



Mayor – Sandy Sanders

City Administrator – Ray Gosack

City Clerk – Sherri Gard

**Board of Directors**

Ward 1 – Keith D. Lau

Ward 2 – Andre' Good

Ward 3 – Mike Lorenz

Ward 4 – George Catsavis

At Large Position 5 – Pam Weber

At Large Position 6 – Kevin Settle

At Large Position 7 – Philip H. Merry Jr.

***AGENDA***  
**Fort Smith Board of Directors**  
**Study Session**  
**January 14, 2014 ~ 12:00 Noon**  
**Fort Smith Public Library Community Room**  
**3201 Rogers Avenue**

1. Review revision to the Parks Department Five-Year Capital Improvement Program
2. Review request for improvements to softball fields at Martin Luther King, Jr. Park (Northside High School / Fort Smith Boys and Girls Clubs) ~ *Good/Settle requested at the December 17, 2013 regular meeting ~*
3. Discuss engineering and design services for the River Valley Sports Complex ~ *Lau/Weber/Settle/Merry/Catsavis placed on the agenda on Friday, January 10, 2014 ~*
4. Review preliminary agenda for the January 21, 2014 regular meeting



## Memo:

January 10, 2014

To: Ray Gosack, City Administrator  
From: Mike Alsup, Director of Parks and Recreation  
Re: Capital Improvements Program proposed revisions

The Board of Directors approved increased funding for the Water Park which requires \$1,507,500 to be funded through the Sales and Use Tax dedicated parks funding. Also, a request was made from the Board that the Commission review the CIP and make a recommendation concerning the reestablishment of the seven (7) seasonal positions not filled due to last year's budget cuts and continue this year. The Parks and Recreation Commission recommends that revisions be made to the Capital Improvements Program (CIP) to provide for these matters.

At the January Parks and Recreation Commission they were addressed by a Committee requesting funding for softball improvements for the Martin Luther King Jr. softball field. The improvements would allow the Northside High School Grizzle Softball Team to use the field as their home field. The field will be used by the Boys and Girls Clubs in the summer for practice and game play. The project estimate is \$400,000 and the Committee requested \$150,000 towards the project. They hope to raise the funds and begin construction on the project by fall of 2014.

The Commission voted unanimously to support this project and reallocated the funds from the 2014 CIP. Attached is the revised CIP. This recommendation provides funding in the first year for the Water Park, seasonal positions, River Valley Sports Complex (RVSC), River West Trail, Compass Park Splash Pad, and River Park Pavilion improvements. Projects that were moved back a year thus causing a ripple effect on other projects include Riverfront Drive Property Improvements, Texas Road Neighborhood Park, Creekmore and Tilles Tennis Court Improvements, and Creekmore Park Land Acquisition. The second page of the recommended CIP includes anticipated operational costs to maintain the new facilities and the seasonal positions.

The RVSC project is slated for ground breaking this summer in August. Funding for this project is recommended as the promoters of this project are moving forward with plans and receiving commitments for donations and in-kind services. The City received a generous grant from the Walton Family Foundation for the River West Trail and plans are currently being made with construction anticipated to begin early this summer. The Compass Park

Splash Pad is a collaborative project with the Central Business Improvement District (CBID). The CBID initiated this project and is funding half the project; plans are being drawn with an anticipated completion date in 2014. Improvements to the River Park Pavilion (Glass Pavilion) are for a warming kitchen and storage. With approval of the CIP, plans will be made for these improvements.

If you have any questions about the CIP or projects, please call me.

attachment

REVISED

Fort Smith Parks and Recreation Department  
 5 Year Capital Improvement Program, Program 6208, \$1,507,500 Aquatic Park Funding (4)

