



KEVIN CLARK | NAUD BURNETT  
LANDSCAPE ARCHITECTS

October 4, 2013

Mr. Gerry Bradley  
Director of Parks, City of University Park  
3800 University Boulevard  
University Park Texas 75205

RE: Burleson Park

Dear Mr. Bradley,

Thank you for inviting us to propose landscape design services for improvements to Burleson Park, University Park, Texas. Our proposed services are outlined below:

1. SITE SURVEY AND ANALYSIS:

Using the property survey, including complete topographical information and tree locations, provided by you as a base we will visit the site to gather additional information, including:

- Shade conditions with respect to growing grass and to shade use areas.
- Examination of trees with respect to possible removals.
- Areas of erosion.
- Areas where regrading or introduction of drainage devices may be desirable.
- Views into and from the park.
- Pedestrian circulation patterns.
- Opportunities to add to or improve picnic tables, benches and walks.
- Preservation of viable existing landscape planting.

## 2. CONCEPTUAL MASTER PLAN:

Using your survey as the base drawing we will prepare a conceptual master landscape plan for the park, drawn to scale, to include:

- Unifying walks for overall circulation and to connect use areas.
- Additions or upgrades to picnic tables areas.
- Bench additions.
- Grading of new improvements.
- Measures to reduce or eliminate erosion.
- Solutions for areas where shade prevents the establishment of grass.
- Addition or removal of trees.
- Screen planting along the south side of the tennis court.
- Planting revisions at sign wall locations.
- Any additional planting that would be desirable.

These conceptual drawings will be presented to you for review and explanation. After review any revisions will be made.

## 3. FINAL WORKING DRAWINGS:

Upon your approval of conceptual drawings we will prepare final working drawings, to include:

- Layout and grading plans for additional paving and walks and for drainage improvements, general construction notes included.
- Design intent details where necessary.
- Planting plan illustrating new planting by plant name, recommended sizes, spacing and quantity. Included will be planting bed preparation recommendations.

## 4. COMPENSATION:

Design services will be invoiced to you at our standard hourly rates. Time is accumulated to the nearest ¼ hour. Hourly rates are:

Principal	\$115.00
Landscape Architect	\$ 95.00
Landscape Designer	\$ 75.00
Clerical	\$ 22.00

We will honor a fee ceiling of \$12,000 for the services described above.

## 5. EXPENSE RATES:

The following items will be billed to you as reimbursable expenses when such costs are incurred in connection with activities required by the project. Supporting tickets, invoices, etc. may be available upon request.

Postage and courier Services	- actual cost + 15% administration fee
Printing and reproduction film and processing	- actual cost + 15% administration fee
Special purchase by Kevin Clark Naud Burnett and pass through discounts associated	- actual cost + 15% administration fee

## 6. NOT INCLUDED:

Not included in this proposal but available if desired are:

- Written technical and contract specifications.
- Landscape irrigation design.
- Cost estimating or budgeting.
- Bid letting services.
- Civil, mechanical or structural design consultations or drawings.
- 3D, perspective or elevation drawings.
- Preparation for and expenses associated with submittal of drawings for ADA review. It shall be our intent to provide compliance with ADA Requirements regarding paving additions and site furnishings. However, review as required by the State of Texas will be at the expense of the City of University Park. This review shall indemnify the landscape architect of any such compliance issues. It will be the responsibility of the landscape architect to provide alternate solutions at no additional costs to the City of University Park for any non-compliance discovered by the review process.

## 7. CONTRACT ADMINISTRATION AND OBSERVATION (**NOT PART OF THIS AGREEMENT**):

Upon completion of the Final Working Documents, our services for administration and coordination of construction contracts are available under a separate fee. This will be covered with you in detail upon completion of the plans, and is briefly outlined below.

### A. SERVICES OFFERED:

- Scheduling and coordination of all contractors.
- Assist in layout of landscape construction on the ground.
- Frequent checking of the job as to quality and compliance in installation per plans and specifications.
- Checking and approval of all statements by contractors prior to submittal to the Owner.

### B. PROFESSIONAL FEE:

- The fee for contract management and observation is 12% of the hardscape and soft scape installation.

8. CONDITIONS:

- A. Invoices are due and payable on receipt.
- B. If for any reason the project is abandoned, the Owner agrees to pay the Landscape Architect for work done to that point. The fee will be based on an hourly rate for time spent on the project.
- C. Any changes or additions requested by the owner after approval of Master Plan will be charged as an extra on a time basis.
- D. Any request involving landscape construction not discussed in this proposal shall be billed as an extra on a fee or time basis after discussion with the Owner.
- E. Consumer Information: The State of Texas requires all clients be notified that as licensed landscape architects, we are under jurisdiction of the Texas Board of Architectural Examiners, 333 Guadalupe, Suite 2-350, Austin, TX 78701-3942.

If this proposal is acceptable, please indicate so by signing one copy of this letter in the space provided below and return it to our office. This will constitute as an agreement between us for the services outlines above.

We appreciate this opportunity of providing service to you and the City of University Park and look forward to a successful project.

Respectfully submitted,



Mike Kilpatrick

Accepted by: (Mr.) \_\_\_\_\_

Date: \_\_\_\_\_