

April 21, 2026

Kate Weber, President  
Anchorage Parent Teacher Association  
Anchorage Public School  
11400 Ridge Road  
Anchorage, KY 40223  
Via email: kate.f.weber@gmail.com

REGARDING: Landscape Architectural Design Services and Construction Documents  
Anchorage Public School – Courtyard Renovation

Dear Mrs. Weber,

We are pleased to submit this proposal for continued design services for the Anchorage School courtyard renovation. The basis of our design moving forward will be the master plan recently completed and approved. This scope of work includes construction documentation, permitting, bidding, and construction administration.

Our design team consists of BA Engineers for civil engineering and Townscape Planning and Design for architecture.

**SCOPE OF WORK:**

The project Area is outlined in dark blue.



## **1. Schematic Design (SD) – 30% Construction Documents**

Anticipated duration: Two weeks

In this preliminary design phase, we will focus on developing a thorough understanding of the project site, its context, existing and planned improvements on the site, and the client's goals and objectives. We will also perform preliminary research into applicable local, state, and federal codes, regulations, and planning guidelines to ensure our design work is in conformance with requirements. We will analyze the collected information and further develop the preliminary site plan for the owner's review and feedback.

Deliverables:

- Preliminary site plan
- Design team coordination
- One owner meeting

## **2. Design Development (DD) – 60% Construction Documents**

Anticipated duration: Three weeks

Upon approval of the preliminary design, a set of preliminary construction documents will be prepared. All site design elements will be developed in greater detail, identifying materials, sizes and areas to be developed. Utility needs will be identified, and grading and drainage will be addressed. This phase is critical for coordination among design consultants to ensure all interacting systems work together, so we will meet regularly with the consultant team throughout the process. We will develop the look and feel of the final design by researching products like furnishings and lighting. In this phase, we will begin exploring planting palette. We will prepare a preliminary construction document package as may be required for submission to the local authorities with jurisdiction.

Deliverables:

- DD level construction set of plans
- Up to two design team coordination meetings
- One owner meeting

## **3. Construction Documentation (CD) – 100% Construction Documents**

Anticipated duration: Three weeks

Following approval of the final DD documents, our efforts will shift toward preparing a complete set of construction drawings, including plans and details. We will maintain close collaboration with the other consultants on the design team to ensure all our work is fully coordinated with their respected trades. The civil design, which includes drainage design, is by others.

Deliverables:

- Completed construction document set
- Updated construction estimate
- Up to three design team coordination meetings
- Upload documents to the KDE FACPAC website as required
- One owner meeting

## **4. Bidding and Permitting**

Anticipated duration: Eight to twelve weeks

BDC will work with the civil engineer to facilitate construction permitting, including the City of Anchorage, MSD, and Public Works. The civil engineer will be responsible for obtaining MSD and Public Works approval while BDC will be responsible for Anchorage. Permit documents will be submitted upon 80% completion of CDs.

BDC will assist the contractor during the bidding process by providing plan clarifications, addenda, and supplemental information. A major value engineering re-design is not included in our base fee.

Deliverables:

- Receive and prepare responses to contractor requests for clarification.
- Prepare necessary Addenda to clarify contract documents.
- Manage Landscape Compliance Plan permitting process for construction permitting.
- Support MSD and Public Works permitting process.
- Up to three design team coordination meetings; and,
- Up to two owner meetings

**EXCLUSIONS:**

- Should the timeframe exceed six months, we may request additional services.
- Survey to be provided by client for our use in preparation of construction documents.
- Our services do not include the following
  - Survey
  - geotechnical services,
  - structural engineering
  - electrical engineering
  - security and communication plans
  - signage and/or graphics design
  - as built plans

**FEES:**

We propose to provide the above-described scope of work for a lump sum fee amount of \$26,000. This fee has been established based on the Kentucky Department of Education Fee Guidelines for Basic Services. Reimbursable expenses including permitting fees and print costs will be billed as additional expenses.

Here is a fee breakdown based on phases of design and construction:

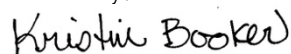
Schematic Design	15%	\$3,900.00
Design Development	20%	\$5,200.00
Construction Documentation	40%	\$10,400.00
Bidding	10%	\$2,600.00
Permitting	5%	\$1,300.00
<u>CA</u>	<u>10%</u>	<u>\$2,600.00</u>
	<b>100%</b>	<b>\$26,000.00</b>

**Timeframe:**

We will begin immediately upon proposal acceptance, and each project's timeframe will vary based on feedback turnaround and meeting coordination.

Thank you for your time and consideration. We are excited about this project and the opportunity to work with you and the Anchorage community!

Sincerely,



Kristin Booker, RLA  
Principal, Booker Design Collaborative

# CONTRACT FOR PROFESSIONAL SERVICES

## **Article 1 - Landscape Architectural Services**

### 1.1 Standard of Care

Booker Design Collaborative's Services shall be performed with care and diligence in accordance with the professional standards appropriate for a project of the nature and scope of this Project.

### 1.2 Scope of Services

Landscape Architectural Services to be provided under this Agreement are as described in your contract letter under "Scope of Services".

### 1.3 Schedule of Performance

The Client's signature on this Agreement shall be the basis for Booker Design Collaborative to begin providing services for the Project. Landscape Architecture is a licensed profession regulated by the State of Kentucky. Booker Design Collaborative shall perform the services as expeditiously as is consistent with professional quality.

