



SCHMIDT
ASSOCIATES

May 11, 2026

Sharla Six
Superintendent
Anchorage Independent School
11400 Ridge Rd.
Anchorage, KY 40223

**BETTER FORESIGHT.
BETTER INSIGHT.
BETTER ON-SITE.**

Re: Letter of Agreement – Landscape Design Services

Dear Sharla Six:

We are pleased to submit this Letter of Agreement for landscape and architectural design services for Anchorage Independent School.

By this Letter and subject to the terms and conditions contained herein Anchorage Independent School, (Owner) authorizes Schmidt Associates, Inc., (Schmidt Associates) to undertake the Services as described in this Letter.

Direction will be provided by Sharla Six, serving as the Owner's representative.

SCOPE OF THE SERVICES

Landscape Aesthetic – Visual Improvements

- Provide recommendations for maintenance procedures to enhance appearance
- Document existing species on campus
- Establish a plant palette for future improvements
- Sketch solutions for up to 3 concept areas
- Create a list of potential projects, highlighting top 3 with order of magnitude costs

Landscape Accessibility – Navigating the site

- Review campus for accessibility between use areas
- Examine condition of existing curb ramps and building access points
- Establish connection opportunities and discuss to create priorities
- Create a list of potential projects, highlighting top 3 with order of magnitude costs

Landscape Playground – Area Improvements

- Offer improvement opportunities for access, aesthetics, and play value

LOCATIONS

415 Massachusetts Avenue
Indianapolis, IN 46204
317.263.6226

731 Brent Street, Suite 203
Louisville, KY 40204
502.581.0042

PRINCIPALS

Sarah Hempstead, AIA, LEED AP
Kevin Shelley, AIA, LEED AP
Brett Quandt, CDA
Lisa Gomperts, FAIA, LEED AP
Anna Marie Burrell, AIA, RID
Kyle Miller, PE, LEED AP
Steve Schaecher, AIA, LEED AP
Ben Bain, CPSM
Eric Broemel, PE, CEM
John Robertson, AIA, ACHE
Audra Blasdel
Bill Gruen, CEM, LEED AP
Veena Reddy, AIA, LEED AP,
WELL AP, SEA
Ben Simmons, AIA, LEED AP

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- Sketch solution for 1 playground area concept
- Create a list of potential projects, highlighting top 3 with order of magnitude costs

Landscape Architect/Owner Meetings

1. On-site review: site observation and discussion with client
2. Workshop: present findings/recommendations, establish priorities
3. Follow-up meeting: Virtual
4. Present final recommendations and costs, outline potential projects

Architecture Aesthetic – Visual Improvements

- Provide recommendations for interior design material palette, review with client, process feedback, and create physical and digital interior design material palette with distinct, yet complimentary colors for grades K-2, 3-5, and 6-8.

Architecture Interior – Area Improvements

- Build 3-D Model and sketch solutions for 4 concept areas
- Present preliminary designs to client for feedback
- Refine designs based on client feedback
- Create a Phase A Feasibility Study/Conceptual Design package with order of magnitude costs for the following four areas:
 - Board Office Restrooms
 - Board Office Walls/Ceilings
 - Gymnasium Restrooms
 - Employee Break Room

Architect/Owner Meetings

1. On-site review: site observation, measurements, and additional discussion with client
2. Workshop: present findings/recommendations, establish priorities
3. Follow-up meeting: Virtual
4. Present final recommendations and costs, outline schematic design of 4 projects and share anticipated rough order of magnitude costs for the 4 projects.



ARCHITECTURE DELIVERABLES

- Physical and Digital Design Material Palettes
- 3D Model and 4 Interior Improvement Sketch Renderings
- PowerPoint Presentation of Schematic Design of Four Identified Areas
- 4 Interior Improvement Renderings
- Schematic Design Package including Four Identified Areas with Associated Rough Order of Magnitude Budgets

SCHEDULE OF ACTIVITIES

It is anticipated that the landscape design project will take approximately two (2) months.

- Mid-May – Mid-July of 2026

It is anticipated that the architecture design project will take approximately four (4) months.

