



To: Board of Parks and Recreation
From: Mark Heintz – Director of Parks and Recreation
Date: February 18, 2025
Re: West Lakes Park washroom building

Staff have been working with CSK Architects to develop a conceptual plan for a washroom building at West Lakes Park to better serve the users of that facility. That concept plan is attached along with a professional services proposal for your consideration. The building would include storage area for cricket, soccer, the Town and women's and men's washroom facilities.

Recommendation:

Staff recommends approving the professional services agreement from CSK Architects dated February 11, 2025 and authorize the Director to sign the agreement.

February 11, 2025

Mark Heintz, CPRP
Parks and Recreation Department
Town of Munster
1005 Ridge Road
Munster, IN 46321

RE: Architectural/Engineering Services for the
Proposed Restroom and Storage Facility at
West Lakes Park
Architect's Project #24083

Mark,

I want to thank you in advance for the opportunity to work with the Town of Munster's Park Department for the Proposed West Lakes Park Improvements. The scope of work will be per the approved preliminary design we provided.

Per your request, we propose to furnish Architectural and Engineering Services to include Preliminary Design, Design Development, Construction Documents, Project Manual with Specifications, Assistance with the Public Bid Process for the work and all necessary On-Site Observations/Construction Administration Services including submittals review process and progress meetings for the proposed work. We have also included the task of submitting the Project along with the required Energy Efficiency Calculations to the Indiana Department of Homeland Security (IDHS) for a Construction Design Release (CDR). We have not included the cost of the application fees for the IDHS CDR which will be treated as a reimbursable expense.

We also propose to coordinate and assist the Parks and Recreation Department with requesting quotes for Geotechnical Services to perform soil borings and the Geotechnical Construction Services for the project.

Based upon the above information and the revised proposed scope of work we propose to perform this work for a lump sum fee of \$26,000.

We have not included any costs or fees for Soil Borings, Geotechnical Construction Services, Environmental Surveys, Furniture, Furnishings or Equipment design or procurement.

We propose that any other Additional Services requested or required will be handled either as a proposed additional lump sum fee or on our standard hourly rates.

Other than the above we will not have any additional reimbursable expenses what so ever.

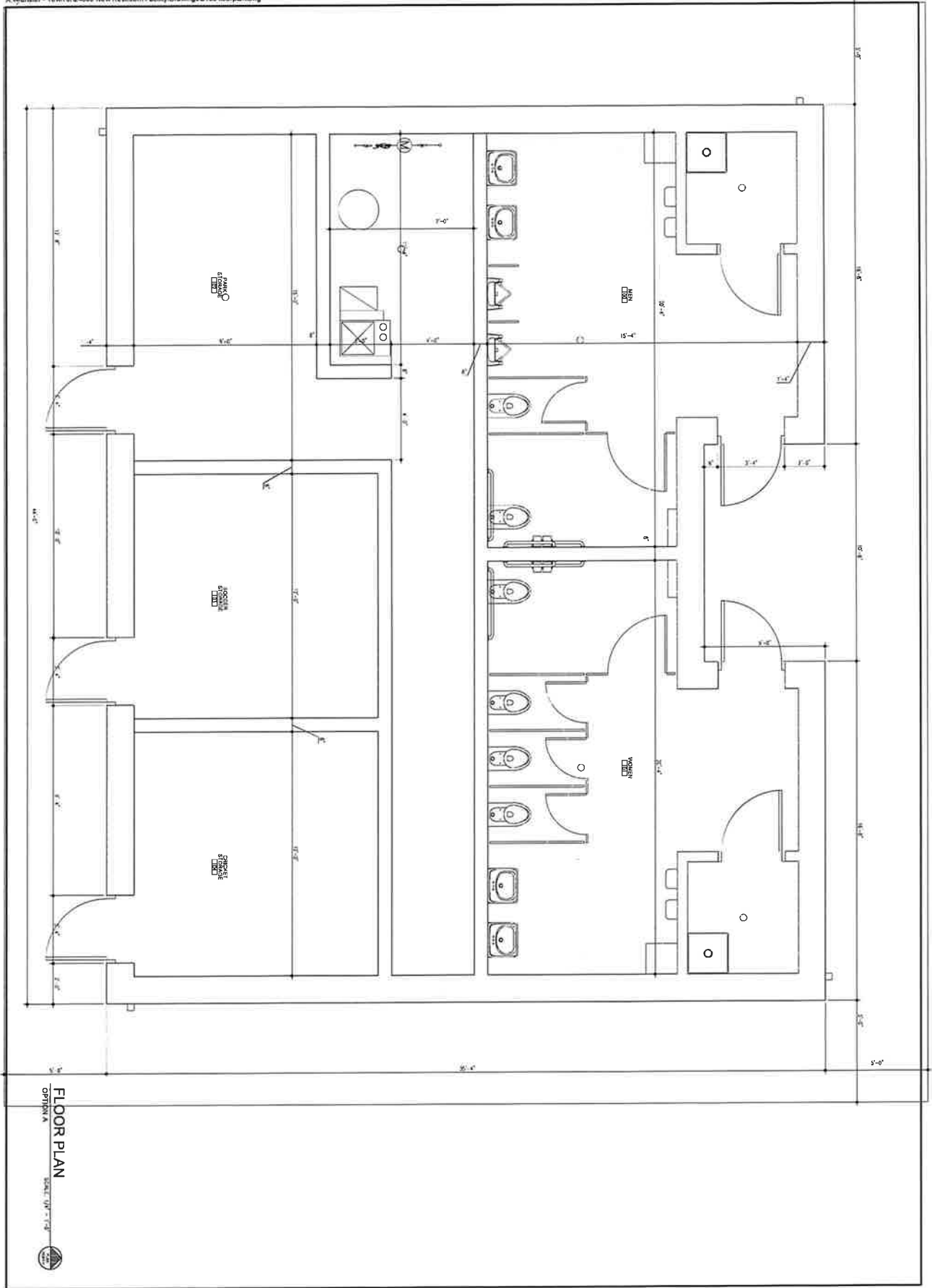
Please let me know if you need further assistance or have any questions in regard to this proposal. I am also available to discuss this proposal at your earliest convenience if you require. Once again, I appreciate the opportunity to submit our revised proposal to you and the opportunity to work with you.

