

KIESER CONSULTING GROUP, LLC

Planning . Environmental Studies . Grants . Water Quality

November 7, 2016

Mr. Todd Blevins
Assistant to the Town Manager
Town of Yorktown
9800 West Smith Street
Yorktown, Indiana 47396

Re: ***Letter of Proposal/Agreement
Five-Year Parks and Recreation
Master Plan Update
Yorktown, Indiana***

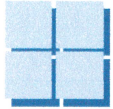
Dear Mr. Blevins:

This *Letter of Proposal/Agreement* sets forth the terms and conditions whereby Kieser Consulting Group, LLC, will provide professional planning services to the Town of Yorktown Board of Parks and Recreation for the purpose of updating the Five-Year Parks and Recreation Master Plan. The plan will be written in accordance with the **IDNR Planning Guidelines for Five Year Parks and Recreation Master Plans, 2016.**

A. SCOPE OF SERVICES

Kieser Consulting Group, LLC, will provide the following professional planning services:

1. Describe the planning area.
2. Update and evaluate information on park and recreation facilities and programs.
3. Update social and economic factors section.
4. Update needs analysis.
5. Update five-year priorities and action schedule.
6. Update ADA Standards information and related forms.
7. Update cost estimates for proposed improvements and programs.
8. Recommend funding sources for proposed projects.
9. Conduct one (1) public meeting on the draft plan.
10. Address review comments from the Indiana Department of Natural Resources, Division of Outdoor Recreation.
11. Provide five (5) copies of the final plan to the Town of Yorktown Board of Parks and Recreation. Provide one electronic copy of the plan.



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B. SCHEDULE OF SERVICES

Kieser Consulting Group, LLC, will complete all services identified in this *Letter of Agreement* within three (3) months from the date of the notice-to-proceed.

C. FEES FOR SERVICES

In consideration of the professional planning services and products provided, the fee shall be a **lump sum of five thousand dollars (\$5,000)**.

Kieser Consulting Group, LLC, will submit invoices monthly to the Town of Yorktown, of which shall be paid within thirty (30) days.

D. TOWN OF YORKTOWN'S RESPONSIBILITIES

The Town of Yorktown shall have the following responsibilities:

1. Provide all notifications of public meetings.
2. Provide facilities for all public meetings.
3. Provide an electronic copy of the previous 5-Year Parks and Recreation Master Plan.

The signing and returning of this *Letter of Agreement* will signify your concurrence with its terms and conditions and will serve as the Town of Yorktown's authorization for Kieser Consulting, LLC to begin its professional services.

If you have any questions, please contact me at 317-610-6496.

Sincerely,

KIESER CONSULTING GROUP, LLC

David L. Kieser
Principal

Authorization and Notice-to-Proceed
TOWN OF YORKTOWN BOARD OF PARKS AND RECREATION

By: _____
President Date