



30 September 2022

Doug Postel  
Parish Administrator  
Lincoln Parish Police Jury  
Ruston, Louisiana 71270

RE: Proposal for services

Doug,

Thank you for a great meeting on Thursday, and thanks sharing with us your vision for what the area around the Lincoln Parish Courthouse might one day become. We are delighted that you have reached out to Studio Brooks + Emory to help others see your vision as well.

Our proposal to begin the process is outlined below:

Studio Brooks + Emory will work with you directly to explore the potential of developing the property owned by the Parish surrounding the Lincoln Parish Courthouse at our standard hourly rates listed below, with a cap of \$10,000. If, and when, we reach the cap we will reevaluate our progress with you to determine next steps.

STANDARD HOURLY RATES

Design Principal	\$125 per hour
Design Intern	\$ 60 per hour
Reimbursable Expenses:	At Cost

RETAINER

To begin the process, we request an initial payment of \$5,000.

WHAT WE NEED FROM YOU

- + We ask that you provide the following information and/or resources if they are available:
- + Access to Parish GIS data, including topographic information
- + Any existing master planning or feasibility study(ies) performed to date

We look forward to helping you and your constituents realize the potential of one of the most prime locations in the City of Ruston, and indeed within Lincoln Parish.

Sincerely,

Marla Emory, NCIDQ, ASID, Associate AIA, IDEC, SEGD  
NCARB

Robert Brooks, Architect, AIA,

STUDIO BROOKS + EMORY

Architecture \_ interior design \_ planning

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