to exceed \$14,000 (fourteen thousand dollars) to provide additional services from Davis and Davis, Inc. Recreational Planning Consultants.

Thank you for your consideration,



Teresa Ervin
Parks and Recreation Director

Reviewed by: 
City Manager

September 29, 2020

Ms. Teresa Ervin
Parks and Recreation Director
City of Ardmore
Ardmore, OK 73401

Subject: Clubhouse End of Project Services

Dear Teresa,

The purpose of this email is to project forward as to the amount of professional time that might be required to continue providing construction phase services to the City of Ardmore on this project. Our current contract ran through June and we were able to facilitate it through July. Now, it appears that weekly site visits through August will need to continue with an allowance of 8hrs per week for administrative time. Looking into September, there could be three site visits and 24 hours of administrative time. This should get us through Substantial Completion, an Opening and Final Project Closeout Documentation.

The maximum foreseen values are projected as:

- Site visits: 7 x \$1,000/visit = \$7,000.00, plus reimbursable expenses.
- Administrative time: 56hrs x \$125.00/hr = \$7,000.00

Billing will only be for the actual time required. We are working to close this project out as soon as possible.

Thank you for your consideration.



Kim C. Davis, RLA
President, Davis & Davis, Inc.
For and on behalf of Davis & Davis, Inc.

Client

Date