



Lardner/Klein Landscape Architects, P.C.

October 3, 2017

Vienna Town Hall
Attn: Accounts Payable
127 Center St. S
Vienna, VA 22180

ATTN: Patrick Mulhern – P&Z
RE: RFP Maple Avenue Design – Professional Services
Vendor Number: 315
Purchase Order Number: 20170643-00

Invoice #1 for Maple Avenue Design Guidelines

Invoice based on percent complete for work through September 30, 2017.

Task	Amount for Task	Prior Billing	Current Billing	Percent Complete	Contract Amount Remaining
Task 1. Site Information and Analysis	\$24,106.00	\$ 0.00	\$7,231.80	30%	\$16,874.20
Task 2. Develop Design Guidelines	\$24,070.00	\$0.00	\$0.00	0%	\$24,070.00
Subtotals	\$48,176.00	\$0.00	\$7,231.80		\$40,944.20

AMOUNT PAYABLE and DUE THIS INVOICE

\$7,231.80

Contract Summary

Total Purchase Order Authorized	\$50,000.00
Amount Noted on Spread Sheet	\$ 48,176.00
Total billed to date, including this billing:	\$ 7,231.80
Total paid to date:	\$ 0.00
Total contract remaining	\$ 40,944.20

Sincerely,
Lardner/Klein Landscape Architects, P.C.

Elisabeth Lardner, ASLA, AICP
Principal

Equal Opportunity Employer

815 North Royal Street, Suite 200
Alexandria, VA 22314
703-739-0972 (PHONE)
703-739-0973 (FAX)

Project Task Status for Maple Avenue Design Guidelines

	Task	Status	Percent Complete	Project Update/Product/Deliverable
Task 1 Site Information and Analysis – 50% of Project				
a.	Kick-off Meeting #1 and Site Tour	Complete	100%	Meeting and Memo complete
b.	Review Documents and Background Material	Complete	100%	Documents reviewed
c.	Review Current BAR application trends and develop BAR Questionnaire	Partially complete/on hold	50%	Charts documenting findings from BAR application trends and draft questionnaire complete
d.	Define Study Boundary and Create Corridor Map		0%	
e.	Extract Info from Church Street Guidelines	Partially complete	50%	Documents reviewed
g.	Recommend Changes to Comprehensive Plan	Partially complete	50%	Documents reviewed
h.	Work Session #2 with Steering Committee and Site Visit		0%	
i.	Gather BAR Questionnaire Results		0%	
j.	Summarize Research and Analysis Findings		0%	
k.	Generate Outline of Design Guidelines		0%	
l.	Create Template and Sample Graphics		0%	
m.	Work Session #3 with Steering Committee, BAR and Site Visit; invite public to participate at end of workshop sessions		0%	
n.	Revise Draft Outline and Graphics List		0%	
Task 2 Develop Design Guidelines – 50 % of Project				
a.	Chapter 1. Introduction		0%	
b.	Chapter 2. Streetscape Guidelines		0%	
c.	Chapter 3. Private Site and Building Upgrade Guidelines		0%	
d.	Chapter 4. New Buildings Guidelines		0%	
e.	Chapter 5. Signs and Awnings Guidelines		0%	
f.	Guideline Document		0%	