



Stantec Consulting Services Inc.
7208 W. 80th Street, Suite 201, Overland Park KS 66204

June 30, 2026
File: 02 - MBD

Attention: Tom Ourada
City Manager
City of Crete, Nebraska
243 E 13th St,
Crete, NE 68333

Dear Tom,

Reference: Supplement for Updated Concept Design & Master Plan Services – Sports Complex & Adjacent Area Wide Planning Opportunities

Thank you for allowing us to work with you on your exciting project. We appreciate the opportunity to collaborate with you to develop conceptual designs for the areas discussed during our initial call and in subsequent communications regarding desired levels of public engagement for the project.

This document is a supplement to the scope document provided earlier. This outlines the specific tasks and procedures necessary to complete the project with related fees attached to each task.

We are looking forward to our initial meeting schedule for July 10, 2026. Please let us know if you have any questions or concerns.

Regards,

Stantec Consulting Services Inc.

Kelly VanElders PLA, LEED AP, ENV SP, CLARB
Principal, Senior Landscape Architect
Phone: 913.905.3415
kelly.vanelders@stantec.com

Frank Uhlarik, CPG, Senior Project Manager
Asset Transformation and Brownfields
Phone 402-669-0546
Frank.uhlarik@stantec.com

Updated Scope & Fee Outline – Concept Design & Master Plan Services

Task 1 – Concept Design & Site Discovery

Objective

Establish a clear understanding of site conditions, program requirements, and project goals to guide concept development.

Scope of Services

- Prepare a conceptual base plan
 - Conduct on-site visit including:
 - Site walkthrough and assessment
- Two-hour working session with City staff (add Stakeholders if appropriate)
- Review program needs, operations, storage, and circulation patterns
- Establish project goals and phasing strategy
- Identify adjacent opportunities (trails, river access, camping, recreation amenities)
- Incorporate area – wide Brownfield site considerations and constraints
- End the day with diagrams that depict initial impressions and concepts from the day's findings.

Concept Development

- Deeper exploration of program relationships and site organization
- Prepare preliminary design concepts including:
 - Two (2) conceptual plan-view alternatives
 - Supporting diagrams and visuals
- Conduct one (1) Teams review meeting with client
- Refine and confirm preferred direction.
- Schedule/plan one public engagement activity to share concept and gather feedback.

Deliverables

- Program summary

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- Concept alternatives
- Supporting visuals

Public Engagement

- Facilitate a stakeholder and public engagement meeting to include:
 - One (1) stakeholder / public meeting (in-person), city hall or venue close to the site
 - Collect feedback on desired park amenities & feedback on concept.
 - Documentation of input
 - Integration of feedback into concept development
 - Create a project website to include:
 - Project objectives & process
 - Concept & feedback questions
 - Update website at end of project with updated master plan
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Task 2 – Master Plan Development (CAD-Based + Visualization)

Objective

Refine the selected concept into a cohesive, implementable master plan.

Scope of Services

- Develop a **scaled conceptual master plan in CAD format** including:
 - Athletic fields, parking, circulation, and support spaces
 - Pedestrian areas, trails, and amenities
 - Adjacent recreation opportunities
 - Area wide Brownfield site considerations
- Prepare design narrative and guiding principles
- Develop visual materials illustrating key elements
- Conduct:
 - One (1) draft presentation
 - One (1) round of revisions

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- One (1) final presentation
- Uploads to project website

3D Visualization

- Prepare **3D perspective renderings** (Lumion / SketchUp-based) including:
 - Enhanced perspective views of key project areas
 - Integration with CAD master plan model
- Graphics suitable for presentations, funding, and public communication

Deliverables

- Rendered conceptual site plan (CAD-based)
- 3D perspective visuals
- Design narrative and phasing strategy
- Final master plan document (PDF)

Presentation

- Present the final master plan in person to the City Council
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Project Schedule

- Concept Design: ~2–3 weeks from kickoff
 - Public Engagement ~ 1 week after concept design
 - Master Plan: ~3–4 weeks following public engagement
 - Presentation: ~ 1 week
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Updated Fee

Component	Fee
Base Concept + Master Plan	\$24,176
Project Website & Public Engagement	\$17,638
3D Perspective (includes CAD base)	\$11,501
Total:	\$53,315

Total Stantec Fee: \$53,315 lump sum, plus travel and office expenses NTE \$3,825.
