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## MEMO

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**Date:** October 09, 2008  
**Re:** Lincoln Circle Project Summary  
**Attn:** Mr. Karl Wetherholt  
**From:** Tom Warner

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The following is the original contract proposal amount for the work that was to be provided for the Lincoln Circle project. The original work included the design and coordination for the closure of Lincoln Circle West to Granville Street and included the new drive between the existing parking lot and Granville Street. The proposal for this work was as follows:

|                          |                    |
|--------------------------|--------------------|
| Topographic Survey:      | \$ 4,200.00        |
| Preliminary Engineering: | \$ 3,500.00        |
| Final Engineering:       | <u>\$17,200.00</u> |
| Total Contract Amount:   | \$24,900.00        |

Of the above referenced items, we had completed the topographic survey work and the preliminary engineering. We also revised the site plan which required additional topographic survey work along the bank of Sycamore Creek. We also started to produce the construction drawings for the widening of Lincoln Circle to accommodate the mailboxes drop-off area. The following is a summary of the work that has been provided to date:

|                                |                 |
|--------------------------------|-----------------|
| Original Topographic Survey:   | \$4,200.00      |
| Additional Topographic Survey: | \$1,500.00      |
| Preliminary Engineering:       | \$2,500.00      |
| Final Engineering:             | \$4,200.00      |
| Reimbursable Items (Prints):   | <u>\$ 27.74</u> |
| Total Fees Provided to Date:   | \$12,427.74     |

Of the above, we have been paid a total of \$5,000.16. There is an outstanding total of \$7,427.58 due for this project.

As discussed, there will be an Open House meeting held on October 21<sup>st</sup>. I am anticipating a total of six (6) hours of consulting time to prepare, attend and address any questions related to this meeting. For this time, I am proposing a total of \$630 for the consulting time.

In summary, we will have a total of \$13,057.74 included with this project. With \$5,000.16 already paid to date, we would have a total of \$8,057.58 due for the project.

Please review and call me if you have any questions or comments.