



Board of Park Commissioners Change Order Approval Form

Parks Comprehensive Plan Change Order #1
Project: 2022088

Change Order Approval Request

Original Scope of Work:

Preparation of Parks System Comprehensive Plan per November 7, 2022 Request for Proposals.

The project change includes;

- License purchase of Social Pinpoint platform
- Social Pinpoint platform setup, organization, and maintenance for the duration of the outreach time window
- Translation services for online platform's text and advertisement materials
- Advertisement materials
- **Total add.....Add \$3,337.00**

The summation of these changes results in an increase of the contract amount from \$234,874.00 to \$238,211.00

Board Approval:

At this time, I would like to ask the Board of Park Commissioners for approval of a change increase of \$3,337.00 for this project.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners met to host their regularly scheduled monthly Board meeting on **October 17, 2024**, to approve the above-referenced project and increase the contract, in the amount of **\$3,337.00**.

We, the Board of Park Commissioners, on the date stated, do ATTEST, sign to the above-referenced and attached documents, and approve as presented.

Justin Shurley, President

Cory Miller, Vice President

Richard Briley, Commissioner

Jenna Jauch, Commissioner

Steve McDaniel, Director, Board Secretary

Design Workshop, Inc.

Landscape Architecture

Planning

Urban Design

125 S Clark St.
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Chicago, IL 60603
312-360-1736

Asheville

Aspen

Austin

Chicago

Denver

Dubai

Houston

Lake Tahoe

Los Angeles

Shanghai

designworkshop.com

July 17, 2023

Alec Johnson
Deputy Director of Park Planning & Development
Fort Wayne Parks and Recreation
705 East State Boulevard,
Fort Wayne, Indiana, 46805

Additional Services for: Fort Wayne Parks System Comprehensive Plan
Add Service Number: 1

Dear Alec:

This letter is a request for approval to complete Additional Services associated with the Fort Wayne Parks System Comprehensive Plan project located in Fort Wayne, Indiana. Based on our conversation on June 29th, 2023, Design Workshop will provide the following services associated with additional community outreach and input:

- I. License purchase of Social Pinpoint platform.
- II. Social Pinpoint platform set-up, organization, and maintenance for the duration of the outreach time window (to be determined).
- III. Translation services (Spanish only) for online platform's text and advertisement materials.
- IV. Advertisement materials (in digital format) in both English and Spanish.

Project Assumptions:

1. Client will be responsible for printing any physical advertisement materials.
2. Burmese and other language translations are excluded from this base scope of services and fee.

By signing this letter, you are authorizing Design Workshop, Inc. to commence services immediately for a fee of **\$3,337**. This fee includes reimbursable expenses for Design Workshop and additional fees community outreach and engagement sub-consultant.

DESIGNWORKSHOP

The contract conditions of existing Agreement dated February 28, 2023 shall be binding on these additional services unless modified herein. The following is a summary of the fees associated with this effort.

Original Contract Amount:	\$234,874
Additional Services 1 Amount:	\$3,337
Total New Contract Amount:	\$238,211
Change to Schedule:	None

Please call me at 970-315-3993 if you have any questions regarding this request for additional services.

Sincerely,



Kurt Culbertson
Principal
DESIGN WORKSHOP, INC.

APPROVED BY CLIENT:

By: 

Date: 7/18/23

Title: Reputy Director