

**WORK ORDER FORM**

PURSUANT TO A MASTER AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND  
RUSSELL + MILLS STUDIOS

**WORK ORDER NUMBER:** PR-600163  
**PROJECT TITLE:** Gardens on Spring Creek Stage Re-design  
**ORIGINAL BID/RFP NUMBER & NAME:** 8459  
**MASTER AGREEMENT EFFECTIVE DATE:** May 8, 2017  
**WORK ORDER COMMENCEMENT DATE:** 9/25/19  
**WORK ORDER COMPLETION DATE:** 11/15/19  
**MAXIMUM FEE:** (time and reimbursable direct costs): \$5,800

**PROJECT DESCRIPTION/SCOPE OF SERVICES:** Provide Concept plans, elevations and sketches to illustrate proposed design for stage edge wall modifications and speaker suspension system. This will include adjustments for stage terrance wall, grading plan and elevations, railing and potential screen at NE corner and speaker suspension verification from structural analysis by structural engineer. Cost estimates for completing the new concept design.

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

The attached forms consisting of two (2) page(s) are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.

SERVICE PROVIDER: [Signature], Principal Date: 9/27/2019  
Name, Title

ACCEPTANCE: [Signature] Date: 9/30/19  
Name, Project Manager

REVIEWED: [Signature] Date: 10/29/19  
Name, Buyer or Senior Buyer

ACCEPTANCE: \_\_\_\_\_ Date: \_\_\_\_\_  
Gerry Paul, Purchasing Director  
(if greater than \$60,000)





September 3, 2019

Michelle Provaznik - Director  
The Gardens on Spring Creek  
2145 Center Ave.  
Fort Collins, CO 80526

Dear Michelle,

**Re: Scope and Fee Proposal for Gardens Stage Renovations**

We are pleased to present this proposal to assist with concepts for stage renovations and modifications at Gardens on Spring Creek. Below is our scope and fee based on our discussions:

**SCOPE & SERVICES**

Our scope of work is divided into the following categories:

1. Concept Design

**CONCEPT DESIGN**

Concept plans, elevations and sketches will be developed illustrating proposed design concepts for stage edge wall modifications and speaker suspension systems. Plans and drawings will be developed in coordination with JVA Structural Engineers to assist with a weight capacity analysis. Concept drawings and parameters will be reviewed with project representatives and modified according to feedback.

**Products**

- Plan concepts for terraced stage wall adjustments
- Grading plan and elevations of stage, railing and potential screen at NE corner of stage
- Speaker suspension weight analysis/structural verification and structural detail sketches
- Cost Estimates

**Meetings**

- Design concept review meetings - 2
- City Staff review to determine approval requirements (if any)

**FEES**

The summary of fees per task is listed below. The proposed fee is based on an hourly-not-to-exceed agreement to assist you in developing concept design, minor amendment approval for stage modifications and site construction documents for bidding purposes.

1. Concept Design Total	\$ 5,800
Russell + Mills	\$ 4,200
JVA Structural	\$ 1,600
<b>TOTAL Hourly-not-to-exceed</b>	<b>\$ 5,800</b>



**Invoices**

All Invoices are to be paid within thirty days of issuance.

**Additional Services**

Additional services shall include providing professional services not specifically identified in our Scope of Services above, or for being asked to modify previously approved drawings. Additional services can be negotiated or will be billed on an hourly basis. Additional submittals (if required) will be done on an hourly basis, unless they are the result of Russell + Mills errors or omissions, in which case, we will undertake at no additional charge.

**Agreement**

Russell+Mills Studios can initiate the proposed services upon written authorization. Adding your signature in the space provided and returning a copy will provide authorization of this proposal and form the basis of our agreement. Should you have any questions or comments following your review of this proposal we will be pleased to address them.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Russell".

Craig Russell  
Principal

Authorization to Proceed  
Name & Title:

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Michelle Provaznik

Date

Representing: Gardens on Spring Creek