

# HFR DESIGN

January 10, 2020  
February 6, 2020 (Revised)

Mr. Greg Wood  
City Manager  
City of Crossville  
392 N. Main Street  
Crossville, TN 38555

RE: **Contract for Feasibility Study  
Crossville Indoor Recreation Facility  
HFR Project No: M00722019**

Dear Mr. Wood:

We are pleased to submit the following proposal for architectural, engineering and planning services to complete a feasibility study for an Indoor Recreation Facility for the City of Crossville. We appreciated the opportunity to make the presentation at the City Council Workshop on December 3<sup>rd</sup>. It is our understanding from the discussions last week, that the City is interested in securing the services of HFR Design for the referenced project.

The attached Scope of Services summarizes the services HFR Design will perform as we undertake this important study. Our scope will provide information to the City which can be used to determine the benefits of an indoor recreation center. In our Scope, we will outline the anticipated meetings and time frame necessary to complete the assignment.

As an added option we will prepare an architectural program, this will delineate the size and number of spaces, features and amenities to be incorporated into a facility and include an opinion of probable cost. An architectural program does not include a building footprint nor site evaluation.

The following summary represents the fee necessary for our team to complete this project:

## SUMMARY OF PROPOSAL

Feasibility Study.....	\$ 26,400.00
Architectural Program.....	\$ 4,500.00

We propose that all required fees for approval, printing and travel will be considered as reimbursables. Reimbursables will be billed in addition to the fee stated at a rate of direct cost plus 15% handling. Travel will be billed at actual mileage for meetings and site visits. The enclosed Scope of Services is for your review and to further explain the work to be performed as part of this project.

We can begin work immediately upon execution of this agreement for professional services, with the understanding that a requested Completion date will be set after the Contract is approved.

I trust this proposal meets with your approval, however if you would like to discuss any of the fees, please do not hesitate to call. Thanks again for the opportunity to submit this proposal.

Sincerely,

HFR Design, Inc.



Jim Gilliam, PE  
President

pc: Valarie Hale, City of Crossville

Exhibit A

**Scope of Services  
Crossville Indoor Recreation Facility  
Feasibility Study**

It is the understanding of the HFR Design Team that we are to perform a Feasibility Study for the development of a plan to build an Indoor Recreation Facility within the City of Crossville. We will perform the study based on many of the following criteria:

- We will study the 2014 Crossville Parks and Recreation Master Plan, especially the section on the development of an indoor recreation facility in the City,
- Conduct other research in the community, SurveyMonkey, to identify and evaluate the community need for an Indoor Recreation Facility.
  1. *The survey would sample a range of the community, not just those that attending the community meetings. Examples of communicating this include:*
    - *notification with web site could be added to the utility bill*
    - *link added to the city web site*
    - *announcement to social media page*
  2. *Ask in the community survey what an acceptable user fee would be*
  3. *The City staff will be consulted with and have final review of the questions included in the survey*
- By engaging the Community in our process, we will obtain and study any present Parks and Recreation programming,
- We will need to assess the existing programming information, in order to determine the scope for a building,
- This study will take the programming information and could develop a “wish list” for the amenities within the building,
  1. The foundation of this area will be needs assessments coupled with public meetings/SurveyMonkey, and existing data, to determine what the community wants in the facility and programs.
  2. This data provides some prioritization of types of space, uses of spaces, and programming. An example of this, if including indoor pools/outdoor pools, there is a wide array of programming and possible partnerships.
- Identify and assess potential collaborative partners in the public, private and not-for-profit sectors.

**Study Deliverables:**

- Presentation of a draft of the final report to the Mayor, City Council and other stakeholders in a work session.
- Produce the final report incorporating comments/issues addressed in the work session.
- Architectural Program
- Preliminary Opinion of Probable Cost
- Publish the report.

## Timeline Crossville Indoor Recreation Facility Feasibility Study

- **Notice to Proceed**—HFR will be prepared to begin this project as soon as the City gives the approval.
- **Kick-off Meeting**—HFR will schedule a Kick-off Meeting with City staff, and interested stakeholders, in order introduce key individuals to this project. We will set goals and standards by which the study will evolve.
- **Due Diligence Phase**—evaluate the 2014 Master Plan study.
- **Review and study programming**—evaluate existing programming information. This will assist us as we determine functionality of a building.
- **Review and analysis**—we will study the information to determine the scope of a building.
- **Produce a final report**—we will make presentation to City Staff, stakeholders and to the Mayor/City Council in a work session.
- **Incorporate comments and issues**—we will address these comments and insert into the report.
- **Publish the report**—present to City Council for adoption.