



August 11, 2023

Joe DeCerbo  
District Manager & Public Records  
Spring Lake Improvement District  
115 Spring Lake Boulevard  
Sebring, FL 33876

**Re: Spring Lake Park Master Planning**

Dear Joe:

Catalyst Design Group (Consultant/CDG) is pleased to submit this proposal to the Spring Lake Improvement District (Client/Owner) to assist with the master planning of seven (7) existing/planned park elements system as reflected in Exhibits C & D. These parks and trail are anticipated to include the following:

- Pine Breeze Park
- North Community Park (to be dedicated to the Client by Highlands County)
- Marina & Boat Ramp Park
- Arbuckle Park
- Spring Lake Park
- Apartment Park
- Eco Park & Trail Network Expansion

The Client shall provide a base plan for the master planning effort. The base plan should include the following information as available:

- Survey, Architectural and Civil Engineering in CAD format compatible with AutoCAD release 2018.
- Boundary
- Topography
- Site survey
- Tree survey
- Existing Conceptual Designs
- Available As-built Drawings

If base information is not available, CDG will utilize readily available GIS data, aerial imagery, and property appraiser mapping for base preparation.

These services will be provided consistent with the *Terms and Conditions and Hourly Rates Schedule (Exhibits A & B)*.

**BASE DESIGN SERVICES**

***Master Planning Phase***

- CDG will participate in a site tour and meeting with the Client in preparation for the Project and to identify the master planning tasks.

- CDG and our subconsultant, Hale Innovation, will assemble base mapping for the Project at a scale for each site sufficient to convey the design intent. The base mapping will include flood plan, soils, GIS utility data, topo and other items as available.
- CDG will review available trail master planning studies for the project area.
- CDG will review Spring Lake GIS data for utilities, wetland and flood plan mapping which may influence the design of the Project.
- In preparation for a Project design charrette, CDG will assemble precedent imagery of park programming to be considered for the Project.
- CDG and Hale Innovation will participate in a one (1) day design charrette with the Client. The Client shall be responsible for organizing the venue and inviting key stakeholders. The preliminary agenda for the charrette is as follows:
  - 9 am – 12 pm
    - Site Visits
    - Stakeholder Discussion
    - Programming Discussion
    - Design Session
  - Lunch
  - 1 pm – 5 pm
    - Design Session
    - End of Day Pinup Review
- Based upon input received during the charrette, CDG will develop a hand drawn conceptual design for each of the six (6) parks at a scale sufficient to convey the design intent.
- CDG will develop a Photoshop graphic depicting the trail routing and typical sections for key areas.
- CDG and Hale Innovation will attend one (1) meeting with the Client to review the conceptual master planning documents.
- Based upon input received, CDG will revise the conceptual master plans and create a draft illustrative rendering of each of the six (6) park sites and trail system.
- CDG and Hale Innovation will develop a preliminary opinion of probable construction costs for each of the park elements.
- CDG and Hale Innovation will attend one (1) virtual meeting with the Client to review the draft illustrative renderings.
- Based upon Client input from the review of the draft illustrative renderings and the estimate of probable construction costs, CDG will prepare a final illustrative master plan for each site and the trail network with up to two (2) trail perspective views.
- CDG will attend one (1) conference call with the Client to review the final deliverables and to discuss next steps for the implementation of the Project. Revisions to the reviewed documents may be considered an additional service.

**FEES**

<b>Master Planning Phase</b>	<b>\$40,900</b>
<b>Total</b>	<b>\$40,900</b>

Included in the above fees are reimbursable expenses incurred on the project's behalf, including printing, plotting, photocopies, reproduction, postage, long distance telephone, mileage, express mail or courier services. Capacity and impact fees associated with application filings shall be the responsibility of the owner. We will bill monthly for all work performed and expenses incurred on the project's behalf. Unpaid invoices after 30 days will accrue service charges at 1½% per month and include any costs of collections and reasonable attorney's fees.

Services that may be required, which Catalyst Design Group and/or their sub-consultants, can provide, but are not part of this proposal include:

- Illustrative renderings beyond those identified.
- Additional meetings and site visits
- 3D modeling
- Public Involvement
- Construction Documents
- Permitting
- Construction Phase Services
- Zoning changes, appeals, neighborhood meetings to review elements of design or approvals, easement documents, rendered plans, or other related services.
- Detailed Opinions of Probable Construction Costs or alternative analysis of designs with respect to layout, grading and drainage studies to balance earthwork.
- Value engineering phase services and/or sustained bidding and contractor negotiation coordination which requires RFI responses and drawing revisions beyond the normal progression of design.
- Revisions in drawings or other documents when such revisions are inconsistent with written approvals or instructions previously given; required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents; and/or due to other causes not solely within the control of Catalyst Design Group.

We would be happy to provide or coordinate the acquisition of any of these services as requested by you as an additional service. Unless otherwise indicated, these services will be provided consistent with the Terms and Conditions and Hourly Rates.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this exciting project. If this proposal is acceptable, please sign return one copy to our office.

Best Regards,

**Catalyst Design Group**



Bruce C. Hall, PLA, ASLA  
Principal Landscape Architect



Jay Hood, PLA, ASLA  
Principal Landscape Architect

Exhibit A – Terms and Conditions  
Exhibit B – Hourly Rate Schedule