

Donation

Version 2.4 released on 7/24/23

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)


CITY COUNCIL USE ONLY

Date Received: _____
 Committee Date: _____
 1st Agenda Date: _____

Tracking #: _____

Committee: _____

Hearing Date: _____

2nd Agenda Date: _____
CITY CLERK USE ONLY
☐ Scanned

Date: 04.17.2024

☐ Posted

Item #: 2404.00921

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details
Board Approval
Other Board Name
City Council Approval
☒ Yes ☐ No

Department
 Parks and Recreation

Contact Name
 Anna Moore

Email
 amoore@cityoftulsa.org

Phone
 918-240-1423

Bid/Project Number

Project Title

Donator
 Heckenkemper Golf Course
 Design

Type of Donation
 Other

Enter a Bid or Project Number (not a
 Title or Description)

Travel Event Title

Traveler's Name

Event Date

Donation Amount/Value
 \$57,500.00

City Council requires a dollar value

Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.Abst>Title5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department:

Legal:

Board:

Mayor:

Other:

Date:

Date:

Date:

Date:

Date:

Policy Statement

Background Information

Proposed agreements to prepare construction documents have been received for Page Belcher and Mohawk Golf courses as part of the Master Plan. The agreements are being submitted by PDG, LLC, a licensed landscape architectural firm with extensive experience in park planning and golf course design.

Provide background information on the requested action.

Summation of the Requested Action

Specifically work at Page Belcher will focus on bunker renovation and removal, adding a putting green nursery, and possible sod replacement from past waterkill. The estimated construction cost is one million dollars and funded by ARPA. The PDG fee is \$80,000 and is less than normal due to Randy Heckenkemper's involvement being donated as in-kind services with a value of \$40,000. The combined total of 12% fee is a typical municipal contract sum for gold course projects having a one-million-dollar budget. The Master Plan for the Mohawk Park Golf course will evaluate overall course repairs needed, and impact flooding has on turf conditions and facility operations. It is important to maintain a strong First Tee Program due to the significant private dollars having been invested since 1999. Unique to Mohawk Park is the involvement of golf course architect Perry Maxwell in its history. Mr. Maxwell is the designer of Southern Hills CC. Mohawk Currently contributes approximately 30% of the golf operation revenue versus 70% generated by Page Belcher. The Master Plan process will evaluate incorporating more of Mr. Maxwells original design of Woodbine to create marketing appeal. A much-improved Woodbine may attract golfers from outside the region allowing for a higher non-resident green fee. There is a possibility that Woodbine improvements may require land currently used as the back nine of Pecan Valley. The PDG fee for the master plan is \$35,000 and lower than normal due to Randy Heckenkemper's involvement being donated as in-kind services with a value of \$17,500.

All fees will be paid using private funds raised through the Tulsa Public Golf Course Alliance Fund held by the Tulsa Community Foundation. We are asking for approval of the in-kind donation of \$57,500 to be added to the other donations accepted by the Fund.

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

- ☐ Mail vendor copy (add'l signature copies attached)
- ☐ Must be filed with other governmental entity
- ☐ Add'l governmental entity approval(s) required

Additional Routing and Processing Details

7 2 2 0 2 4

7 2 2 0 2 4

Heckenkemper Golf Course Design

5314 S. Yale Ave., Suite 510
Tulsa, OK 74135
Tel 918.625.7980

February 28, 2024

Anna America, City of Tulsa Director of Culture and Recreation
Nick Sidorakis, Tulsa Golf Course Advisory Committee Chairman

RE: Tulsa Public Golf Course Alliance Fund- In-kind Donation to City of Tulsa Golf Projects

Anna and Nick:

Attached for your review are proposed agreements to prepare Construction Documents for the Page Belcher Golf Courses and a Master Plan for the Mohawk Park Golf Courses. The agreements are being submitted by PDG, LLC, a licensed landscape architectural firm. PDG has a staff of ten landscape architects and was founded in 1985. They have extensive experience in park planning and golf course design.

