



January 21, 2026

Stephanie-Grace Lutton, CPRP, CPSI, CPO  
Parks & Recreation Director  
City of Lake Wales  
201 W Central Avenue  
Lake Wales, FL 33853

**Re: Lake Wales Kiwanis Park Trail  
Lake Wales, FL**

Dear Stephanie:

Catalyst Design Group (Consultant/CDG) is pleased to submit this proposal to the City of Lake Wales (Client) for the development of the Kiwanis Park Trail (Project) in Lake Wales, FL (City/Owner). The Project is intended to provide design services for a 12' paved trail loop path through the park with each end terminating at the existing Lake Wales Trail and through the park as depicted in Exhibit A. It is understood that the trail alignment may be adjusted to meet existing grades, structures and utilities but that it is intended to measure approximately 2,400 linear feet in compliance with the City's grant.

- 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.

The client shall develop a base plan to be provided to CDG for this effort. The base plan should include the following information as available:

- Survey, Architectural and Civil Engineering in CAD format compatible with AutoCAD release 2018.
- Boundary
- Topography
- Site survey
- Tree survey

- Available As-built Drawings

These services will be provided consistent with the Master Consulting Agreement for Landscape Architectural Services dated January 19, 2023.

### **BASE DESIGN SERVICES**

#### ***Schematic Site Plan Phase***

- Utilizing the civil engineers survey, CDG will develop one (1) sketch plan illustrating programming desired by the City and a trail alignment accommodating existing topography and trees.
- CDG will participate in one (1) kickoff meeting with the Client, Owner's Representative and civil engineer to review the sketch plan and discuss next steps.
- Based upon input received, CDG will develop a preliminary CAD trail alignment for the trail based upon master planned (Exhibit A) and anticipated development programming to coincide with the installation of the trail.
- CDG will participate in one (1) virtual meeting with the Client and civil engineer to review the trail alignment and to verify future development programming.
- Based upon input received, CDG will update the CAD trail alignment and provide it to the civil engineer for the development of construction documents.

#### ***Public Involvement Phase***

- CDG will attend one (1) public meeting for the Project for the purpose of informing the public about the progress of the previously approved Project (park system master plan & post park master planning). It is understood that the public meeting will present the Phase 1 schematic plan and that input from the public will be recorded during a 4 pm – 6 pm open house format, Furthermore, it is understood that there will not be a formal presentation or overview and that there will be a sign in station and the following three (3) exhibits:
  - Dover Kohl Mobility/Trails Board
  - Previously Approved Kiwanis Park Master Plan
  - Phase 1 Kiwanis Park 30%/Schematic Plan
- CDG understands that the public involvement is informational and that minor input may be accommodated in the construction documents, however significant programming changes will be considered an additional service.

#### ***Construction Document Phase***

- Upon approval of the design development package, CDG will proceed into the Construction Document phase of the project.
- CDG will submit 30%, 60% and 100% construction documents addressing Project programming as previously noted.
- As appropriate to the Phase landscape and irrigation for the project area drawings will include plan, details, schedule and notes. Not included in the construction documents are architectural drawings beyond product specification/design intent and electrical engineering.
- CDG will participate in one (1) virtual review following each submittal.
- It is understood that the preparation of estimates of probable costs will be developed by contractors invited by the City to participate in reviewing the development of the Project design.

**Permitting & Bidding Phase**

- CDG will assist the Project civil engineer in the preparation of permitting submittal documents.
- CDG anticipates up to two (2) rounds of comment responses and updates to the drawings. Should additional submittals be required due to other design professionals on the Project team, additional services may be requested.
- Prior to bidding CDG will prepare a quantities list for the use by the contractor in their bidding.
- CDG will review contractor bids and provide input to the City.

**Note:** Construction phase services are not included in this scope of services and will be provided upon the preliminary selection of a contractor for the Project.

**FEES**

The professional fees for the above-described services are as follows:

<b>Schematic Site Plan Phase</b>	<b>\$ 6,200</b>
<b>Public Involvement Phase</b>	<b>\$ 4,100</b>
<b>Construction Document Phase</b>	<b>\$ 24,800</b>
<b>Permitting and Bidding Phase</b>	<b>\$ 4,200</b>
<b>Construction Phase</b>	<b>\$ Excluded</b>
<b>Total</b>	<b>\$39,300</b>

Not included in the above fees are reimbursable expenses incurred on the project’s behalf, including printing, plotting, photocopies, reproduction, postage, long distance telephone, mileage, express mail or courier services. Capacity and impact fees associated with application filings shall be the responsibility of the owner. Reimbursable expenses will be billed at cost plus 15%. We will bill monthly for all work performed and expenses incurred on the project's behalf. Unpaid invoices after 30 days will accrue service charges at 1½% per month and include any costs of collections and reasonable attorney’s fees.

Services that may be required, which Catalyst Design Group and/or their sub-consultants, can provide, but are not part of this proposal include:

- Additional Illustrative renderings
- Additional meetings and site visits
- Additional Public Involvement
- Permitting Phase Services beyond that identified
- Construction Phase Services
- Electrical Engineering
- Structural Engineering
- Civil Engineering
- Grant Support
- Detailed Opinions of Probable Construction Costs or alternative analysis of designs with respect to layout, grading and drainage studies to balance earthwork.

We would be happy to provide or coordinate the acquisition of any of these services as requested by you as an additional service. Unless otherwise indicated, these services will be provided consistent with the Master Consulting Agreement for Landscape Architectural Services dated January 19, 2023.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this exciting project. If this proposal is acceptable, please sign return one copy to our office.

Best Regards,

**Catalyst Design Group**



Bruce C. Hall, PLA, ASLA  
Principal Landscape Architect

Jay Hood, PLA, ASLA  
Principal Landscape Architect

Exhibit A – Conceptual Park Site Plan & Phase 1 Improvements

Agreed by:

Name	Date
Title	Company

EXHIBIT A