## **Article 2 - Client's Responsibilities**

### 2.1 Information

The Client shall provide the site and other information on which the design is to be based as well as the Client's budget parameters for the Project. Booker Design Collaborative shall be entitled to rely on the accuracy and completeness of information provided by the Client.

### 2.2 Construction Estimation/Project Budget

Design exploration must take place to properly align clients' programmatic needs. If provided by Booker Design Collaborative as a part of the Scope of Services, opinions of probable construction costs are based on the designer's familiarity with the landscape construction industry and are provided only to assist the Client's budget planning; such opinions shall not be construed to provide a guarantee or warranty of the actual construction costs at the time construction bids are solicited or construction contracts negotiated.

### 2.3 Approvals

The Client's decisions, approvals, reviews, and responses shall be communicated to Booker Design Collaborative in a timely manner so as not to delay the performance of Booker Design Collaborative's Services.

### 2.4 Project Permit and Review Fees

The Client shall pay all fees required to secure jurisdictional approvals for the Project, if applicable.

## **Article 3 - Ownership of Documents**

### 3.1 Design Materials

Booker Design Collaborative shall be deemed the author and owner of all documents and deliverables developed pursuant to this Agreement and provided to the Client by Booker Design Collaborative (collectively, the "Design Materials"). Subject to payment by the Client of all fees and costs owed to Booker Design Collaborative, Booker Design Collaborative grants to the Client a nonexclusive license to reproduce the Design Materials solely for the construction and use of the Project.

### 3.2 Marketing Materials

Booker Design Collaborative utilizes a professional photographer to document projects for marketing opportunities. Photos are owned by BDC and will be used and shared at the team's discretion. Photography is not intended to reveal clientele, but to show the breadth of work and the design process.

## **Article 4 - Landscape Architect Compensation**

### 4.1 Basic Services

Booker Design Collaborative shall bill the Client as described above and are based on our hourly rates listed below:

Principal	\$165 per hour
Landscape Architect	\$145 per hour
Associate Landscape Architect	\$135 per hour
Landscape Designer I	\$120 per hour
Clerical Staff	\$100 per hour

### 4.2 Reimbursable Expenses

Reimbursable expenses are expenditures for the Project made by Booker Design Collaborative, its employees, and consultants in the interest of the Project. Reimbursable Expenses include but are not limited to Client requested travel expenses, costs of print reproduction, postage, services of professional consultants, and other, similar direct Project Related expenditures.

In-House Print Costs:

8.5 x 11 BW	\$ 0.40 per page
8.5 x 11 Color	\$ 1.0 per page
11 x 17 BW	\$1.25 per page
11 x 17 Color	\$2.25 per page
24x36 BW	\$ 3.50 per sheet
24x36 Color	\$ 68.00 per sheet

Print orders will be billed at cost plus 15%.

### 4.3 Billing & Compensation

Payments are due within 30 days of the date of Booker Design Collaborative's invoice. At Booker Design Collaborative's option, overdue payments may be grounds for termination, suspension of services, and legal collection efforts.

### 4.4 Adjustments

If through no fault of the Landscape Architect the Scope of Services to be provided under this Agreement has not been completed within 9 months of the initial notice to proceed, the compensation for services rendered after that time shall be equitably adjusted.

## **Article 5 - Indemnification**

### 5.1 Redress

Client and Booker Design Collaborative each agree to indemnify and hold harmless the other, and their respective officers, employees, agents, and representatives, from and against liability for all claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused by the indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Client and Booker Design Collaborative, they shall be borne by each party in proportion to its negligence.

## **Article 6 - Dispute Resolution**

### 6.1 Mediation

If a dispute arises out of or relates to this Agreement, the parties shall endeavor to resolve their differences first through direct discussions. If the dispute has not been settled within 14 days of the initial discussions, the parties shall submit the dispute to mediation, the cost of which shall be shared equally by the parties.

### 6.2 Rights & Remedies

Nothing in these provisions shall limit rights or remedies not expressly waived under applicable lien laws.

**Article 7 - Suspension/Termination**

7.1 Termination

This Agreement may be terminated by either party on 7 days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination, provided the defaulting party has not cured or in good faith diligently commenced to cure the breach during the 7-day notice period.

**Article 8 - Other Terms and Conditions**

8.1 Assignment

Neither party shall assign their interest in this Agreement without the express written consent of the other, except as to the assignment of proceeds.

8.2 Governing Law

The law in effect at the Landscape Architect's principal place of business shall govern this Agreement.

8.3 Complete Agreement

This Agreement represents the entire understanding between the Client and Booker Design Collaborative and supersedes all prior negotiations, representations, or agreements, whether written or oral. This Agreement may be amended only in a writing signed by both the Client and Booker Design Collaborative.

This Proposal for Services is hereby accepted and executed by a duly authorized signatory who, by execution hereof, warrants that he/she has full authority to act for, in the name of the property owner.

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Landscape Architect Signature

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Date

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Client 1 Signature

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Date

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Client Printed Name

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Client 2 Signature

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Date

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Booker Design Collaborative  
954 East Kentucky Street, Ste 1  
Louisville, Kentucky 40204  
502-795-7888  
kbooker@booker-design.com