The work at Page Belcher will primarily focus on bunker renovation and removal, adding a putting green nursery, and if funding permits, sod replacement from past winterkill. The estimated construction cost is one million dollars and funded by ARPA. Bidding will follow City of Tulsa requirements. The PDG fee is \$80,000 and is less than normal due to Randy Heckenkemper' involvement being donated as in-kind services with a value of \$40,000. The combined total of 12% fee is a typical municipal contract sum for golf course projects having a one-million-dollar budget.

The Master Plan for the Mohawk Park golf courses will evaluate overall course repairs needed, and the impact flooding has on turf conditions and facility operations. It is important to maintain a strong First Tee Program due to the significant private dollars having been invested since 1999. Unique to Mohawk Park is the involvement of golf course architect Perry Maxwell in its history. Mr. Maxwell is the designer of Southern Hills CC, newspaper articles and drawings document his involvement, but it will be important to do a deep dive into the course history. Mohawk currently contributes approximately 30% of the golf operation revenue versus 70% generated by Page Belcher. The master plan process will evaluate incorporating more of Mr. Maxwells original design of Woodbine to create marketing appeal. A much-improved Woodbine may attract golfers from outside the region allowing for a higher non-resident green fee. There is a possibility that Woodbine improvements may require land currently used as the back nine of Pecan Valley. The PDG fee for the master plan is \$35,000 and lower than normal due to Randy Heckenkemper' involvement being donated as in-kind services with a value of \$17,500.

All fees will be paid using private funds raised through the Tulsa Public Golf Course Alliance Fund held by the Tulsa Community Foundation. I ask that the City of Tulsa recognize the in-kind donation \$57,500 and it be added to the other donations accepted by the Fund.

Regards,

Randy Heckenkemper



April 2, 2024

Mr. Nick Sidorakis
Youth Development of Tulsa, Inc.
PO Box 702298
Tulsa, OK 74170

Re: Proposal for Golf Course Design Services for Page Belcher Golf Course Bunker Renovation

Dear Mr. Sidorakis:

On behalf of Planning Design Group, it is my pleasure to submit this proposal for design services for the Page Belcher Golf Course Bunker Renovation. The PDG team offers the full scope of design and construction administration services including Golf Course Architecture, Landscape Architecture and Land Planning. After our preliminary discussions and our site visit, we are pleased to offer these services in the high quality that the First Tee of Tulsa, the City of Tulsa, and the greater local community expect. We propose the following basic scope of services and fee schedule for your consideration.

BASIC SCOPE OF SERVICES

TASK 1: PRELIMINARY PLAN SERVICES & DESIGN DEVELOPMENT

- (a) Prepare schematic design studies, including review and comment of the project and design development documents. The Design Consultant shall prepare schematic design studies consisting of drawings and other documents illustrating the scale and relationship of project components for approval by the City. The Design Consultant shall prepare from the approved schematic design studies the design development document/preliminary plans consisting of drawings and other documents to fix and describe the size and character of the project as to structural, mechanical and electrical systems, preliminary site drawing, materials and such other essentials as may be appropriate. The preliminary site drawing shall include a topographical survey of the site, layout of any existing proposed and/or recommended sanitary sewers, water lines, storm sewers, all other underground obstructions, street improvements, site drainage and detention studies as appropriate, any and/or all of which might affect the construction of this project.
- (b) Prepare an approximate estimate of the construction costs of said improvements, extensions and repairs.
- (c) Hold all necessary conferences with the City and all other interested parties.
- (d) Formulate preliminary documents for all identified project requirements based upon discussions with the City during the design process relative to the proposed level of quality and course difficulty, method of course operation and maintenance, design philosophies and concepts, general budget

parameters, area of land to be utilized, and routing guidelines.

