

STEVEN G. COSMOSLANDSCAPE ARCHITECT & ENVIRONMENTAL PLANNER

September 19, 2012

Recreation Department
 Town of Millis
 900 Main Street
 Millis, MA 02054

Attention: Kris Fogarty, Recreation Director
 Re: Cassidy Farm Playfields Project

Dear Kris:

Thank you for requesting this proposal to assist with the design of the playfields at Cassidy Farm. We have requested a topographic survey be performed and received two bids from surveyors which were exactly the same price.

The Scope of Services is as follows:

Services	Hours
1. Site Visit & Kick-off meeting	2.0
2. Schematic Design Plans (Soccer/ softball Fields & parking)	25.0
3. Cost Estimates	3.0
4. Construction Documents (Grading, layout & site details)	50.0
5. Technical specifications	12.0
5. Meetings & coordination	10.0
TOTAL PROJECT HOURS	102.0

S. Cosmos, Principal 102 hours @ \$125.00/ hour = \$12,750.00
 R. Clemence, Drafting 25 hours @ \$65.00/hour= 1,625.00
 Reimbursable expenses (mileage, printing) 125.00

Cosmos Associates Design Fee \$14,500.00
Metrowest Engineering Survey 7,500.00

Total Design & Survey Fee \$22,000.00

Please contact me if you have any questions. I look forward to assisting you with this much needed community recreation project.

Sincerely,

Steven G. Cosmos

5 LONGVIEW STREET, NATICK, MA 01760
 508.628.3595 FAX 508.405.4479
 COSMOSLA@RCN.COM