



September 2, 2025

**Gavin Massingill**  
403 Nixon Drive  
Rollingwood, TX 78746

Attention: Gavin Massingill

## Project Description

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**Gavin Massingill** ("Client") is currently soliciting proposals for Landscape Architect's landscape design services for the redevelopment of existing sports fields currently known as **Rollingwood Sports Fields** located in **Rollingwood, Texas**.

## Scope of Services

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**artis, Inc.** (Consultant) will provide landscape architectural renovation master planning and conceptual design services.

### Landscape Schematic Design Phase:

1. A digital base plan using CAD files per survey information from GIS and County data will be prepared.
2. The design concepts for **three (3) revised sports fields** will be prepared. The concept plans will at a minimum include a color layout plan drawn to scale. The concept plans will at a minimum include a color layout plan drawn to scale and 3D modeling of the site. Elevations and/or perspective sketches may be included to further demonstrate design intent.
3. Preliminary materials for landscape improvements will be indicated on the schematic drawings.
4. The Consultant will obtain samples of the existing on-site topsoil and submit them to a certified soil testing laboratory for analysis or will coordinate with a local subcontractor to do so.
5. All information prepared by the Consultant in the tasks above will be submitted to the Client for approval prior to commencing design development drawings. Based on comments by the Client, the Consultant will make up to two rounds of revisions to the concept plans. Additional revisions to the schematic drawings will be billed as *Additional Services*.
6. General correspondence between the Client and Consultant during this phase will be handled primarily through email, phone calls and meetings at the Consultant's office.

### Landscape Design Development and Construction Document Phase:

1. The Consultant will prepare a set of design development/construction document drawings for all landscape areas for review by the Client.
2. A hardscape plan showing the location, size and material type for all hardscape

- elements will be prepared. Finalized hardscape details and specifications for the revised sports fields will be prepared. All proposed elements will be dimensioned and detailed.
3. Any details that require structural engineering are assumed to be the responsibility of the project Contractor. The Consultant will coordinate with the Contractor, if necessary, to review any relevant structural drawings for continuity throughout this phase.
  4. A planting plan showing the location and type of turf will be prepared. Planting details showing proper installation techniques for all proposed plant materials will be prepared.
  5. Utilizing the final planting plan, a sealed set of irrigation plans for bidding, permitting and construction purposes will be prepared for all landscape areas of the project.
  6. Minor revisions to the landscape construction documents in an effort to reduce construction costs or incorporate value engineering solutions may be completed during the preparation of construction documents.
  7. Initially the construction drawings will be issued as an in-progress set (50% CD set) for review and coordination with the project team. Based on the feedback of the Client and coordination with other consultants, the Consultant will make any necessary revisions and issue a second in-progress set (95% CD set). The drawings will be revised as needed based on any final comments and coordination before the final construction drawings are issued for construction. (100% CD set).
  8. Based on the feedback of the Client and coordination with other consultants, the Consultant will make any necessary revisions and issue an in-progress set (95% CD set). The drawings will be revised as needed based on any final comments and coordination before the final construction drawings are issued for construction. (100% CD set).
  9. The originals for all drawings in this task will be provided to the Client in a hard copy and PDF format.
  10. General correspondence between the Client and Consultant during this phase will be handled primarily through email, phone calls and meetings at the Consultant's office.

#### Construction Administration:

1. The Consultant's time for up to two (2) site visits is included in this phase for the purposes described below. Travel expenses will be billed under *Reimbursable Items* task below.
2. Landscape Installation Administration:
  - a. Prior to the Owner awarding any contracts for the landscape installation, the Consultant will review all bids for consistency with the construction documents.
  - b. The Consultant will attend a landscape installation kick-off meeting, if requested, with the Owner and landscape contractor to:
    - i. Review the construction drawings and specifications.
    - ii. Discuss expectations for plant samples and submittals.
    - iii. Establish milestones with dates.
  - c. At a minimum, the Consultant will conduct the following site inspections:
    - i. Inspect and approve plant samples.
    - ii. Any other in-progress inspections the Consultant, Subconsultant or the Owner deem necessary.
    - iii. Final landscape inspection. Subconsultant will provide the Owner with a punch list explaining any deficiencies with the installation.
3. Throughout the construction of the project, the Consultant may conduct additional site visits to oversee the installation of any other landscape. The Consultant will conduct a final site visit to confirm the completed landscape was constructed per the landscape construction documents. The Consultant will provide the Owner with a punch list explaining any deficiencies in the installation.
4. Throughout the construction of the project, the Consultant will coordinate with the Owner and/or contractors at the site.