- (e) Prepare and submit Design Development Documents and a preliminary construction cost estimate for funded improvements including not limited to:
 - 1. Redesign of all existing sand bunkers.
 - o All existing bunkers will be evaluated for their maintenance functionality and architectural utility within the overall framework of each individual hole. New bunker locations that better align with the game of the modern golfer will also be considered. Input for all redesigned bunkers will come from working with the Golf Course Superintendent and Golf Course Operations staff in order to present a fresh architectural and aesthetic perspective while remaining maintenance friendly.
 - o To prevent contamination and reduce washouts, all bunkers will be redesigned with a lining system frequently used in modern golf course construction. Liners including the Better Billy Bunker Method will be among the systems considered. An appropriate sand material will be sourced and tested by an accredited USGA testing facility before being specified for installation inside the bunker cavity.
- (f) Meet with the City, Golf Staff and/or relevant groups to review plans as required.
- (g) Furnish the City with three (3) copies of the design development document/preliminary plans and a preliminary construction cost estimate for the funded improvements at no cost to the City. The cost of any additional copies of preliminary documents the City may require will be reimbursed at the net cost thereof. An electronic version will also be provided. The Design Consultant will incorporate all recommended changes from this review prior to submittal of the 65% review plans and specifications.
- (h) The preliminary plans shall be recommended by the Golf Staff for formal approval by the City.

TASK 2: CONSTRUCTION DOCUMENTS/FINAL PLAN SERVICES

- a) Prepare final plans, bid documents, specifications and estimate of costs.
- b) After approval of the design development document/preliminary plans in whole or in part by the City, the Design Consultant shall proceed as directed in writing by the City to prepare detailed plans and specifications, using wherever applicable, City standards, details and specifications for such work. The Design Consultant shall complete said plans and specifications for submission to the City for its approval. All original plans must be reproducible.
- c) The Design Consultant will inform the City of all necessary utility upgrades in order to fully operate all systems within the facility. Should it be necessary to extend or relocate public utilities, storm sewer, sanitary sewer, waterlines, or paving, the Design Consultant shall enlist the aid of a Registered Professional Engineer at the City's request to prepare construction documents as may be required for these improvements.
- d) The Design Consultant shall assemble said plans and specifications for submission to the City for their approval. All original plans must be reproducible.

- e) Furnish the City three (3) copies of the 65% review plans and a construction cost estimate for the funded improvements at no cost to the City. The cost of any additional copies of 65% review documents as the City may require will be reimbursed at the net cost thereof. An electronic version will also be provided. The Design Consultant will incorporate all recommended changes from this review prior to submittal of the 90% plans and specifications.
- f) Meet with the City or its representatives at any time requested for consultation or conference as directed in writing by the City. Prior to submitting Final Plans, the Design Consultant will furnish and submit to the City three (3) copies of all 90% review plans and specifications with updated cost estimate included (at this point bid alternates will be identified to be included in the final cost estimate). An electronic version will also be provided. The Design Consultant will incorporate all recommended changes from this review prior to submittal of the 100% final plans and specifications.
- g) Prior to the submission of contract documents to the City for solicitation of bids, the Design Consultant shall submit plans and specifications required for the granting of all necessary building permits.
- h) Upon completion of final plans for formal submittal to the City, the Design Consultant will submit three (3) sets of all final plans and specifications, all necessary forms for construction proposals and advertisements for bids, subject to approval of the City, employing wherever applicable, standard City forms, in completed form. An electronic version will also be provided.

