

14 November 2025

City of Hutchins, Texas
Wanda Randle, CHW, CTSS
Director-Community Services & Park
500 W. Hickman
Hutchins, TX 75141

Conceptual Landscape Design, Hutchins, Texas

PROJECT DESCRIPTIONS

Letora Anderson, PLA, AICP will work with the City of Hutchins to a conceptual landscape design for a Veteran's Memorial at City Hall.

SCOPE OF WORK

Tasks in the scope includes:

- TASK 1 BASEMAPPING
- TASK 2 CONCEPTUAL LANDSCAPE PLAN
- TASK 3 CONCEPTUAL LANDSCAPE PLAN PRESENTATION (optional, no additional cost)

TERMS AND CONDITIONS

A. Standard Terms

- . This agreement assumes that the client will promptly proceed with the project once the contract terms are accepted. However, if the project is delayed beyond one hundred and twenty (120) days from the start of work, it's understood and agreed upon that the standard hourly rates and the Total Fee may change, necessitating a new agreement.
- . When the client or their representative requests tasks to be performed, accepts documents, or acknowledges the work being done, they are also accepting the Scope of Work, Fee Schedule, Agreement Qualifications, Terms and Conditions, and Additional Services provisions outlined in this proposal.
- . Any revisions exceeding minor changes or additional tasks requested by the client will be billed at the Standard Hourly rates, in addition to fixed fees. Alternatively, a specific fee for the extra work must be approved before commencement.
- . Revisions, extra meetings, or public hearings not initially outlined in this proposal will be considered additional services.
- . Letora Anderson are not liable for any damages incurred by the client or their successors if documents or products created under this agreement are used in unintended ways. This includes instances such as preliminary designs being used for entitlement documents, entitlement documents being used for construction, or revisions to construction documents not carried out by Letora Anderson.
- . Letora Anderson are not liable for any damages incurred by the client or their successors if they direct the recipient of any documents or products to deviate from their intended purpose or direction.
- . Letora Anderson are not liable for any information provided to them by the client or other project team members not subcontracted by Letora Anderson. They assume no responsibility for the

accuracy of such information or services unless specifically contracted to review and verify its accuracy.

- Either party has the right to end this agreement by giving a written notice of termination at least 30 days in advance. If the agreement is terminated, Letora Anderson will deliver to the Client all task items that have been billed and paid for. Additionally, the Client must settle all fees and expenses for tasks that have been completed up to the termination date.
- If any part of this agreement is deemed unenforceable, the remainder of the agreement will still be upheld in full force.

B. Standard Hourly Rates (used only if additional work is desired)

Principal Landscape Architect	\$ 80.00 - \$110.00/Hour
Landscape Designer/Intern	\$ 40.00 - \$50.00/Hour

C. Fee Schedule

Phase	Percentage	Fee by Phase
Phase 1 (task 1)	20%	\$ 220
Phase 2 (tasks 2 and 3)	<u>80%</u>	<u>\$1,540</u>
	100%	
Total Fee Estimated Not to Exceed		\$1,760

D. Acceptance and Agreement

Letora Anderson shall provide the services described within the Scope of Work per the Fee Schedule as identified in this proposal. The undersigned shall provide payment based on the Terms and Conditions as identified in this proposal. If the conditions of this contract are acceptable, please sign and return a copy for our files. We look forward to working with you on this project.

Letora Anderson, PLA, AICP (Consultant)

City of Hutchins (Client)

Letora Anderson

Name

Printed Name

Printed Name

Title

Title

Date

Date