



April 1, 2025

Joel Maerten
Supervisor
Town of Pendleton
6640, Campbell Blvd.
Lockport, NY 14094

Re: Proposal for Engineering Services
Municipal Parks and Recreation Grant
Depeau Park Improvements
File No. 22J1-0113B

Dear Supervisor Maerten:

Nussbaumer & Clarke, Inc. (Nussbaumer) is pleased to present this proposal to the Town of Pendleton (Town) for engineering services associated with an Office of Parks Recreation and Historic Preservation (OPRHP) grant application for improvements at the Depeau Park (Project). This proposal is based on our understanding of the goals and objectives of the project and grant program document requirements.

General Services:

The following general services outline the scope of work and approach to the project.

- Prepare schematic site plan, photo log, project location, and other mapping documents in accordance with the Grant Program Guidance Document.
- Prepare an engineering detailed project cost estimate in accordance with the Grant Program Guidance Document.

SCOPE OF WORK:

Task 1 – Project Initiation

- Schedule a kickoff meeting with the Town and Rotella Grant Management to discuss park improvements, grant requirements, and schedule (Teams Meeting).

Task 2 – Grant Application documents

- Complete a site visit to observe and document existing conditions. A photo log will be developed for inclusion with the site plan
- Prepare an existing conditions map based on available data and aerial mapping
- Develop a schematic site plan showing proposed improvements on existing conditions map
- Coordinate with Rotella Management for mapping requirements needed to complete the application
- Assist with obtaining cost estimates/quotes for proposed park improvements and prepare an overall project budget/cost estimate

Planning Assumptions:

- SEQR is not required to be completed at the time of application and, therefore, is not included in the scope of work.
- Topographic survey is not included in this scope of work.
- Boundary Survey is not required at the time of application and, therefore, is not included in this scope of work.

COMPENSATION AND PAYMENT:

Nussbaumer will begin work on this project immediately upon approval and proposes to provide the above referenced scope of services for the lump sum fee of \$3,000.

INITIATION OF CONTRACT:

All work will be completed in accordance with the existing agreement between the Town and Nussbaumer. We appreciate the opportunity to submit this proposal and letter of engagement, and look forward to completing the above referenced project. We are available at your convenience should you desire to discuss any aspect of this proposal.

Upon acceptance of our proposal, please sign where indicated and return a copy to Nussbaumer. The signed copy will serve as our Agreement and Notice to Proceed.

Sincerely,

NUSSBAUMER & CLARKE, INC.



David M. Britton, PE
President of Engineering

Accepted by: **TOWN OF PENDLETON**

Signature: _____ Title: _____

Printed Name: _____ Date: _____