



City of White House

Parks, Recreation & Cultural Arts

105 College Street
White House, TN 37188
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Kevin Whittaker
Director

Linda Brooks
Office Administrator

Steven Russell
Park Maintenance Supervisor

MEMORANDUM

Date: March 9, 2026

To: Board of Mayor and Aldermen
Gerald Herman, City Administrator

From: Kevin Whittaker, Director of Parks and Recreation

Re: Design Work for Pickleball Courts

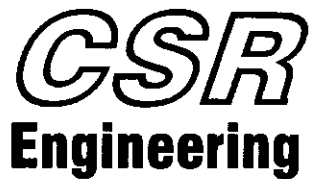
CSR Engineering has offered its services to design the Pickleball Courts at Municipal Park for a cost of \$117,500. This project is part of a 50/50 grant, so we will be able to re-coup half of that cost.

This quote includes three phases. Phase 1 includes survey work, design, and construction plans. Phase 2 includes putting together a bid package, meetings with the contractor and City of White House, permits and general assistance. Phase 3 will include construction administration.

The city and myself have worked with CSR Engineering on numerous projects and feel comfortable with their level of expertise and guidance. Having them helping with a grant funded project will be additionally helpful as they are aware of all the intricacies that come with an LPRF Grant funded project.

As a result, I am recommending approval to enter into contract with CSR Engineering Inc. for the purpose of designing our Pickleball Courts for a cost of \$117,500.

Thank You



CSR Engineering Inc.
2010 Hwy 49E
Pleasant View, TN 37146
Phone: (615) 212-2389
Fax: (615) 246-3815
www.csrengineers.com

July 9, 2025
CSR Engineering Proposal No. 2026-18

Mr. Kevin Whittaker
105D College St.
White House, TN 37188

RE: PROPOSAL FOR ENGINEERING DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR PICKLEBALL COURT PROJECT (LPRF GRANT) – CITY OF WHITE HOUSE, ROBERTSON COUNTY, TENNESSEE

Kevin,

CSR Engineering, Inc. is pleased to offer our professional services associated with your Pickleball Court Project as part of the LPRF Grant award. Given the accumulation of previous work, background information, recent consultations, and TDEC LPRF requirements, we propose a three-phased approach to assist you with Design, Bidding, and Construction. Please accept this Letter Agreement as our proposal for these engineering and related services. The professional services provided by CSR under this Agreement are limited to the **General Scope of Work**.

General Scope of Work

- Preparation of exhibit(s) for any public input meetings, plus attend meeting in support of City Staff
- Survey, Design and Construction Plans for the Pickleball Court Improvements in accordance with the submitted Grant scope of work with major features noted below:
 - 3 parallel pickleball courts (access, aisles, parking lot connection)
 - Lighting
 - Drainage and Stormwater Features
 - ADA accommodations
 - Landscaping Amenities
 - All related plans, details, notes and documents required for construction
- Develop, submit and obtain necessary construction permits required by TDEC (if required)
- Develop bid package items to assist the City with advertisement and bidding purposes and attend the pre-bid meeting (design-bid-build format)
- Construction Administration Services
 - Review/verify pay requests, and assist the Parks and Recreation Director with any project RFI's
 - Resolve any issue of non-compliance with material specifications, which have been uncovered during inspection of the work
 - Any required monthly meetings for coordination with the contractor

- Prepare and distribute any amendments to design work due to bid proceedings
- Develop stakeholder requirements for the construction phase, attend and lead discussion during a Pre-Construction meeting using City of White House facilities as scheduled by City personnel
- Receive, review and respond to change orders and notices of potential claim
- Maintain records of all communication between construction contractor and construction administration forces
- Prepare and submit all projects documents in hard copy and digital copy for project closeout with TDEC

The fee for these services will be a lump sum of \$117,500 phased as follows:

Phase I –Survey, Design, Construction Plans	\$	67,000
Phase II – Bid Package, Meetings, Permits and Assistance	\$	5,500
<u>Phase III – Construction Administration</u>	<u>\$</u>	<u>45,000</u>
	\$	117,500

Services provided will be limited to the specific scope of work defined above. Any subsequent engineering services determined will be included in later proposals. CSR's engineering services will be subject to the CSR's Terms and Conditions previously submitted to the City on similar contracts (included herein by reference). We will bill by percentage complete at the end of each month. The fee quoted includes compensation for basic services, check prints for your review and digital copy of all project documents to the City of White House. We will begin work immediately as per our discussion and will work on a reasonable schedule to submit documents according to your grant contract agreement and associated timeline.

