

Board of Park Commissioners Approval Form

Foster Park Golf Course Architectural Services

Project: 2026021

Project Approval Request

Scope of Work:

The scope of work includes golf course architectural services for the development of a new practice facility at Foster Park Golf Course. These services will include the preparation of construction drawings, technical specifications, and supporting documentation required for bidding and construction of golf course improvements, including course layout, grading, drainage, and irrigation.

The proposed practice facility will introduce a new amenity to Foster Park in the form of a full-size driving range, approximately 325 yards in length and 100 yards in width. While the final design has not yet been determined, it is anticipated that the project may require modifications to 2-3 golf holes.

A single proposal was received on behalf of the Board of Park Commissioners on March 27, 2026 from Hills Forrest Smith for \$89,225.00.

Board Approval:

At this time, I would like to request approval for a contract with **Hills Forrest Smith** at a total cost of **\$89,225.00** with funding from the Parks Cumulative Capital Funds.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners met to host their regularly scheduled monthly Board meeting on **April 9, 2026**, to approve the above-referenced project and contract, in the amount of **\$89,225.00**.

We, the Board of Park Commissioners, on the date stated, do ATTEST, sign the above-referenced and attached documents, and approve as presented.

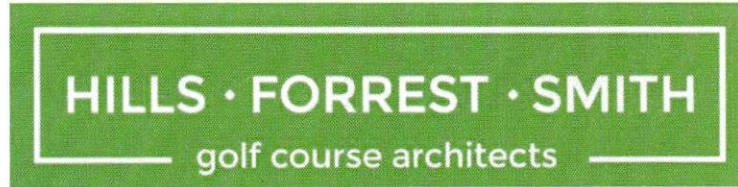
Justin Shurley, President

Cory Miller, Vice-President

Richard Briley, Commissioner

Jenna Jauch, Commissioner

Steve McDaniel, Director/ Board Secretary



March 27, 2026

Mr. Dave Weadock
Manager of Project Administration
Fort Wayne Parks and Recreation
705 East State Boulevard
Fort Wayne, IN 46805

Dear Dave:

We propose the following agreement for golf course design, permitting support, and construction of new holes 6, 8, and 9 plus a new practice range at the Foster Park Golf Course in Fort Wayne, Indiana. "Renovation Concept Plan FINAL" (dated March 2026) will be the basis for the scope of services.

1. Permitting Process Support (New Holes 6, 8, 9 and the Practice Range)

It is our understanding that Engineering Resources, Inc. (ERI) will provide the permitting services for this phase under a separate contract with the City of Fort Wayne. The following permits will be required and acquired:

- City of Fort Wayne / Indiana Department of Environmental Management (IDEM) – Construction Stormwater General Permit (CSGP)
- Allen County Planning Department – Floodplain Development Permit
- Indiana Department of Natural Resources (IDNR) – Construction in Floodway (CIF) Permit

The GOLF COURSE ARCHITECT will provide support drawings (grading and drainage plans) as required by ERI for permit application submittals. Required revisions following feedback from the regulatory agencies are also included in the Scope of Work.

It is our understanding that the following items required for the application will be provided by others: legal description of the property, topographic survey of the project area including 1-foot existing contours, restrictive covenant to maintain the approved grading, and as-built survey certification of the proposed grading.

Permitting Process Support Fee: **\$30,000.00**

2. Construction Documents Phase (New Holes 6, 8, 9 and the Practice Range)

Based upon the approved Permit Application Grading and Drainage Plans and upon Notice to Proceed from the Client, the GOLF COURSE ARCHITECT will prepare **(for New Holes 6, 8, 9 and the Practice Range)** Detailed Plans and Specifications suitable for Bidding according to the City of Fort Wayne Parks and Recreation Department procedures. The Specifications will include necessary "boilerplate" information supplied by the Department.

The Construction Drawing Set will include the following:

- | | | |
|----|-----------------------------|--------------|
| A. | Layout and Staking Plan | 1" = 100' |
| B. | Demolition and Removal Plan | 1" = 100' |
| C. | Grading and Drainage Plan | 1" = 100' |
| D. | Grassing Plan | 1" = 100' |
| E. | Green Construction Sheets | 1" = 30' |
| F. | Site Details Sheet | Scale Varies |
- (Includes cart path, bunker, and other details as required)

Construction Documents Phase Fee: **\$30,000.00**

3. Irrigation Design Sub-Consultant Services (New Holes 6, 8, 9 and the Practice Range)

Sub-Consultant Automatic Supply proposes to provide the following professional irrigation design and consulting services:

- A. Completion of Design and Specifications for Bidding
- B. On-site staking of sprinklers and routing of mainlines
- C. Completed Record Drawing through the use of GPS mapping + contractor field notes

Fee Calculation: \$2100 (A) + \$2100 (B) + \$2100 (C) = \$6300 + \$630 (10%) = **\$6930.00**

4. Construction Administration (New Holes 6, 8, 9 and the Practice Range)

- A. Plans and specifications will be let for bid at the direction of the Client.
- B. The GOLF COURSE ARCHITECT will attend a Pre-Bid Meeting in Fort Wayne to provide project information to the interested Bidders.
- C. The GOLF COURSE ARCHITECT will tabulate the bids received, make an analysis of the construction proposals and recommend the Contract Award based upon post-bid research and clarification.
- D. During construction, the GOLF COURSE ARCHITECT will make visits to the site to monitor the progress of the construction. Twelve (12) weekly (weather dependent) visits and associated travel expenses are included in the fee calculation below.
- E. The GOLF COURSE ARCHITECT will review and approve contractors' applications for payment, make final review of the construction when the work has been completed, and approve final payment.
- F. The GOLF COURSE ARCHITECT has no responsibility for the supervision of construction or maintenance, for the growth of grass or for water conditions on the golf course. Furthermore, we do not warrant materials or contractor's workmanship.

Construction Administration Phase Fee: **\$20,000.00**

Proposal Summary:

Permitting Process Support	\$30,000.00
Construction Documents	\$30,000.00
Irrigation Design Sub-Consultant Service	\$ 6,930.00
Construction Administration	\$20,000.00
Travel Expenses for Site Visits	\$ 2,295.00
Total	\$ 89,225.00


This is a lump sum (not-to-exceed) proposal that includes all expenses.

Work Schedule:

We are prepared to begin the Permitting Process upon receipt of a Purchase Order from the City of Fort Wayne Parks and Recreation Department.

Thank you for this opportunity to be of service.

Sincerely,



Steve Forrest, ASGCA
Hills-Forrest-Smith [golf course architects]
7046 Dunstons Ln
Toledo, OH 43617

Attachments:

Hills-Forrest-Smith "Renovation Concept Plan – FINAL" (March 2026)
Automatic Supply Irrigation Design Services Proposal (March 17, 2026)