2014		2015		2016		2017		2018	
Park Project	Amount	Park Project	Amount	Park Project	Amount	Park Project	Amount	Park Project	Amount
		Riverfront Dr. Property Improvements	700,000	Riverfront Dr. Prop. Improvements	700,000	Riverfront Dr. Prop. Improvements	600,000	Belle Grove Center	750,000
River Park Compass Splash Pad	150,000			Strategic Plan	100,000				
MLK Softball Improvements	150,000	Neighborhood Parks Texas Road Park	150,000	Neighborhood Parks Fondren Park	150,000	Neighborhood Parks Briarcliff Avenue	150,000	Neighborhood Parks Williamson Place	150,000
River Park Pavilion	100,000			FSP Park Playground	100,000	Trails & Greenways Chaffee West Trail	750,000	Wilson Playground and Pavilion	100,000
Trails & Greenways River West Trail	350,000	Trails & Greenways River West Trail	315,600	Trails & Greenways Mill Creek South Trail	500,000	Trails & Greenways Mill Creek South Trail	500,000	Trails & Greenways Zero Street/Ridge Chaffee West	750,000
River Valley Sports Complex	265,420	Tennis Court Improvements	275,000	Creekmore Park Land Acq & Parking	200,000	Shade Structures at Creekmore Pool, MLK Pool and Playground	75,000		
Ben Geren Aquatic Park	1,000,000	Ben Geren Aquatic Park	507,500	FSP Parking and Fishing Pavilion	200,000	Kelley Stage and River Park Amphitheater	75,000		
<b>Total Projects</b>	<b>2,015,420</b>		<b>1,948,100</b>		<b>1,950,000</b>		<b>2,150,000</b>		<b>1,750,000</b>
<b>Total Operations</b>	<b>321,280</b>		<b>407,400</b>		<b>400,700</b>		<b>514,900</b>		<b>510,300</b>
<b>Total Projects &amp; Operations</b>	<b>2,336,700</b>		<b>2,355,500</b>		<b>2,350,700</b>		<b>2,664,900</b>		<b>2,260,300</b>

Budget Staff and Operations	180,280	183,900	187,600	191,400	195,300
<b>Seasonal staff recommended</b>	80,000	80,000	81,600	83,300	85,000
Splash Pad Maintenance	50,000	50,000	50,000	51,000	52,000
Trail Maintenance		20,000	20,000	40,000	41,000
Ben Geren Fields	11,000	11,000	11,500	11,700	12,000
RVSC					
Aquatic Center		62,500	50,000	37,500	25,000
Belle Grove Center					
Riverfront Park (51 acres)				100,000	100,000
<b>Total Operations</b>	321,280	407,400	400,700	514,900	510,300
Estimated receipts	2,400,000	2,400,000	2,500,000	2,500,000	2,500,000
<b>Total Projects &amp; Operations</b>	2,336,700	2,355,500	2,350,700	2,664,900	2,260,300
Difference	63,300	44,500	149,300	-164,900	239,700

**NOTE: the figures in this document are estimates, no firm pricing has been done on these line items or maintenance estimates.**

APPROVED

**2014**  
**Fort Smith Parks and Recreation Department**  
**5 Year Capital Improvement Program**

2014		2015		2016		2017		2018	
Park Project	Amount	Park Project	Amount	Park Project	Amount	Park Project	Amount	Park Project	Amount
Riverfront Dr. Property Improvements	750,000	Riverfront Dr. Prop. Improvements	1,000,000	Riverfront Dr. Property Improvements	250,000	Belle Grove Center	500,000	Belle Grove Center	1,000,000
River Park Compass Splash Pad	150,000	FSP Parking and Fishing Pavilion	200,000						
Neighborhood Parks Texas Road Park	150,000	Neighborhood Parks Fondren Park	150,000	Neighborhood Parks Briarcliff Avenue Williamson Place	300,000	Neighborhood Parks Middleton Farms	300,000	Neighborhood Parks	300,000
Glass Pavilion	100,000			Wilson Playground and Pavilion	100,000				
Creekmore Tennis Court Lighting and Surface Tilles Tennis Resurface	275,000	Trails & Greenways River West Trail	700,000	Trails & Greenways Mill Creek South Trail	1,000,000	Trails & Greenways Zero Street/Ridge Chaffee West	1,500,000	Trails & Greenways	1,000,000
RVSC Tournament Softball fields (8)	800,000	FSP Park Playground	100,000	Shade Structures at Creekmore Pool, MLK Pool and Playground	75,000				
Creekmore Park Land Acq & Parking	50,000	Creekmore Park Land Acq & Parking	150,000	Strategic Plan	100,000				
				Kelley Stage and River Park Amphitheater	75,000				
	<b>2,275,000</b>		<b>2,300,000</b>		<b>1,900,000</b>		<b>2,300,000</b>		<b>2,300,000</b>
Equipment	100,000	Equipment	100,000	Equipment	100,000	Equipment	100,000	Equipment	100,000



