

**University Avenue Improvements and ARTWalk 2
Enhancements Project**
City Project #08101 PIN 4754.18

**Additional services discussion meeting with AW
May 5, 2010 at 3:00 PM
ARTWalk office on Atlantic Avenue**

City of Rochester:
Did not attend

Bergmann Associates:
Brian Dougherty

ARTWalk of Rochester:
Doug Rice
Anne Lovely

The purpose of this meeting was to discuss the content of the request for additional monies for ARTWalk to be able to conduct the remaining work effort related to artist calls, jury selection, jury management, follow through on the art being accomplished and other topics related to these tasks. Several other topics were discussed that clarified invoice payments, timing of same and work scope remaining.

There was agreement that the focus of future billings should be related to ARTWalk work efforts in the above noted tasks. We agreed that some of this work will go on through the Fall of 2011 so it will be important to control hours and costs and to stay efficient. It was agreed that the other tasks where ARTWalk participates in neighborhood coordination and other decision making are volunteer activities that are not part of the calls, jury and art selection.

A staffing table was developed with three titles and respective hours for each that will make up this request.

- Senior Advisor – 100 hours at \$75.00 = \$7,500
- Project Manager – 380 hours at \$30.00 = \$11,400
- Administrative assistant – 300 hours at \$20.00 = \$6,000
- Added direct expenses - \$100
- Total additional services request - \$25,000

Anne and Doug agreed that this \$25,000 was the maximum fee allowed for the remaining work. They agreed to “make it work”.

We discussed the timing of official approval of this extra and the timing of payment of invoices. Bergmann has paid invoices 1-5. Invoice #6 (\$4,437) goes to the city on 5/6/10 and when Bergmann is paid Bergmann will pay ARTWalk. There is \$9,200 remaining in the original agreement. That is available to be billed against. AW agreed to start work on the “calls”. The formal request for the additional \$25,000 will go to the City by 5/11/10. Once AW is over the \$9,200 they are at risk until the City approves the additional services request.

This agreement with Bergmann does not preclude AW from pursuing other monies that might be available in the grants being provided to fund the many components of ARTWalk2. Mention was made of the possibility of a share of the \$300,000 for the Connective Artworks grant could be available.

Doug agreed with the distribution of hours and will sleep on it for a day and will let Brian know if okay.

Best regards,

BERGMANN ASSOCIATES

Brian M. Dougherty
Principal in charge

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