

Promote Carmel, Inc.
1 Civic Square, Carmel, Indiana 46032
317-571-2464

December 9, 2022

Mr. Kwan Hui
11008 Lakeshore Drive East
Carmel, Indiana 46033

Dear Mr. Hui:

This letter serves as an agreement between Kwan Hui (the "Donor") and Promote Carmel, Inc. (the "Recipient").

The Donor contributed \$50,000.00 on December 9, 2022, to the Recipient, a qualified 501(c)(3) non-profit organization as determined by the Internal Revenue Service. The sole intent of the donation is for the purpose of purchasing Asian Tree Peonies, related plantings and garden fixtures to be placed in the Chinese Garden (the "Project"), which is to be built in the central core of Carmel, Indiana. The Recipient will immediately place the donation in an interest-bearing FDIC bank account and will note in their permanent record the donation is only to be used for the purpose described within this letter.

There are several parties involved in the Project and a series of approvals and tasks are required. The enclosed draft Scope of Work and draft Timeline more fully describes the Project. The director of Carmel Clay Parks and Recreation will provide quarterly updates to the Donor and Recipient on the status of the Project until such time the contribution is distributed for its intended purpose.

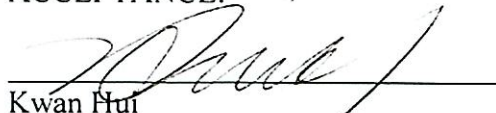
Thank you again for your generous support.

Sincerely,


Sue McFeely
Executive Director

Enclosures

ACCEPTANCE:


Kwan Hui

Copy: Mr. Michael Klitzing, Carmel Clay Parks and Recreation

Scope of Work

The following narrative describes a list of services required to prepare design concepts for the Carmel Clay Park and Recreation. The client (Carmel Clay Park and Recreation) has a scope to develop an open public field (about 1 acre in size) in between Carmel Clay Public Library and Carmel Elementary School into a Chinese themed public garden. Efficiently organizing the work will be essential to completing the project in a timely fashion. While the following narrative is organized in a linear manner, many of the sub-tasks may proceed in a parallel or concurrent fashion.



TASK ONE: PROJECT START-UP

The general objective for this phase of the work is to develop a thorough understanding of the work that has been completed to date, become familiar with the site, and develop a preliminary understanding of the development program.

The specific tasks to be completed are as follows:

1. Meet with client to review/develop project goals, design criteria and site program.
2. Define the roles and responsibility of the project team.
3. Review the topographic survey, record drawings and geotechnical report provided by the client.
4. Visit the site to become familiar with the site conditions such as soils, slopes, views, and context surrounding the site. Field-verify survey information, including the limits of existing improvements.
5. Prepare a detailed project schedule/work plan.

The following products will be prepared/delivered:

1. Site Analysis/Framework plan, summarizing major influences upon design.
2. Project schedule/work plan.
3. One (1) on site meeting with client

TASK TWO: COMMUNITY ENGAGEMENT

The general objective for this phase is to collect preliminary public and stakeholder opinions and their envisions for potential programs and design elements in this site.

The specific tasks to be completed are as follows:

1. Meet with direct stakeholders (Representatives from City of Carmel Engineering Department, Department of Community Service Planning & Zoning, Carmel Clay Parks & Recreation, Carmel Clay Public Library and Carmel Elementary School) for site input.
2. Set up an online survey that is open to any participants. The questions within the survey will be verified by the client before publishing. The objective of the survey is to gather general feedback from Carmel communities on what they would and would not like to see built on the site. The survey will be open for 45 days.
3. One day community engagement event (with the help of 5 Purdue landscape architecture graduate and undergraduate students) to solicit feedback within the city of Carmel. Chinese communities will specifically be targeted to generate preliminary design languages and cultural elements associated with the future garden design.

The following products will be prepared/delivered:

1. 1 page summary of survey result
2. 1 page summary of one-day community engagement outcome

TASK THREE: CONCEPTUAL DESIGN

The general objective for this phase of work is to test program goals and site program against site conditions, and to explore design ideas. Based on the current program, Consultant will work with the planning and design team to develop a Conceptual Master Development Plan for the property.

