



Lardner/Klein Landscape Architects, P.C.

MARCH 1, 2018 RESENT – INVOICE PAYMENT OVERDUE

December 5, 2017 REVISED

November 9, 2017

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

ATTN: Hyojung Garland – P&Z
~~Patrick Mulhern – P&Z~~

RE: RFP Maple Avenue Design – Professional Services
Vendor Number: 315
Purchase Order Number: 20170643-00

Invoice #2 for Maple Avenue Design Guidelines; Revised 12/5/17

Invoice based on percent complete for work through September 30, 2017 (missed billing in Invoice #1).

Task	Amount for Task	Prior Billing	Current Billing	Percent Complete	Contract Amount Remaining
Task 1. Site Information and Analysis	\$24,106.00	\$ 7,231.80	\$2,000	38%	\$14,874.20
Task 2. Develop Design Guidelines	\$24,070.00	\$0.00	\$500.00	2%	\$23,570.00
Subtotals	\$48,176.00	\$7,231.80	\$2,500.00	20%	\$38,444.20

AMOUNT PAYABLE and DUE THIS INVOICE

\$2,500.00

Contract Summary

Total Purchase Order Authorized	\$50,000.00
Amount Noted on Spread Sheet	\$ 48,176.00
Total billed to date, including this billing:	\$ 9,731.80
Total paid to date:	\$ 7,231.80
Total contract remaining	\$ 38,444.20

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	75%	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	80%	Documents reviewed
g.	Recommend Changes to Comprehensive Plan	Partially complete	75%	Documents reviewed
h.	Work Session #2 with Steering Committee and Site Visit	Initiated	5%	Preparation for meeting with Steering Committee (originally scheduled for October 16, 2017)
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	Initiated	1%	Started to gather draft text for guidelines
d.	Chapter 4. New Buildings Guidelines	Initiated	1%	Started to formulate draft text for guidelines (based on review of current project submission)
e.	Chapter 5. Signs and Awnings Guidelines		0%	
f.	Guideline Document		0%	