



July 25, 2025

Melissa Morrow  
Rollingwood Park Commission  
Chair

### **Landscape Development Plan for Rollingwood Park**

Dear Melissa,

Curt Arnette, Landscape Architect, proposes to provide the following landscape architectural services for the project mentioned above:

#### **Landscape Design Development Plan (Phase 1)**

A design development plan will be produced for Phase 1, the entrance drive and parking areas. This design will further develop the current conceptual design. The design development plan will include the following elements:

- Dimensioned parking spaces, planted islands, moving lanes and turnaround area
- Paving materials for the different areas
- Controlled access gate location
- Adjusted fence alignment to accommodate more parking
- Possible new fence design that would be more transparent
- Possible seating area at entrance to fields
- Tree locations and planting areas incorporating list of previously approved plants

#### **Landscape Construction Drawings (Phase 1)**

The landscape construction drawings will include a dimensional layout plan with finish grades (based on updated survey showing existing topography) and construction details for the proposed hardscape elements. The landscape construction drawings will include a planting plan with a plant list, planting details and specifications. The landscape construction drawings may be used for bidding purposes.

#### **Conceptual Design for Park Entrance (Phase 2)**

A conceptual design will be produced for the park entrance area between Rollingwood Drive and the existing live oaks flanking the entrance drive. The conceptual plan will include a concept plan and a perspective sketch of the area.

#### **Construction Observation**

Construction observation includes periodic visits to the site to verify that constructed and planted items are being implemented according to the construction documents.

#### **Site Meetings**

This includes meeting time with city leaders or contractors.

### **Fee**

Landscape Design Development Plan (Phase 1) - \$3,600

Landscape Construction Drawings (Phase 1) - \$6,000

Conceptual Design for Park Entrance (Phase 2) - \$4,200

Construction Observation – This item will be billed on an hourly basis at \$150 per hour.

Site Meetings – This item will be billed on an hourly basis at \$150 per hour.

### **Terms and Conditions**

Progress invoices will be submitted monthly based upon the hours of work during that period. Payment is due upon receipt of invoice. All materials such as blueprints, postage, handling of documents, photographs, etc. will be billed at cost plus 15%. These costs are not included in the estimate mentioned above.

Either party may terminate this contract by submission of 10 days notice. Upon receipt of the notice of termination, all services will be discontinued and a statement will be submitted detailing the services provided until the date of termination. Following payment of this statement all completed or partially completed designs and drawings will be delivered to the client.

If you are in agreement with this proposal letter as outlined, please sign and return the letter to our office. Thank you for the opportunity of submitting this proposal.

Respectfully submitted,



Curt Arnette, PLA, ASLA  
Landscape Architect  
Texas Reg. #1762

Sitio Design

### **ACCEPTANCE:**

_____	_____
Melissa Morrow	Date
Rollingwood Park Commission	
Chair	