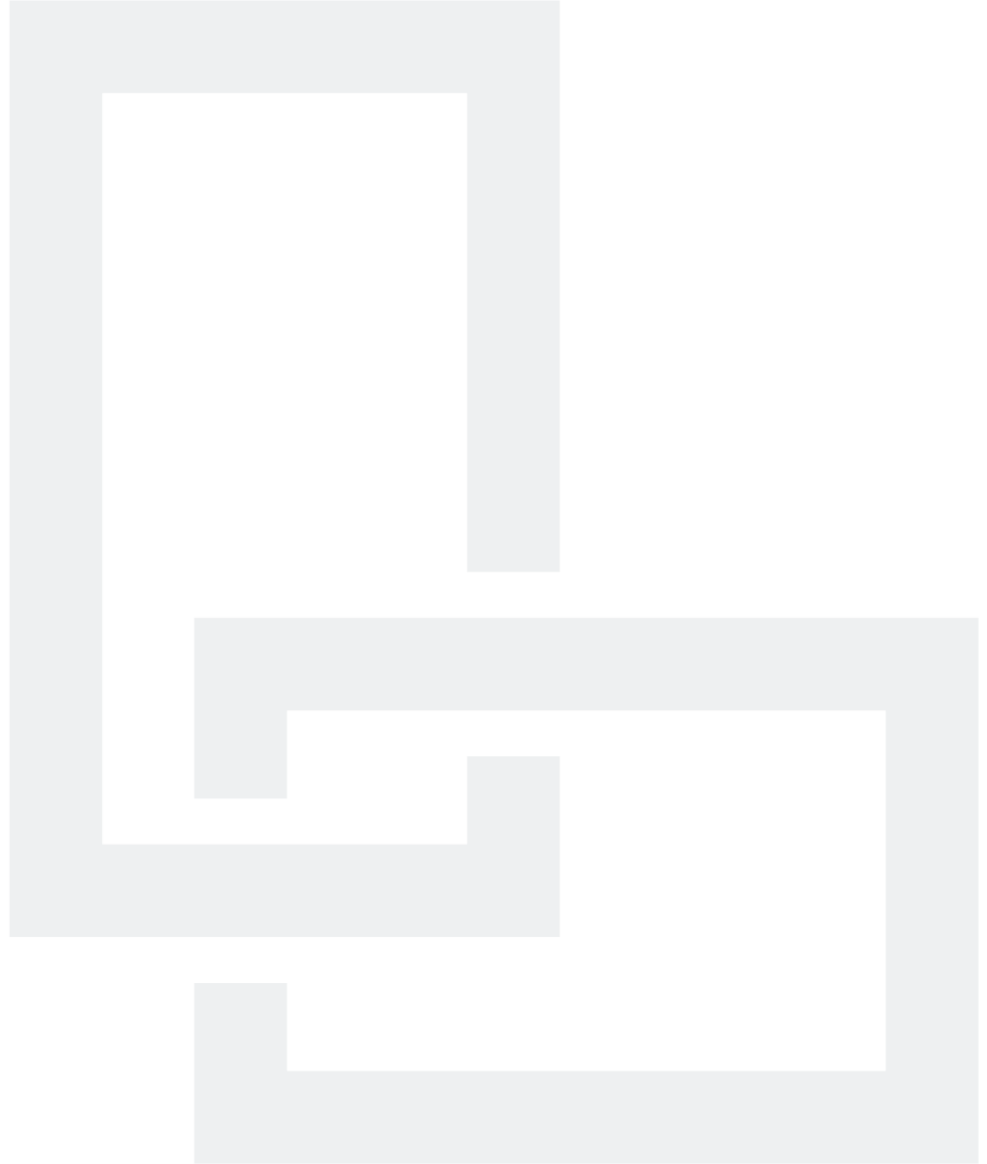


Prepared For:

Town of Wheatland
Jim Kirch, Town Supervisor
22 Main Street
Scottsville, New York 14546

Submitted by:

LaBella Associates
300 State Street
Suite 201
Rochester, NY 14614



Freeman Park Masterplan

February 6, 2025

Project# P2500247

February 6, 2025
Town of Wheatland
Jim Kirch, Town Supervisor
22 Main Street
Scottsville, New York 14546

**RE: Proposal for Freeman Park Masterplanning Services
LaBella Project # P2500247**

Dear Supervisor Kirch,

We appreciate the opportunity to submit this proposal for park masterplan services and are excited about the potential to collaborate on this important project. Our approach is rooted in a comprehensive planning process that balances community vision, regional needs, and implementable design solutions.

Our scope includes a robust **community engagement** process to ensure stakeholder input informs the plan, alongside a **regional needs assessment** to align the park's development with broader recreational goals. We will develop **two masterplan options** that explore different layouts, programming elements, and amenities, leading to a **final, biddable and constructable masterplan** with clear deliverables, including high-quality visuals to communicate the park's future vision effectively.