**SOFTBALL FIELD  
MARTIN LUTHER KING PARK  
FORT SMITH, ARKANSAS**



## Memo:

January 10, 2014

To: Ray Gosack, City Administrator  
From: Mike Alsup, Director of Parks and Recreation  
Re: Engineering and design services for the River Valley Sports Complex

The attached documents include the proposal for engineering services from Mickle Wagner Coleman Engineers, Brixey Engineers proposal, and memos concerning this matter. Mickle Wagner Coleman's proposal is for all engineering and design services required for the project. The Brixey Engineering proposal does not include architectural services and other services needed for the project.

State statute 19-11-801 mandates the procedure for hiring professional services including engineering and design service. The statute requires that the selection is based on qualification. The City Clerk's office maintains the statement of qualifications for various professional services. The statements of qualifications are reviewed, the most qualified firms are further reviewed and a selection is based on the best qualified. Lastly the fee for services is negotiated. If a fee cannot be determined the next most qualified firm is selected.

attachments

Proposal for Civil Design of River Valley Softball Complex  
Eight (8) 225 feet softball field complex  
Taylor Drive- Chaffee Crossing  
Fort Smith, Arkansas  
October 31, 2013

We propose to provide Civil Engineering, Surveying, Architectural, other professional services as enumerated below, and Plan coordination for the referenced project. This scope is to include the following:

- 1) Perform code research in the respective area to coordinate local requirements with the construction drawings. Assist in acquiring required approvals and permits from City and FCRA for erosion control, engineering and planning.
- 2) Provide Architecture design of concession stands, dugouts, shade, and other structures.
- 3) Provide design of fields to include fine grading, surface, under drain system, irrigation, fencing, lighting and input on ball field structures (dugouts, etc)
- 4) Prepare SWPPP, NOI and related documents to obtain ADEQ approval. American Burying Beetle (ABB) study is excluded.
- 5) Meet with Military personnel who are to perform grading. Coordinate grading and other work by Military. City to remove trees and perform other work in order to prepare for the Military grading and other work.
- 6) Meet with city in order to obtain necessary site and building permits
- 7) Perform soils investigation and review soil borings and reports to provide design for pavement/bldg foundation recommendations..
- 8) Provide civil drawings, signed and dated, with CFS public works specifications and notes for submission to bldg department for permit. Plans to include grading and drainage plan, storm water detention and water quality plans, erosion control plan, water and sanitary sewer services, details and ties. Coordinate with architect and fire sprinkler contractor to facilitate the design of sprinkler system if required.
- 9) Provide site landscaping design (10' strip along perimeter street and interior work including screening of parking lots).
- 10) Provide an allowance for reimbursable expenses such as permits, fees, etc.
- 11) Provide site lighting (parking lots and walkway lighting).
- 12) Proposal based on and receipt of acceptable Autocad prototype site plan as approved by owner.
- 13) Excludes construction observation during course of construction

**Total Combined Architectural/Civil Design Package as enumerated above and further defined by tasks below: \$420,000**

Submitted

Mickle, Wagner, Coleman, Inc.

Randy Coleman, P.E.

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October 31, 2013

## **River Valley Softball Complex Tasks**

### **Mickle Wagner Coleman**

- Topographic Survey
- Site Grading
- Power to Site
- Soils – Geotech
- Parking Lots
- Storm Drain; Detention; WQ
- SWPPP (except ABB)
- Landscape with Irrigation - Perimeter
  - Parking Area
  - Interior – between fields
- Water, Fire Protection, Sanitary Sewer
- Clearing & Grubbing (separate bid package)
- Rock Excavation – Blasting
- Parking Lot Lighting
- Site Sidewalks
- Foot Bridge to Parking Lots
- Foundation Design – Bldgs.
- Zoning, FCRA DRC, Plat

### **Tim Risley & Associates**

- Concession/Restroom/Scorer Nest/Announcer/Umpire Room
- Dugouts
- Maintenance Building
- MEP
- Fire Sprinkler System

### **Frontier Engineering**

#### **Design, Plans & Specs for Playing Fields**

- Fine Grading
- Playing Surface (clay?)
- Underdrain System
- Irrigation – Infield & Outfield
- Grass
- Fencing, Netting, Backstops
- Lighting (Musco + Alt Design)
- Dugout – Design Input (Plans by TRA)
- Concession – Design Input (Plans by TRA)

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Patrick J. Mickle, P.E.  
Neal B. Wagner, PLS  
Randell C. Coleman, P.E.  
Andrew J. Dibble, P.E.

