

MEMORANDUM

DATE: January 27, 2026
TO: Honorable Mayor and City Commission
VIA: James Slaton, City Manager
FROM: Stephanie Lutton, Parks & Recreation Director

REGARDING: Design Services – Kiwanis Park

SYNOPSIS: *The City Commission will consider an agreement with Catalyst Design Group for Design Services for the Kiwanis Park Loop Trail and additional amenities.*

RECOMMENDATION

It is recommended that the City Commission take the following action(s):

1. Approve the Agreement for Design Services with Catalyst Design Group.
2. Authorize the City Manager to execute the contract on behalf of the City.

BACKGROUND

The City applied for and received a grant through the Recreational Trail Program (RTP) for a 12' by 2,400 LF hard service loop trail in Kiwanis Park. This trail will connect the Rails to Trail trail and the Lake Wales Park trail through Kiwanis Park. Catalyst Design Group will be included in the Schematic Site Plan Phase, Public Involvement Phase, Construction Document Phase, and Permitting and Bidding Phase of this project. The agreement with Catalyst Design Group is for providing project design to include the following:

- Schematic Design/Routing of the 12' Trail
- Playground
- One (1) Prefabricated Restroom Building (Leesburg Concrete or equal: specification only; structural engineering by manufacturer and permitting by contractor)
- Three (3) Picnic Pavilions (specification only; structural engineering by manufacturer and permitting by contractor)
 - Site Furnishings Picnic tables
 - Drinking Fountains
 - Hose Bibs (locations coordinated with Civil)

- Event Power Pedestals (locations coordinated with electrical)
- Litter receptacles
- Benches
- Fencing
- Area Lighting (based upon Crystal Lake Park poles and fixtures: specification only; structural engineering by manufacturer and permitting by contractor)
- Landscape Tree Planting Design (to be installed by City staff)
- Bahia Sod (unirrigated; irrigated by contractor for establishment)
- Irrigation Design for Shade Trees and Turf Adjacent to the Trail and programming (180-degree irrigation to the sides of the trail). The design will be developed in such a manner that it can be expanded upon in the future to meet the City's desires.

Catalyst Design Group currently has a continuing services agreement with the City for Landscape Architecture Services.

City Staff recommends the approval of the Design Services Agreement with Catalyst Design Group.

OTHER OPTIONS

The City Commission may choose not to approve this agreement.

FISCAL IMPACT

The costs for these services are \$39,300.

ATTACHMENTS

Proposal to Design Services