We look forward to the possibility of working together and would welcome the opportunity to discuss any refinements to our approach. Please feel free to reach out with any questions.

Scope of Services

Phase 1- Preliminary Design

This project involves assessing current park conditions and conducting a local needs assessment to identify opportunities and limitations for improvements. Key tasks include reviewing playground structures, surfacing, site amenities, walkways, drainage, and topography, alongside community engagement and operational reviews. Effort will include 2 committee meetings and up to 5 stakeholder interviews to inform the development of two conceptual layouts and recommendations.

Deliverables

1. Summary report on current conditions, including photos and an opportunities/restrictions map.
2. Local needs assessment report, covering nearby municipal and K-12 resources.
3. Operations and maintenance (O&M) review, including current practices and improvement recommendations.



4. Two conceptual layout plans featuring circulation patterns, programming, and areas of concern/opportunity.
5. Meeting notes and stakeholder feedback summaries.

Phase 2- Design Development

The Design Development Phase focuses on refining the preliminary master plan into a cohesive framework that integrates stakeholder input and spatial organization. This phase includes multiple reviews through committee meetings, stakeholder engagement, and a public hearing to finalize the layout, develop funding recommendations, and prepare a comprehensive final report. Effort will include 3 meetings to ensure alignment with all parties and address feedback.

Deliverables

1. **Preliminary Master Plan:** Refined layout plan based on stakeholder input, integrating spatial organization and recommendations.
2. **Meeting Notes:** Summaries from committee meetings, stakeholder engagement, and the public hearing.
3. **Final Layout:** Recommendations for site improvements and potential expansions, addressing public and stakeholder feedback.
4. **Funding Recommendations:** Cost estimates, phased implementation plan, and strategies for securing grants and fundraising.
5. **Final Report:** A comprehensive report with maps, visualizations, and a summary of input, designed to support funding applications and public engagement efforts.

Professional Services Fees

LaBella proposes to bill each task as indicated in the following Fee Summary Table. Invoices will be issued monthly for all services performed during that month and are payable upon receipt.

Lump Sum tasks will be billed commensurately with the percentage of the task that has been completed. Reimbursable expenses include our direct expenses, such as mileage, overnight mailings, extensive photocopying and map reproductions.



Fee Schedule

Tasks		Professional Services Budget	
Phase	Task Description		Lump Sum Fee
01	Preliminary Design		\$11,700
02	Design Development		\$12,300
Total Fee (Do Not Exceed)			\$24,000

Exclusions

The following are excluded from the Scope of Work but available for proposal as requested by the client,

- Environmental, Stream and/ or Wetland Delineation Services
- Geotechnical Services
- Structural Engineering Services
- Survey Services
- Utility Services



Assumptions

In addition to assumptions previously described in this Proposal, LaBella assumes that:

- Deliverables and effort estimates are as described above in our tasks. If requested, LaBella can provide a proposal for additional efforts other than those included in this scope of services, including additional reports or correspondence, CAD drawings, applications, reviews, permits, fees, analyses, or engineering evaluations or designs, and/or additional meetings/conference calls.
- The Client must provide access to the site for the site visit, will appraise LaBella of any special conditions that may affect personnel working at the site (e.g., access, safety, environmental issues), and will operate any facility features during the site visit as needed.
- The Client will provide available records regarding Freeman Park, including record drawings, reports, survey data, wetland zone, etc. Documents will be provided in electronic format and LaBella can rely on the accuracy and completeness of information furnished to LaBella.

Substantive Revisions

The Scope of Services provided in this proposal was developed based on information available at the time it was prepared, including the known conditions of the site. In the event of project changes (e.g., additional information becomes available, regulatory agencies require additional studies, the extent of the project or its design, etc.) a Contract Modification will be provided to you. Additionally, Client requested changes to the documents after the originals are submitted to regulatory agencies will constitute a change in services and will also require a Contract Modification.

Agreement

Please note that the proposed task start and completion dates are contingent upon the timely return of a signed Agreement. Any delays in providing the necessary documentation may require adjustments to the outlined schedule. This proposal remains valid for 30 days from the date issued.

We have provided what we believe to be a comprehensive and detailed scope of services based on the described requirements. However, we are open to discussing potential modifications or alternative approaches to better align our services with your needs and project goals

Please feel free to contact me at (315) 730-0017 or rkelly@labellapc.com if you have any questions. LaBella looks forward to working with you on this project.

Sincerely,



Ryan Kelly, PLA
Senior Landscape Architect

cc:

Michael Cocquyt,
Landscape Architecture Program Manager

Andrew Murphy, PLA, ISA
Landscape Architect