Proposal for Civil Design  
Military Grading Package  
River Valley Sports Complex  
Taylor Avenue – Chaffee Crossing  
December 10, 2013

Mickle Wagner Coleman will prepare the civil grading plans and specifications for the River Valley Sports Complex based on the concept plan developed by Mickle Wagner Coleman and dated April, 2013. The plans are prepared for the use of the U.S. Military, not for construction but for work scheduling and work planning. The scope will include the following:

- 1) Field Surveys to more accurately determine the topography of the site;
- 2) Soils investigation, via subcontract with Data Testing, to determine the extent of rock that must be excavated to achieve the plan grades, and to determine the suitability of the soils for future building foundations;
- 3) Construction plans in sufficient detail for the Military to grade the playing fields, the intermediate areas, & the parking lots, to install the storm drain, and to install and maintain erosion control measures. The plan will include sufficient geometry to define the horizontal aspects of the project.
- 4) The scope of the work does NOT include the following: Environmental (ABB Study), Planning and Zoning (CFS or FCRA), irrigation systems, fencing, specifications, field appurtenances such as fencing, dugouts, shade structures, plaza area sidewalks and amenities, footbridges, water, sewer, power or lighting improvements, playground or other site furniture, final design of storm water/ water quality facilities, final preparation of playing fields (sodding, playing surface, and irrigation) and Architectural plans and specifications of the buildings including concession stand/restrooms, and maintenance building. At a minimum the Environmental (ABB and associated SWPPP) must be completed prior to any outside construction.
- 5) The plans also to not include the separate work packages for clearing the site nor for blasting of rock in preparation for the actual construction of the Military work package.

**Total Civil Design Package as enumerated above for a lump sum of \$57,000**

Submitted

  
Mickle, Wagner, Coleman, Inc.

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**MICKLE WAGNER COLEMAN, INC.**

3434 Country Club Avenue 72903 • P O Box 1507 72902 • Fort Smith, Arkansas • (479) 649-8484 • Fax (479) 649-8486  
info@mwc-engr.com

**BRIXEY ENGINEERING & LAND SURVEYING, INC.**  
**ESTIMATED FEES FOR ENGINEERING SERVICES**  
**RIVER VALLEY SOFTBALL COMPLEX**  
**PROPERTY LOCATED OFF TAYLOR DRIVE - CHAFFEE CROSSING**

ITEM	DESCRIPTION	UNIT	QUANT.	COST/UNIT	TOTAL
<b>PRELIMINARY EVALUATION</b>					
1	ENGINEER ASSESS SITE LAYOUT AND BALLFIELD SPECIFICATIONS	HR	8	\$100.00	\$800.00
2	DRAFTING BASE MAP & PRE-CONSTRUCTION DRAINAGE MAP	HR	8	\$40.00	\$320.00
3	ENGINEER CITY CONTACTS & REPORT TO OWNER	HR	6	\$100.00	\$600.00
4	MILEAGE	MI	40	\$0.65	\$26.00
TOTAL					\$1,746.00
<b>SETUP</b>					
1	ENGINEER SUPERVISION	HR	2	\$100.00	\$200.00
2	TWO MAN SURVEY CREW TOPOGRAPHIC SURVEY	HR	30	\$100.00	\$3,000.00
3	ENGINEERING TECHNICIAN TOPOGRAPHIC MAPPING FROM SURVEY	HR	16	\$55.00	\$880.00
4	MILEAGE	MI	80	\$0.65	\$52.00
TOTAL					\$4,132.00
<b>SITE PLAN</b>					
1	ENGINEER COORDINATE WITH ARCHITECT	HR	8	\$100.00	\$800.00
2	DRAFTING ADD PROPOSED IMPROVEMENTS TO TOPOGRAPHIC MAP	HR	24	\$40.00	\$960.00
3	SENIOR DRAFTSMAN - CHECK ALL WORK	HR	1	\$45.00	\$45.00
TOTAL					\$1,805.00
<b>GRADING &amp; DRAINAGE PLAN</b>					
1	ENGINEER GRADING & DRAINAGE DESIGN	HR	160	\$100.00	\$16,000.00
2	DRAFTING - CAD CONSTRUCTION DRAWINGS	HR	60	\$40.00	\$2,400.00
3	CLERICAL	HR	6	\$20.00	\$120.00
TOTAL					\$18,520.00
<b>SWPPP</b>					
1	ENGINEER SWPPP	HR	6	\$100.00	\$600.00
2	DRAFTING - CAD SWPPP DRAWINGS	HR	8	\$40.00	\$320.00
3	CLERICAL	HR	2	\$20.00	\$40.00
TOTAL					\$960.00

