



February 6, 2019
Revised March 19, 2019

Mayor Matt Gentry
City of Lebanon
401 South Meridian Street
Lebanon, Indiana 46052

Re: Lebanon Park Impact Fee Assistance

Dear Mayor Gentry,

American Structurepoint, Inc., is pleased to provide the following proposal for the Lebanon Park Impact Fee Assistance project.

PROJECT SCOPE

Working with the Parks & Recreation Department (the “Department”) and City of Lebanon (the “City”), American Structurepoint will provide input and review on key scope items as they pertain to the development of an amenity definitions and amenity cost estimated as a part of the impact fee process.

We shall have no responsibility for oversight or supervision of the contractors or their employees, for the means and methods of construction, or for the safety of persons on or off the job site. We shall have no responsibility to inspect for, or remove, hazardous materials.

We will perform these services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

PROJECT DELIVERABLES

- Up to two (2) client/team meetings to review the process and necessary deliverables.
- Assist with the development of amenity definitions and costs opinions related to new infrastructure
- Provide ongoing assistance (data, graphics, calculations etc.) as needed to complete the scope of work

The services and deliverables described above will be completed in a timeframe mutually agreed upon after we receive notice to proceed.

COMPENSATION

Compensation for services rendered will be based on an hourly rate not to exceed \$7,500.00 and invoiced monthly on a percent complete basis. Full payment of invoices is due within thirty (30) days from invoice date.

If payment is not made within thirty (30) days of the date when the payment is due, we may, at our option, and effective upon the delivery of written notice of our intention to do so, terminate the contract or suspend further performance of our services under the contract, and we shall have no liability for delay or damage that results from the termination of the contract or suspension of services.

REIMBURSABLE EXPENSES

The following expenses will be considered reimbursable and will be invoiced at 1.1 times their direct cost on the monthly invoices.

- Expenses of mileage or travel associated with this project

The services listed above represent the total scope of work as we understand it at this time. Should the need for additional services arise, we are willing to provide them for a supplemental fee.

Mayor Gentry, we thank you for this opportunity and look forward to working with the City on this project. The fees for services contained in this proposal are valid for one (1) year from the date of this letter. We are prepared to begin work on the project immediately upon written acceptance of this proposal. If the terms of this proposal are agreeable, please indicate your acceptance by returning a signed copy of this letter to our office. We will consider this our notice to proceed.

If you have any questions, please feel free to contact our office.

Very truly yours,
American Structurepoint, Inc.



Catherine Clark, PLA, ASLA
Director of Planning and Landscape Architecture

/mtw

If the terms of this proposal are agreeable, indicate your acceptance by returning a signed copy of this letter. We will consider this our notice to proceed.

Accepted by: _____

Printed Name: _____

Date: _____