



Proposal for:

Owner's Representation

Project:

Inspection & Maintenance Plan
Wabash Landing Parking Garage
West Lafayette, IN

September 12, 2012

To:

City of West Lafayette
Redevelopment Commission
609 West Navajo Street
West Lafayette, IN 47906

By:

LINK Management, Inc.
201 Main Street, Suite 605
PO Box 1006
Lafayette, IN 47902

1. General:

- 1.1. The City of West Lafayette through the Redevelopment Commission wishes to implement the five year Inspection and Maintenance Plan for the Wabash Landing Parking Garage in, West Lafayette, Indiana as detailed in the plan prepared by Carl E. Most & Son, Inc 9/20/10 (attached).
- 1.2. This proposal is intended to cover Owner's Representation Services for the City of West Lafayette protecting their best interests in the Inspection and Maintenance Project for the Wabash Landing Garage. The basis for the scope of work of this project is the plan prepared by Carl E. Most dated 9/20/10. LINK Management, Inc. will review this plan and recommend a specific scope of work that is customized to address current existing conditions.

2. Scope of Work

- 2.1. Perform regular inspections of the parking garage and validate the scope and schedule of all items identified in the Maintenance Plan.
- 2.2. Generate applicable bid packages for each scope of work identified within the revised and approved scope of work.
- 2.3. Coordinate RFP response. Perform scope review meetings with contractors. Contracts will be awarded by the City of West Lafayette.
- 2.4. Provide day-to-day observation of the work when underway and provide coordination as required to assure appropriate quality control.
- 2.5. Review, approve and forward invoices/pay applications associated with the work.
- 2.6. Report status and update the commission.
- 2.7. Coordinate close out and warranty administration.

3. Special Conditions

- 3.1 LINK Management, Inc. shall be considered the City's or Redevelopment Commissions "Agent" and as such shall be provided the protections afforded the City in its "Standard General Conditions" adopted June 8, 1993 for the duration of this agreement, and will be named as an additional insured under the contractor's insurance policy during the construction phase of the projects.

4. Fee

Our fees for this Year #1 scope of work are:

- \$8,280

This total is a not to exceed amount and the City will be billed for time devoted to the scope of work detailed above.

Reimbursable expenses:

All reimbursable expenses shall be invoiced in addition to regular hourly charges at our direct cost plus 10% overhead and profit and include:

- Shipping and express mail service
- Document duplication costs
- Project materials and furnishings purchased by LINK
- Out-of-town travel expenses
- Jobsite office and equipment rental
- Federal, state and local fees for license, permits or approvals
- Quality control testing charges
- Photographs and video taping
- Hazardous material handling and/or coordination

Invoices will be processed monthly and include actual costs for that period.

Proposed by:
LINK Management, Inc.

Accepted by:
West Lafayette Redevelopment
Commission

Thomas R. Walter Date
President

Lawrence T. Oates, President Date