



MIDDLETOWN
Rhode Island

TOWN ADMINISTRATOR

TOWN OF MIDDLETOWN

350 East Main Road, Middletown, RI 02842
(401) 842-6500 | MiddletownRI.com

To: Members of the Town Council

From: Shawn J. Brown, Town Administrator

Date: July 1, 2025

Re: Proposal for Engineering Services for Pickleball Facility

Recommend hiring Crossman Engineering to prepare the design and bid documents for the construction of four (4) pickleball courts on the John Clarke Park in the Aquidneck Corporate Park. This project was approved by the Town Council as part of the FY2026-FY2030 Capital Improvement Program.

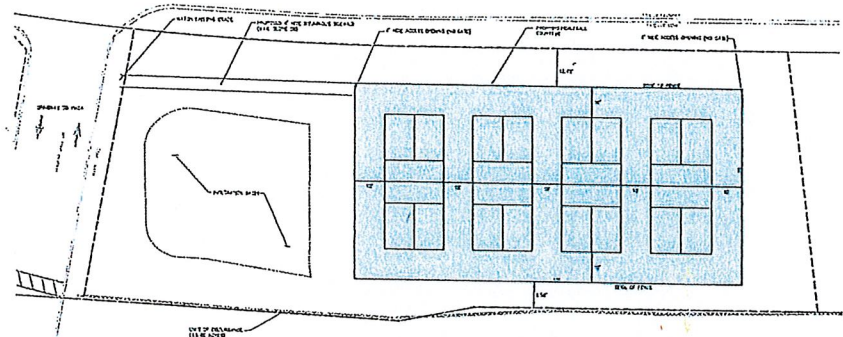
June 30, 2025

Mr. John Mello, PE
Town Engineer
Town of Middletown
19 Berkeley Avenue
Middletown, RI 02842

Re: 4-Court Pickleball Facility
Engineering Services

Dear Mr. Mello,

We appreciate the opportunity of providing engineering services for the Town of Middletown and based upon our recent discussion, we understand that the scope of work includes the design and bid document preparation for the construction of 4-Pickleball Courts on Plat 115, Lot 51.

**Site Location****Schematic Court Layout**

The land is owned by the Town of Middletown and is located at the rear of the Newport County YMCA.

Tasks to be performed include:

Topographic Survey: For preliminary design purposes, the survey of the YMCA land was utilized, but for final design, we recommend that we verify the topographic conditions in the vicinity of the courts. The data provided indicates that there is an 11-ft vertical change in ground elevation across the site area, therefore we field verification of conditions is recommended. We anticipate one (1) day of field survey work on-site.

Property Boundary Survey: A Comprehensive Boundary Survey of the YMCA land was performed in 2023. This survey identified the common property line between the subject Town land and the YMCA. With this information, we have excluded additional Property Boundary Survey from the scope of work.

Soil Evaluations: On-site Soil Evaluations were previously performed on December 13, 2023, therefore we do not anticipate the need to perform additional soil testing for the drainage design.

Site Plan Preparation: As part of the bid package, we anticipate preparing the following Plan Sheets:

Cover Sheet	Site Grading, Drainage & Construction Runoff
Notes and Legend	Control Plan
Existing Conditions	Detail Sheet
Site Layout	

In support of the design, a Stormwater Management Report will also be prepared to demonstrate conformance with the Town's Stormwater Ordinance.

Construction Runoff Control Application Filing with the Town Building Official: The Plans and Stormwater Design will be submitted (uploaded) and coordinated with the Town Building Department.

Notes:

1. **Electrical/Lighting design is not included in the design. If lighting is to be included, we can obtain pricing from electrical designers.**
2. **The scope currently does not include parking lot design. We understand that parking will be shared with an abutting land-owner, but a concern is that the adjacent parking areas do not appear to provide an ADA accessible parking space near the site.**
3. **If the project requires review by the Town's Zoning Board or Planning Board, additional documents will be necessary for a complete submittal.**
4. **The scope currently excludes construction phase project administration or inspection services.**

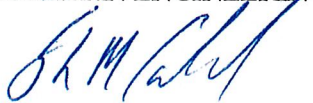
Bid Documents: Based upon the Town's standard bid template, our office will prepare a Project Manual which will contain technical specifications and Bid requirements.

Costs: We proposed to perform the services in accordance with the rates allowed within our Middletown On-Call Agreement and to invoice based upon actual time utilized. Based upon the assumptions noted, we anticipate that the work can be completed for a fee equal to or less than \$8,500.00.

Upon authorization, our staff will schedule their work in a manner to satisfy your schedule requirements.

We appreciate your consideration and if you have any questions or concerns, please contact me at 401-556-4699 (cell), 401-738-5660 (office) or via email.

Sincerely
CROSSMAN ENGINEERING



Steven M. Cabral, Ph.D., P.E.