

MEMO

To: Park Board

From: Greg Vitale, Director of Parks and Recreation

Date: November 19, 2019

**Re: Centennial Park Stairway and Erosion Control Project Observation and Construction
Administration Increase**

SEH of Indiana is engaged to provide project observation and construction administration (aka Resident Project Representation) for the Centennial Park Stairway and Erosion Project at an amount not to exceed \$9,950.00. This dollar amount has been exceeded due the additional meetings, reports and other obligations that were imposed by IDEM throughout the process. Had it not been for these provisions, this portion of the project would have been significantly below budget. SEH expects that an additional \$2,000 will be more than enough to cover the overage and the remaining obligations. Considering the additional responsibilities that were imposed on the project, the Director of Parks and Recreation considers this a reasonable increase.

Recommendation

It is recommended that the Park Board authorize an increase of \$2,000 to the Resident Project Representation agreement with SEH of Indiana for a new total not to exceed \$11,950.00.