**BRIXEY ENGINEERING & LAND SURVEYING, INC.  
ESTIMATED FEES FOR ENGINEERING SERVICES  
RIVER VALLEY SOFTBALL COMPLEX  
PROPERTY LOCATED OFF TAYLOR DRIVE - CHAFFEE CROSSING**

ITEM	DESCRIPTION	UNIT	QUANT.	COST/UNIT	TOTAL
<b>WATER &amp; SEWER PLAN</b>					
1	ENGINEER DESIGN	HR	20	\$100.00	\$2,000.00
2	DRAFTING - CAD CONSTRUCTION DRAWINGS	HR	16	\$40.00	\$640.00
3	TWO MAN SURVEY CREW OFFSITE TOPOGRAPHIC SURVEY	HR	12	\$100.00	\$1,200.00
4	INSPECTOR	HR	8	\$45.00	\$360.00
5	TWO MAN SURVEY CREW AS-BUILT SURVEY	HR	6	\$100.00	\$600.00
6	ENGINEER CERTIFICATION & SUPERVISION	HR	3	\$100.00	\$300.00
7	DRAFTING - CAD RECORD DRAWINGS	HR	10	\$40.00	\$400.00
8	MILEAGE	MI	120	\$0.65	\$78.00
9	CLERICAL	HR	4	\$20.00	\$80.00
TOTAL					\$5,658.00
<b>CONSTRUCTION OBSERVATION AND ADMINISTRATION</b>					
1	ENGINEER	HR	15	\$100.00	\$1,500.00
2	INSPECTOR	HR	100	\$45.00	\$4,500.00
3	MILEAGE	MI	350	\$0.65	\$227.50
TOTAL					\$6,227.50
<b>MINOR SUBDIVISION PLAT</b>					
1	SURVEYOR	HR	0.5	\$100.00	\$50.00
2	DRAFTING - CAD	HR	8	\$40.00	\$320.00
3	CLERICAL - PREPARATION OF SUBMITTALS AND CONTACT ALL UTILITIES FOR SIGN-OFF	HR	4	\$20.00	\$80.00
TOTAL					\$450.00
<b>SWPPP FEES</b>					<b>\$200.00</b>
<b>HEALTH DEPARTMENT FEES</b>					<b>\$500.00</b>
<b>CITY FEES</b>					<b>\$125.00</b>
<b>OVERALL TOTAL</b>					<b>\$40,323.50</b>

**ESTIMATE DOES NOT INCLUDE THE FOLLOWING**

BEATLE SURVEY  
ARCHITECTURAL DESIGNS  
IRRIGATION DESIGN  
CONSTRUCTION OBSERVATION  
CONSTRUCTION STAKEOUT

SITE LIGHTING DESIGN  
SOILS INVESTIGATION  
PAVEMENT DESIGN FOR PARKING  
BUILDING FOUNDATION DESIGN  
FOOT BRIDGE DESIGN



## Memo:

December 16, 2013

To: Ray Gosack, City Administrator  
From: Mike Alsup, Director of Parks and Recreation *Mike Alsup*  
Re: Professional services required for River Valley Sports Complex (RVSC)

The RVSC project is planned to begin construction in August, 2014 with grading of the fields, parking lot, and drainage to be provided by the Army Guard in a training exercise. A proposal in the amount of \$420,000 was submitted by Mickle Wagner, Coleman (MWC) Engineers for engineering and architectural services and construction observation of the entire project to completion. MWC was asked to provide a proposal for services required to grade the site; they provided a contract in the amount of \$165,000 which would provide the needed documents for approvals from the Planning Commission and Fort Chaffee Redevelopment Authority in order to begin grading. MWC was asked to provide a proposal for work needed by the Army Guard to begin planning for the summer training exercise. MWC provided a proposal of \$57,000. This proposal only includes surveying the site, soil testing, and a plan showing elevations of the fields, parking lot, and drainage.