Respectfully submitted,



Thomas E. Kuhn, AIA, CSI, ALA
Office (219) 322-5950
Cell (219) 741-1849
Email: tkuhn@cskarchitects.com

X:\Munster - Town of 24083 New Restroom Facility\Correspondence\Proposals\2025-02-11 Proposal.docx



FLOOR PLAN
 OPTION A
 SCALE: 1/4" = 1'-0"

SHEET
 A
 1.1.1

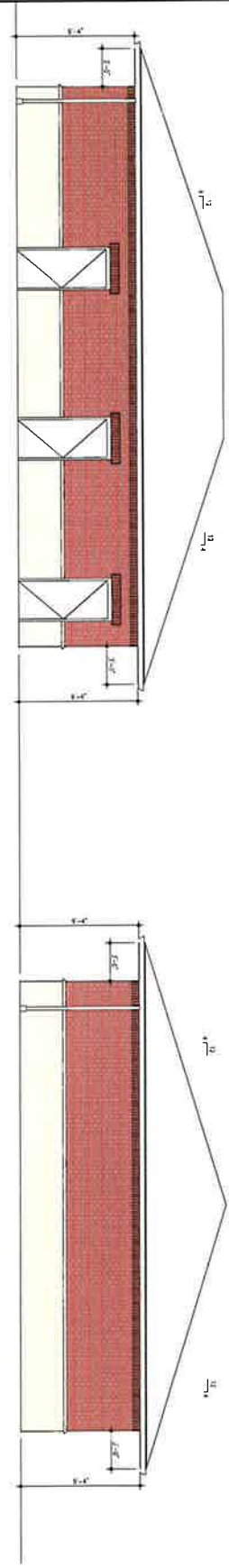
24083

CSK ARCHITECTS, P. C.
 6919 W. LINCOLN HIGHWAY
 219-322-5950
 CROWN POINT, IN 46307
 www.cskarchitects.com

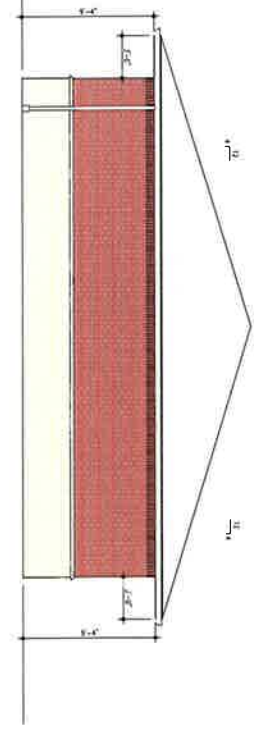
NEW WASHROOM FACILITY AT
 WEST LAKES PARK FOR THE
 TOWN OF MUNSTER
 MUNSTER WEST LAKE PARK
 MUNSTER, INDIANA 46321

DATE
 02/11/2025

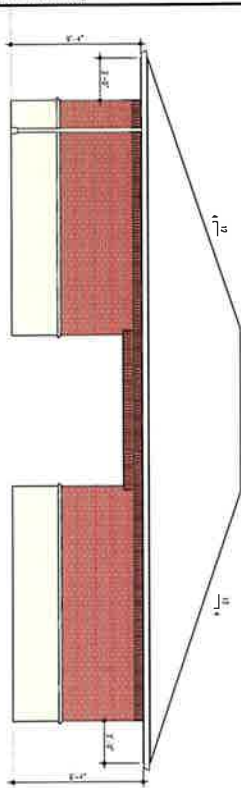




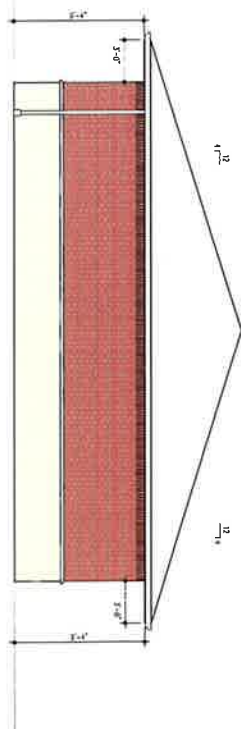
SOUTH ELEVATION
OPTION 3
SCALE: 1/8" = 1'-0"



WEST ELEVATION
OPTION 1
SCALE: 1/8" = 1'-0"



NORTH ELEVATION
OPTION 1
SCALE: 1/8" = 1'-0"



EAST ELEVATION
OPTION 1
SCALE: 1/8" = 1'-0"

SHEET
A
4.1.2

24083

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NEW WASHROOM FACILITY AT
WEST LAKES PARK FOR THE
TOWN OF MUNSTER
MUNSTER WEST LAKE PARK
MUNSTER, INDIANA 46321

DATES
05/15/2023