TASK 3: BIDDING SERVICES

- (a) Distribute bidding plan sets electronically to the plan holders.
- (b) Meet with the City or its representatives at any time requested for consultation or conference, as directed in writing by the City. In this connection, the Design Consultant shall hold at least one (1) pre-bid conference with prospective bidders.
- (c) Answer all City and bidder's questions regarding the bidding of the project, and prepare and distribute upon approval by the City, all addendums for the project.
- (d) Prior to bid opening, the Design Consultant shall submit a **sealed** construction cost estimate to the City derived from the Design Consultant's approved final plans and specifications.
- (e) The City will receive the proposals (bids) and the Design Consultant will receive a copy of the proposals from the City. The Design Consultant will review and evaluate the proposals and will make recommendations to the City for an award. The Design Consultant shall assist, review and make recommendations to the City on all construction contract issues.
- (f) If bids are received, all of which exceed the estimated construction cost, the Design Consultant shall revise its plans as directed by the City, pursuant to paragraph number 21 "Estimated Cost for Construction" of this Contract.

TASK 4: CONSTRUCTION ADMINISTRATION

- (a) The Design Consultant shall provide administration of the construction contract during construction and until final payment is made to the contractor. The City will provide on-site inspection on a day-to-day basis as well as all code inspections.
- (b) Meet with the City or its representatives at any time requested for consultation or conference as directed in writing by the City.
- (c) Assist in coordination of pre-work conferences for the contractor(s), the City and all other interested parties. The City will issue all work orders for the project.
- (d) Provide interpretation of the plans and specifications in accordance with the intent of the contract documents. Such interpretations shall be made upon request of the City and its representatives or the contractor, to safeguard the City against defects and deficiencies in the construction. When making such interpretations and decisions, the Design Consultant will endeavor to secure faithful performance by the contractor. The Design Consultant does not guarantee the performance of the contract by the contractor(s), and shall not be responsible for a contractor's failure to carry out the work in accordance with the contract documents. The Design Consultant will remain engaged and involved during the construction process and will determine, in general, if the work is being performed in a manner indicating that the work, when completed, shall be in accordance with the contract documents.
- (e) Perform coordination of the work of inspection and laboratories selected by the City for the inspection and testing of construction materials. Receive reports and recommend approval or rejection of the materials based upon reports made by such laboratories or bureaus. The costs of all such tests and inspection by laboratories will be paid by the City.
- (f) Review and recommend approval of testing laboratory claim vouchers.
- (g) Visit the site at intervals appropriate to the stage of construction to become familiar with the progress and quality of the work. This will take place at a scheduled weekly on-site meeting with the City, contractor and the Design Consultant or his consultants. The Design Consultant or his consultants will also make periodic inspections at critical stages of construction that fall outside the standard inspections the city inspector would make. These would include specialty construction items. The Design Consultant will further determine, in general, if the work is being performed in a manner indicating that the work, when completed, shall be in accordance with the contract documents. However, the Design Consultant is not required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The Design Consultant will keep the City informed of progress of the work and will endeavor to guard the City against defects and deficiencies of the work. The City will assign a city inspector to the project that will communicate with the Design Consultant as necessary in between scheduled weekly meetings. The City inspector will keep a daily log for workdays and general progress of the project.
- (h) Review all necessary information for monthly estimates of the quantity of work performed and review the claim vouchers for payments to be made to the contractor(s) during the progress of the work and

upon completion of any and all work and report the same to the City.

