



March 13, 2018

Mr. Eric Hanson  
City Administrator  
City of Ballwin  
14811 Manchester Road  
Ballwin, Missouri 63011

**RE: City of Ballwin, City Hall Relocation  
Phase 3 – Additional Services Request  
Phase 4 – Authorization to Proceed**

Dear Mr. Hanson:

We are excited that the New Ballwin City Hall project is out to bid. By April we will be breaking ground and turning our sights towards the raising of your new facility. As we launch into this phase of work we would like to follow-up with the required paperwork to proceed.

First, to wrap up the current phase, we would like to propose an additional services request in the amount of \$8,249 as previously discussed. I have included the attached back up for your review and consideration.

Second, per our contract, we are seeking an authorization to proceed with the scope of work defined for Phase 4 – Construction and Occupancy. The pre-negotiated value for this phase of work is \$111,767.

We look forward to advancing this successful project and to the continued growth of our long-term relationship with the City of Ballwin.

Sincerely,  


Todd A. Sweeney, P.E., LEED AP  
Principal

\_\_\_\_\_  
Authorization to Proceed – Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**NAVIGATE Building Solutions  
Ballwin City Hall - Phase 3: Additional Services Request**

<b>City of Ballwin, Missouri</b>					<b>12-Mar-18</b>
Additional Services performed for the addition of the Board Room and other Building/Design Modifications					
		Hours	Contract Rates	Multiplier	Total Cost
Todd Sweeney	Project Director	10	\$132.00	1.4	\$1,848
Jen Kissinger	Project Manager	6	\$132.00	1.4	\$1,109
Steve Cooper	Estimating	36	\$105.00	1.4	\$5,292
Reimbursables					\$0
					<b>\$8,249</b>



### EXHIBIT A – Rate Schedule for Additional Services

<u>NAVIGATE STAFF</u>	<u>Rate</u>	<u>Multiplier</u>	<u>Total</u>
Principal	\$132.00	1.4	\$184.80
Project Director	\$132.00	1.4	\$184.80
Sr. Field Inspector	\$105.00	1.4	\$147.50
Field Inspector	\$85.00	1.4	\$119.00

KDN

ESTIMATOR

108.00

1.4

147.50

From Original Contract



May 25, 2017

Mr. Eric Hanson  
City Administrator  
City of Ballwin  
14811 Manchester Road  
Ballwin, Missouri 63011

RE: City of Ballwin, City Hall Relocation  
Authorization to Proceed

Dear Mr. Hanson:

We are excited that the Board of Aldermen approved the advancement of the City Hall Relocation Project. As such, we would like to request your authorization for Navigate Building Solutions, LLC to proceed with Phase 2 and 3 of our Professional Services Agreement dated March 20, 2017.

This authorization is sought in accordance with this agreement, the scope of work defined therein and the following pre-negotiated compensation amounts.

Phase <sup>2</sup> <del>1</del> - Resource Procurement	\$10,900
Phase <sup>3</sup> <del>2</del> - Design and Bidding	\$59,800
Total	\$70,700

We look forward to advancing this successful project.

Sincerely,

Todd A. Sweeney, P.E., LEED AP  
Principal

Authorization to Proceed - Signature

Tim Pogue  
Name

6-12-17  
Date