

July 30, 2025

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



Re: Proposal for Professional Engineering Services
Pendleton Town Parks Court Improvement Project
File No. 25J1-0053.001

Dear Mr. Maerten:

Nussbaumer & Clarke, Inc. (Nussbaumer) is pleased to present this proposal to the Town of Pendleton (Town) for engineering services associated with the preparation of design documents in connection with various improvements of court facilities at Depeau Park and Pendleton Town Park. This proposal is based on our understanding of the goals and objectives of the Project and discussions with members of the Town Board.

GENERAL SERVICES

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

- Prepare Contract documents for various court improvements to the Depeau Park and Pendleton Town Park. The following provides a summary of potential improvements at each Town Park.
 - **Town Community Center / Park Court Improvements**
 - Resurface and seal the existing court surface.
 - Layout consisting of six pickleball courts and one tennis court (striping).
 - New tennis and pickleball court posts and netting.
 - 8' chain link fence that separates pickleball and tennis courts.
 - Wind mitigating panels/netting (west and south facing).
 - **Depeau Park Court Improvements**
 - Repair and overlay existing hockey and Tennis Court surfaces.
 - Layout consisting of four pickleball courts and one tennis court (striping).
 - New tennis and pickleball court posts and netting.
 - New 5' fence along south side of Hockey Court to replace the existing.
 - New 12' perimeter fencing to replace the existing.
- Provide bid phase and construction support services



SCOPE OF WORK:

Task 1 – Project Initiation

- Schedule a kickoff meeting with the Town to discuss features for inclusion in the park improvements project (Teams Meeting).

Task 1.2 – Design Document Phase

- Complete a site visit to document existing conditions.
- Prepare existing conditions mapping based on available data and aerial mapping.
- Prepare concept level drawing highlighting layout of courts and fencing for both parks.
- Prepare site plan showing proposed improvements overlaid on existing conditions map for both parks.
- Assist with obtaining cost estimates/quotes for proposed park improvements and prepare an overall project budget/cost estimate.
- Prepare Contract Documents suitable for public bidding (Bid form will be developed with a bid alternative to allow flexibility in awarding the Project).

Task 1.3 Bidding and Award

- Submit bid documents to Buffalo Planroom for distribution to contractors.
- Schedule and attend pre-bid meeting.
- Respond to bidders' questions and issue addenda as needed.
- Respond to contractors' RFIs.
- Attend bid opening.
- Conduct interviews with the apparent low bidders.
- Provide a letter of recommendation for the award of the contract.

Task 1.4 Construction Administration and Observation

- Conduct a pre-construction meeting.
- Review and process payment applications.
- Review shop drawings and submittals.
- Respond to RFIs, prepare change orders and field directives, and recommend approval.
- Review and approve final close-out documents.
- Travel to the site to observe construction activities. A total of 2 site visits has been included.

Planning Assumptions

- Topographic survey 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 **\$17,600**.

INITIATION OF CONTRACT

All work will be completed in accordance with the existing agreement between the Town of Pendleton and Nussbaumer. We appreciate the opportunity to submit this proposal and letter of engagement and look forward to completing the above referenced project tasks. 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: _____