- (i) Review the contractor's final request for payment and certify that, to the best of its knowledge and industry standards, the completed work conforms to plans and specifications.
- (j) Prepare and keep a record of the meeting minutes for the weekly meeting including a summary of work performed by any contractor on this project for the previous work week and distribute to the City and all interested parties a weekly construction observation report. The report shall be distributed at the following weekly construction meeting.
- (k) Except as otherwise provided in this contract, communication with the Design Consultant's consultants will be through the Design Consultant. Communications with the contractor's subcontractors and material suppliers will be through the contractor. Communications with other City contractors will be through the City. The Design Consultant shall be available at all times for the purpose of communication.
- (l) Recommend rejection to the City and/or City Inspector of work that does not conform to the contract documents. At any time during construction, the Design Consultant may be given the authority to require additional inspection or testing of the work by the City.
- (m) Review for conformance with contract documents and approve or take other appropriate action upon the contractor's submittals, such as shop drawings, product data and samples. The Design Consultant's review of submittals will be promptly completed, but no longer than fourteen (14) calendar days from receipt of submittals. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the contractor as required by the contract documents. The Design Consultant's review of the contractor's submittals will not relieve the contractor of its contractual obligation to the City as required by the contract documents. The Design Consultant's review of the contractor's submittals will not constitute approval of safety precautions or of any construction means, methods, techniques, sequences or procedures. The Design Consultant's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- (n) The Design Consultant shall reply to contractor's requests for information, prepare clarification drawings, prepare change orders, field orders, amendments, field changes and construction change directives. The Design Consultant may recommend minor changes in the work, not inconsistent with the intent of the contract documents. Such recommended changes shall be made by written order approved by the City and shall be binding upon the contractor.
- (o) Conduct observations and inspections as required to determine the quality of work to be accepted and the date or dates of final completion and acceptance. The Design Consultant shall receive and forward to the City all written warranties and any related documents required by the contract documents and assembled by the contractor. The Design Consultant will recommend approval of the contractor's final certificate of payment upon completion of the work and compliance with the requirements of the contract documents.

April 2, 2024

- (p) Review reports furnished by the City's inspector to evaluate and determine compliance with the contract documents. Significant variations between reported conditions and the contract documents shall be verified by the Design Consultant and resolved with the contractor and the City. The Design Consultant's duty to review reports and initiate remedial action shall not extend to the contractor's construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the work.

BASIC COMPENSATION

To execute the above-described Basic Scope of Services as indicated in items above the work will be performed for a lump sum fee of **\$80,000** with the following breakdown. Participation by Randy Heckenkemper will be pro-bono with an in-kind donation value of \$40,000.

TASK 1: Preliminary Plans & Design Development.....	\$16,000
TASK 2: Construction Documents/Final Plan Services.....	\$28,000
TASK 3: Bidding Services.....	\$4,000
TASK 4: Construction Administration/.....	\$32,000
DESIGN SERVICES SUBTOTAL:	\$80,000

Billing for services is sent out monthly for work in progress or at the completion of the project or a specified phase of work. Terms of payment are "Net 30 Days" from the date of the invoice.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the Basic Compensation fee as set forth in this proposal. Reimbursable expenses include actual expenditures made by HGCD/PDG required by the project as follows:

Prints, computer plots, copies and other reproductions (excluding copies for office use), all expendable supplies, photography requested by the Owner.

INSURANCE COVERAGES

Any additional insurance coverage or limits, including professional liability insurance in excess of the firm's current limit will only be included at the request of the Owner. Current limits are as follows:

- A. Comprehensive Business Liability: \$2,000,000 limit
- B. Worker's Compensation: \$1,000,000/1,000,000/1,000,000 limit
- C. Professional Liability: \$2,000,000 limit

ADDITIONAL SERVICES

Any services requested which are not included under the basic scope of services in this proposal will be billed at the hourly rates listed below or can be quoted as a lump sum upon request. All additional fees will be approved in advance by the Owner.

Hourly Rates:	
Founding Principal.....	\$200.00
Principal/Project Manager.....	\$150.00
Project Architect.....	\$115.00
Design/Production.....	\$80.00

Planning Design Group

5314 South Yale Ave., Suite 510, Tulsa, Oklahoma 74135 Phone 918/628-1255 Fax 918/628-1256

Page Belcher Golf Course Bunker Renovation Design Services Proposal

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April 2, 2024

We look forward to the opportunity of working with you and making the Page Belcher Golf Course Bunker Renovation a successful project that all parties can be proud to have been a part of.

Sincerely,



Jim Crosby, PLA
Principal

The above is an acceptable procedure and PDG, LLC. dba Planning Design Group is hereby authorized to proceed with the Scope of Services as outlined herein or enter into a formal contract.