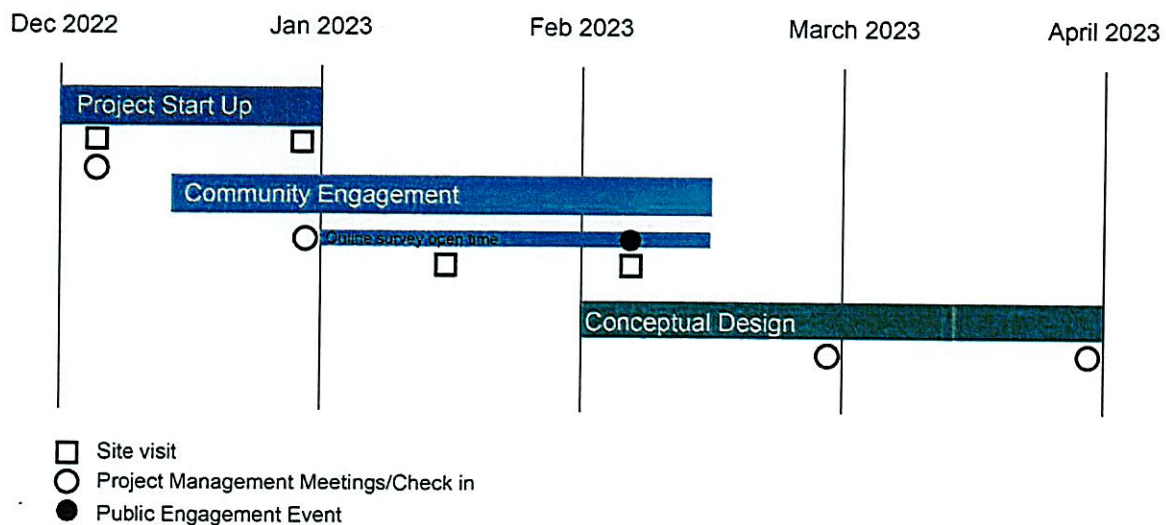
The specific tasks to be completed are as follows:

1. Establish program requirements and develop design principles to guide decision making.
2. Prepare a Conceptual Design Plan, including illustrative plan, sections and elevations.
3. Prepare image character boards or bound booklets to convey the landscape design intent.
4. Based on the conceptual design plan, prepare an opinion of the range of probable costs. This range is an opinion only and will need to be verified by a retained cost estimation specialist or by a contractor in the bidding and negotiation process.

The following products will be prepared/delivered:

1. Conceptual Design Plan set including:
 - a. One (1) illustrative plan at 1:20 scale
 - b. Two (2) conceptual level sections and elevations at 1:10 scale to describe the design intent
 - c. Two (2) conceptual level design perspectives
2. Image character boards or bound booklets
3. Conceptual level opinion of probable site/landscape construction cost.

PROJECT TENTATIVE TIMELINE



Carmel • Clay Parks & Recreation

Proposed Chinese Garden Tentative Timeline

December 2022	Finalize Scope of Work and Agreement with Purdue University for design services
January 2023	Community engagement begins (stakeholder meetings & online survey)
February 2023	Work on conceptual design for garden begins
April 2023	Presentation of concept plan to Carmel Clay School Board for discussion at workshop meeting; consensus agreement to proceed required for process to continue Presentation of concept plan to Carmel/Clay Board of Parks and Recreation
May 2023	Secure funding commitment from City of Carmel for development of garden Engage licensed Landscape Architect or qualified firm to prepare construction documents; Park Board approval of professional services agreement with landscape architect may be required depending on contract amount
June or July 2023	Earliest timeframe for work to begin on preparation of final design, construction documents, and specifications necessary to bid a public works project
Winter 2023	Earliest timeframe for final plans and management agreement for use of CCS property to be presented to School Board and Park Board for approval Release of request for bids; acceptance of bids; construction contract awarded
Spring 2024	Earliest timeframe for construction begin