I recommend that the City approve the proposal (\$57,000) to provide plans to the Army Guard so they can plan for the training exercise in August. Prior to the August training exercise, the work in the \$165,000 proposal must be completed in time to get approvals from the Planning Commission and Fort Chaffee Redevelopment Authority. I recommend that balance of this work be reviewed for approval after the January 14 Board of Directors Study Session.

attachments

cc: Jeff Dingman



## Memo:

November 22, 2013

To: Ray Gosack, City Administrator  
From: Mike Alsup, Parks and Recreation Director *Mike Alsup*  
Re: River Valley Sports Complex (RVSC) project report

The Board of Directors heard a report from Lee Webb and Jake Files, co-promoters of the RVSC project, at their October 8 Study Session. I was instructed to proceed with planning for the project. After reviewing Statement of Qualifications, Mickle, Wagner, Coleman Inc. (MWC) was selected for this project to enter contract negotiations.

MWC proposes to provide professional services to provide civil engineering and architectural services needed for the Army training exercise for a total of \$165,000. The professional services will include a concept drawing of the concessions restroom building which are required for the Conditional Use Permit. The proposal includes elevations for the fields, drainage, and parking lots, preparation of the SWPPP, NOI; FCRA and City approvals and permits and American Burying Beetle Study. The proposal includes an investigation and review of soil borings and reports to determine the extent of rock to be excavated. This proposal does not include plans for irrigation systems, fencing specification, field appurtenances such as lighting, dugouts, shade structures, plaza area sidewalks and amenities, foot bridges, water, sewer, or power improvements, playground or other site furniture, final design of storm water/water quality facilities, final surface preparation of playing fields (sodding, irrigation, and infield play surface) and final plans and specifications for the buildings including concession stand/restroom, and maintenance building.

In a previous proposal, MWC proposed to provide complete professional services for planning through construction documents for this project for a fee of \$420,000. The City should anticipate an additional fee of \$255,000 to complete the plans for construction. The complete fee does not include construction oversight which is anticipated to be substantial due to the stated plan to build the facility with many donated materials and in-kind services. In addition to MWC's work on this project, the proposal and fee include architectural services by Tim Risley and Associates for the concessions/restroom buildings and other buildings and Frontier Engineering for design, plans and specifications for the playing fields.

At the October 8 Study Session, Lee Webb informed the Board that their estimate for professional services was \$50,000 and that they had reviewed their numbers and the project can be built for \$1.6 million including engineering and professional fees. They indicate that they are discussing the professional services with others who may perform these tasks for \$50,000. The difference in the estimate and fee proposal is concerning. Lee, Jake and I met this week to discuss the project. They assure me that the project can be built with for the \$1.6 million amount they requested along with donations and in-kind donations including professional services. I request direction in proceeding with professional services.

The previous American Burying Beetle study was conducted in August of 2012. This study is good for one year in which time substantial work on-site must have begun for the project. MWC spoke to a representative of Fish and Wildlife Services and was advised that another study is required. The study cannot be scheduled until May 20; the ground may not be disturbed before that time. Prior to the Army's arrival the City will have to have the trees and stumps removed from the site, American Burying Beetle study completed, and all permitting complete. Permitting includes an environmental study, Storm Water Pollution Prevention Plan (SWPPP), and Conditional Use Permit. All supplies such as materials needed to comply with the SWPPP and gravel for the parking lot base must be on-site or ready for delivery.

Tuesday, November 12, Lee and I were on a conference call with representatives of the Army concerning the RVSC project. They are scheduled to work on this project in August. Their anticipated level of completion is to have the ball fields, parking lots, and drainage to grade and the gravel base in place on the parking lots. They will not be scheduling asphalt or concrete crews or have the ability to blast rock if that becomes necessary. They will not be erecting fence or light poles. These items will now have to be contracted.

Please call me if you have any questions.

cc: Jeff Dingman