By  _____
Signature and Title

Date 4/5/24

END OF DOCUMENT



February 28, 2024

Mr. Nick Sidorakis
President/Board Chair
First Tee- Tulsa
5223 E. 41st St. North
Tulsa, OK 74115

Re: Proposal for Master Plan Design Services for Mohawk Park Golf Course

Dear Mr. Sidorakis:

On behalf of Planning Design Group, it is my pleasure to submit this proposal for Master Plan design services for Mohawk Park Golf Course. The PDG team offers the full scope of design and construction administration services including Golf Course Architecture, Landscape Architecture and Land Planning. After our preliminary discussions and our site visit, we are pleased to offer these services in the high quality that the First Tee of Tulsa, the City of Tulsa, and the greater local community expect. We propose the following basic scope of services and fee schedule for your consideration.

BASIC SCOPE OF SERVICES

TASK 1: PROJECT KICK OFF/PUBLIC INPUT/EXISTING CONDITIONS ASSESSMENT

PDG will hold a kickoff meeting with the Owner and Golf Staff to identify the needs, goals and objectives for the project. PDG will collaborate with the Owner to determine the level of public input desired for the project and establish the best methods for outreach.

Using aerial photography and digital topographic information provided by the City of Tulsa, PDG will then begin a thorough analysis of the property to identify strengths and weaknesses. Each hole of the existing golf course will be studied to determine appropriate design, construction, or maintenance solutions. Each hole will be evaluated pertaining to the following criteria:

- | | | |
|----------------|-----------------------------|----------------|
| 1) Strategy | 4) Framing of Target Areas | 7) Aesthetics |
| 2) Shot Value | 5) Directional Support | 8) Maintenance |
| 3) Playability | 6) Separation of Golf Holes | |

The principal areas of focus will be the following:

- | | | |
|------------------------------|-----------------|------------------------|
| 1) Putting Greens | 4) Sand Bunkers | 7) Practice Facilities |
| 2) Tees and Fairway Surfaces | 5) Drainage | 8) Tree Analysis |
| 3) Irrigation System | 6) Cart Trails | 9) Water Hazards |

Specifically, a goal of the Master Plan will be to evaluate how Mohawk Park can potentially operate as a 27-hole facility with a restored version of the Perry Maxwell designed 18-hole Woodbine course along with the First Tee nine holes at Pecan Valley as currently designed. Additional consideration will be given to enhanced practice

facilities on part of the acreage currently occupied by the back nine of the Pecan Valley course or ideas for repurposing land.

PDG will also conduct a functional and circulation analysis of the clubhouse & practice area and parking lot. PDG will evaluate how existing golfers use the facility and develop design opportunities that enhance the overall experience for golfers of all skill levels.

TASK 2: DEVELOPMENT OF CONCEPTUAL MASTER PLAN

Information from the existing condition assessment will be compiled by PDG and discussed in depth with management. Project objectives will be further formulated relative to the proposed level of quality and course difficulty, method of course operation and maintenance, design philosophies and concepts, general budget parameters, area of land to be utilized and routing alternatives. Based on documented and agreed upon "Summary of Project Objectives," PDG shall prepare, for the approval by the Owner, a Conceptual Master Plan. The plan may include features that may be desirable as future additions yet are cost prohibitive under current budget guidelines.

The Conceptual Master Plan will include initial design ideas that meets the needs of end user groups and conveys the overall vision for the golf course. PDG will develop these ideas into conceptual & diagrammatic sketches that clearly convey the design intent for each purpose. Upon submittal of the Conceptual Master Plan to the Owner, HCGD will conduct an additional site visit for a golf course 'walk-through' with the Owner and Golf Staff, to ensure that the preliminary design ideas to date are feasible with the existing field conditions and in line with the project objectives.