5. The Consultant will review all RFIs and Change Orders pertaining to the landscape. The Consultant will coordinate with the contractors and provide formal responses as needed.
6. At the request of the Owner, the Consultant will make minor revisions to the landscape construction documents as site conditions change or adjustments to the buildings or site plan are made by the civil engineer or architect. Once a minor revision is approved by the Owner, the Consultant will issue an ASI (Architect's Supplemental Information). Major revisions requested by the Owner will be billed as *Additional Services*.
7. At the request of the Owner, the Consultant may make minor revisions to the landscape construction documents in an effort to reduce construction costs or incorporate value engineering solutions.

## Reimbursable Items

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The Client shall reimburse the Consultant for all project related expenses including but not limited to postage, courier fees, airfare, car rental and lodging. Color photo prints will be billed at \$8.00 per 11"x17" and \$24 for 24"x36." Mileage billed per IRS standard mileage rates.

## Additional Services

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In keeping with the scope of work as described in the task(s) above, the Consultant will provide supplemental information as required by the Owner. Additional Services require written authorization via an additional services agreement. Services and tasks that would typically fall within the scope of additional services would be:

1. Site visits other than those included in the task above.
2. Meetings with the Client or the design team other than those included in the task above.
3. The preparation and processing of accessible plans as required by any governing authority.

## Services Not Included in this Proposal

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1. Engineering services unless specified in the tasks above.
2. Design services for project identification and/or wayfinding signs.
3. The preparation of applications and processing of any required entitlements including but not limited to site development permits, construction permits, sign permits and pool permits.
4. Security/safety lighting.
5. Any service not specifically listed in this proposal.

## Compensation, Terms and Conditions

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### Compensation for Services Rendered:

As a basis for compensation, the Client will be invoiced monthly for all work completed. Each invoice will include all draws, accrued labor for hourly tasks and any reimbursable items. Invoices are due and payable within 30 days of receipt. Interest shall accrue at 1.5% per month on accounts over 30 days past due.

Landscape Design Fees (lump sum tasks only):

Schematic Design Phase .....	\$2,500.00
Design Development/Construction Document Phase .....	<u>\$9,500.00</u>
Total Lump Sum Fees .....	\$12,000.00

Landscape Design Fees (T&E estimate tasks only):

Construction Administration .....	\$2,000.00
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Reimbursable Items:

Reimbursable Items (estimated, billed at cost plus 10%) .....	\$500.00
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The hourly rates for design services are as follows:

Landscape Architect I	\$ 110.00 per hour
Landscape Architect II	\$ 120.00 per hour
Landscape Architect III	\$ 140.00 per hour
Landscape Architect IV	\$ 160.00 per hour
Landscape Architect V	\$ 180.00 per hour
Principal	\$ 200.00 per hour

Ownership of Instruments of Service:

All renderings, exhibits and other documents, including all documents on electronic media, prepared by the Consultant as instruments of service shall become the joint property of the Consultant and the Client upon payment for services rendered. The Client shall have the right to use instruments in connection with marketing of the project.

Insurance:

The Consultant maintains, at a minimum, the following insurance:

1. General Liability: \$1,000,000 occurrence / \$2,000,000 aggregate
2. Hired and Non-owned Auto Liability: \$1,000,000 combined single limit
3. Worker's Compensation, Employer's Liability: \$1,000,000
4. Professional Liability: \$1,000,000 each claim / \$2,000,000 aggregate

A current set of insurance certificates is available for review by the Client. If limits or coverages other than those listed are required, the Consultant reserves the right to renegotiate the fees of this proposal accordingly.

Termination Agreement:

Either the Client or the Consultant may terminate this agreement at any time with or without cause upon giving the other party ten calendar day's prior written notice. The Client shall within thirty days of termination pay the Consultant for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract.

Execution of Proposal:

A copy of this proposal, signed by both the Client and Consultant, once received, shall constitute an authorization to proceed. Work will not begin until an executed copy of this proposal is received. This proposal is good for ninety (90) calendar days from the date above.

Thank you for the opportunity to prepare this proposal. If you have any comments or questions, do not hesitate to contact me directly.

**IN WITNESS WHEREOF**, the parties hereto have caused this consultant agreement to be effective as of the day, month, and year first written above.

**Gavin Massingill**

**artis, Inc.**

By: \_\_\_\_\_

Name: Gavin Massingill

Title:

By: \_\_\_\_\_

Name: Zach Hunter, PLA

Title: President