



June 15, 2017

Whitestown Parks Department  
6210 South 700 East, Room 100  
Whitestown, IN 46075  
Attn: Nathan Messer, Director

**RE: Whitestown – Walker Park Development**

Dear Mr. Messer:

Please consider this letter as our formal proposal providing our understanding of the scope, fee and schedule for additions to Walker Park. In preparation for this proposal, Shrewsberry & Associates, LLC (Shrewsberry) has reviewed the following:

- Aerial exhibits provided by the Whitestown
- Site Locations from aerial imagery
- Conversations with Mr. Messer

**UNDERSTANDING**

The project consists of adding recreation amenities to Walker Park located on Albert S. White Blvd. including a basketball court and two tennis courts fenced to be constructed in 2017. Our preliminary construction cost estimate for construction of the recreation courts is approximately \$110,000.00 which includes clearing and grubbing, grading, asphalt pavement court surfaces, painting and striping of court layouts, and a fence around the tennis courts, erosion control and minor site restoration from construction such as reseeding. Whitestown will communicate the final project budget with Shrewsberry as it becomes known.

**ASSUMPTIONS:**

- No new utilities will be brought into the site
- Permitting is not included in this scope but can be provided if needed by addendum
- The Town will perform bidding for the project

This project is not intended to fix existing drainage concerns or flaws; and we are not currently aware of drainage concerns within the project area.

**SCOPE**

**Initial Analysis**

- Perform a site visit to confirm and assess the existing condition

**DELIVERABLE:** Shrewsberry will develop a preliminary layout and provide to the Town for approval. Exhibits will depict the proposed court and future restroom building location in relation to the existing parking lot and trail. Areas with potential issues or conflicts will be identified for further discussion between Shrewsberry and the Town.

### **Plan Development**

Upon approval of the layout by Whitestown, Shrewsberry will proceed with detailed plan development. Our design tasks will include layout and dimensioning, detailing and specifications.

#### **DELIVERABLES:**

A plan will be developed and utilize a scale no larger than 1"= 20'. The plans will include the following:

- Plan Layout – dimensions, court striping layout, walkway connections
- Detail Sheet – material, typical details and sections for construction, and specifications

Notes regarding deliverables:

- A probable construction cost estimate will be provided with the final documents
- Shrewsberry will attend one (1) coordination meeting

### **Construction Services**

- Attend a preconstruction meeting with Town, Project Field Manager, contractor, subcontractors and any other relevant departments to discuss project requirements, special conditions, project specifications, and submittal processes.
- Review contractor shop drawings and answer contractor RFI's

### **SCHEDULE**

- Site Visit – complete within 5 days from NTP
- Initial Analysis Deliverable – complete within 7 days from NTP
- Preliminary Plan Submittal to Town – complete within 14 days from NTP
- Final Plan Submittal to Town –within 28 days from NTP

The above schedule is dependent on steps that are outside of Shrewsberry's control. Unexpected delays in receipt of Notice to Proceed, Town review of plans and decision-making may impact the schedule. We will communicate any schedule issues with the Town as soon as they become known.

### **FEES**

Shrewsberry proposes to perform the scope of services for the Lump-Sum fee of **\$4,500.00**. Should you have any questions or comments, please don't hesitate to contact our office.

Sincerely,

Nola Albrecht, RLA, ASLA  
Landscape Architecture Director

cc: Jarvis Jointer, Shrewsberry  
file: 17-0108