TASK 3: FINAL MASTER PLAN

Using the feedback from the Conceptual Master Plan and information gathered from the course walk through, PDG will further refine the master plan into a Final Master Plan document. The Final Master Plan will include a booklet with written text supplemented by design sketches and individual hole renderings in order to clearly communicate our design.

A rendered overall site plan summarizing the proposed course improvements and the greater vision of the Master Plan will be provided for marketing purposes. Additionally, a Statement of Probable Construction Costs will be prepared to help serve as a business plan based on our most recently bid projects.

TASK 4: MASTER PLAN PHASING STUDY

Upon completion of the Final Master Plan, PDG will develop potential sequencing schedules and phasing opportunities for the execution of the Master Plan for the entirety of the Mohawk Park golf facility. The Phasing Study will include implementation of the existing golf course renovation in nine-hole increments.

ALLOWANCES

To perform the scope of work outline herein, PDG will be provided the following:

1. Aerial Photography with 2' Contours: BY THE OWNER
2. Soil Testing: BY THE OWNER, IF NEEDED
3. Existing conditions survey of individual green sites: BY THE OWNER, IF NEEDED

At the request of the Owner, PDG will facilitate procurement of the information listed in the allowances above as a pass-through expense directly to the Owner.

BASIC COMPENSATION

To execute the above-described Basic Scope of Services as indicated in items above the work will be performed for a lump sum fee of **\$35,000** with the following breakdown. Participation by Randy Heckenkemper will be pro-bono with an in-kind donation value of \$17,500.

TASK 1: Project Kickoff/Public Input/Existing Conditions Assessment.....	\$10,000
TASK 2: Development of Conceptual Master Plan.....	\$12,500
TASK 3: Final Master Plan.....	\$7,500
TASK 4: Vision Plan Phasing Study.....	\$5,000
MASTER PLAN DESIGN SERVICES SUBTOTAL:	\$35,000

Billing for services is sent out monthly for work in progress or at the completion of the project or a specified phase of work. Terms of payment are "Net 30 Days" from the date of the invoice.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the Basic Compensation fee as set forth in this proposal. Reimbursable expenses include actual expenditures made by HGCD/PDG required by the project as follows:

Prints, computer plots, copies and other reproductions (excluding copies for office use), all expendable supplies, photography requested by the Owner.

INSURANCE COVERAGES

Any additional insurance coverage or limits, including professional liability insurance in excess of the firm's current limit will only be included at the request of the Owner. Current limits are as follows:

- A. Comprehensive Business Liability: \$1,000,000 limit
- B. Worker's Compensation: \$100,000/500,000/100,000 limit
- C. Professional Liability: \$1,000,000 limit

ADDITIONAL SERVICES

Additional services not included in this time include the full scope of design drawings, construction documentation, bidding services and construction administration. PDG would be happy to provide these services for an additional fee at a later date as the project moves forward.

Any services requested which are not included under the basic scope of services in this proposal will be billed at the hourly rates listed below or can be quoted as a lump sum upon request. All additional fees will be approved in advance by the Owner.

Hourly Rates:

Founding Principal.....	\$200.00
Principal/Project Manager.....	\$150.00
Project Architect.....	\$115.00
Design/Production.....	\$80.00

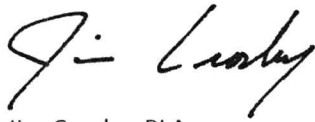
Mohawk Park Golf Course Master Plan Design Services Proposal

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February 28, 2024

We look forward to the opportunity of working with you and making Mohawk Park Golf Course Master Plan a successful project that all parties can be proud to have been a part of.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Crosby". The signature is fluid and cursive, with the first name "Jim" and last name "Crosby" clearly distinguishable.

Jim Crosby, PLA
Principal

The above is an acceptable procedure and PDG, LLC. dba Planning Design Group is hereby authorized to proceed with the Scope of Services as outlined herein or enter into a formal contract.

By _____
Signature and Title

Date _____

END OF DOCUMENT