

robmorganllc  
landscape architecture

Russell Township Trustees  
Karen Walder, Fiscal Officer  
Russell Township  
8501 Kinsman Road, PO Box 522  
Novelty, OH 44072

August 24, 2018

Dear Trustees & Ms. Walder:

The following is a proposal for landscape architecture services for the Russell Veterans Memorial in Russell Township, OH. I appreciate you considering me for this project and I am very interested in working with you to develop concept plans for the site located on the north end of the Russell Cemetery. The target construction budget for the project is \$25,000-\$30,000.

Landscape Architectural Design Services will include the following:

**Site Context-** Utilizing aerial photographs & field measurements, evaluate the existing site conditions. Discuss with you the program and goals, understand budget and maintenance expectations. (1) site visit with township officials and service department.

**Conceptual Design-** Prepare conceptual landscape plan for the memorial area. Plan will include ADA accessible gathering area, use of existing flagpole, seating, memorial plaques or walls, and landscape plantings. Provide preliminary cost estimate. (1) meeting to review plans with stakeholders.

The not-to-exceed fees for the work described above will be:

Site Context & Conceptual Design	\$1,500.00
Total Design Fee	<u>\$1,500.00</u>

Billing rates are \$140.00 per hour for the Principal and \$100.00 per hour for In-Studio Documentation. Fee includes (2) meetings. Additional meetings/site visits are available upon request and will be billed at the hourly rate. Expenses for printing and reproductions will be billed at cost. Fees for Construction Documentation, Bidding, and Construction Administration will be provided upon request. Invoices will be sent at the end of the month and payment due in 30 days.

Upon notice to proceed I will be available to commence work on this project immediately. I look forward to working with you. Please contact me if you have any questions or require additional information.

Sincerely:



Robert D. Morgan PLA, ASLA

Accepted

Date