- Mid-May – Mid-August of 2026

OWNER-PROVIDED ITEMS

The Owner will provide the following digitally:

- Any currently available physical or digital Site Plans and Building Plans
- Any additional Campus Planning documents that may be used as resources
- Existing material list, including: paint colors, countertop and flooring materials, etc.

ASSUMPTIONS/CLARIFICATIONS

Information furnished by others is assumed to be true, correct, and reliable. A reasonable effort has been made to verify such information; however, Schmidt Associates assumes no responsibility for its accuracy.

New information or unforeseen conditions that require services beyond those indicated in this Letter will be identified as Additional Services and may be subject to an adjustment in the schedule and/or fee. Written authorization from the Owner is required prior to performing any Additional Services.



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FEE AND PAYMENT

The landscape design fee will be billed at an hourly rate of \$145/hr, not to exceed a total of \$8,700.

The architecture design fee will be billed at an hourly rate of \$145/hr for an Interior Designer, \$150/hr for an Architect/BIM Modeler, \$220/hr for a Senior Project Architect, and \$265/hr for a Senior Project Architect – Principal, not to exceed a total of \$25,000. The \$25,000 fee includes all listed Architectural Deliverables and Architect/Owner Meetings listed above.

*If the Interior Design Material Palette is desired as a standalone project, the price would be hourly at \$145/hr, not to exceed \$5,800.

Total of all proposed landscape and architectural design projects shall not exceed \$33,700 unless additional services are requested by the owner.

Reimbursable expenses include any costs associated with document production, mileage, state and local fees for permits, agency design reviews, code reviews and variances, and any specialty consultants as requested by the Owner.

The fee will be billed monthly. Payments are due and payable fifteen (15) days from the date of the invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 1.5% per month.

ADDITIONAL TERMS

Schmidt Associates is not responsible for any loss, damage or liability arising from negligent acts by any persons or companies other than employees or consultants of Schmidt Associates. It is agreed that any liability of Schmidt Associates is limited to the amount of the fee. Further, Schmidt Associates' responsibility and liability is limited to the Owner.

The use by third parties of documents and electronic data prepared as a part of this Agreement without the knowledge and consent of Schmidt Associates shall be at the risk of the Owner and/or the third parties.

If the Owner cancels this Agreement, the Owner agrees to pay to the Schmidt Associates upon notice of cancellation for any time or costs incurred before receipt of said notice. Should either party of this Agreement institute legal proceedings because of alleged failure to perform in accordance with its terms, the party against whom judgment is rendered shall pay for all costs, both legal and otherwise, incurred by the other during said action.

Please indicate your acceptance of the terms and conditions of this Letter by signing and returning one copy of this Agreement. Receipt of the executed Letter will serve as our



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authorization to proceed with the Work. Also enclosed is the Indiana Department of Revenue General Sales Tax Exemption Certificate which should be filled out and if tax exempt, the appropriate reason code should be checked. Please return this form with the executed Letter of Agreement.

Thank you for this opportunity to be of service.

Sincerely,

SCHMIDT ASSOCIATES, INC.

Architecture • Engineering • Interior Design • Landscape Architecture

Sarah K. Hempstead, AIA, LEED AP
Chief Executive Officer / Principal
shempstead@schmidt-arch.com

Craig Flandermeyer, PLA
Landscape Architect / Associate
cflandermeyer@schmidt-arch.com

Accepted:

(Signature)

(Date)

(Printed name and title)

Copy: Kevin Shelley, Schmidt Associates
Brett Quandt, Schmidt Associates
Julie Kost, Schmidt Associates



SCHMIDT
ASSOCIATES

Hourly Rate Schedule

CEO – Principal / COO – Principal	\$350.00
Principal-In-Charge	\$300.00
Project Manager – Principal	\$280.00
Energy and Optimization Service Manager - Associate	\$265.00
Project Manager – Associate / Client Liaison	\$265.00
Sr. Project Architect – Principal	\$265.00
Project Delivery Systems Manager	\$250.00
Sr. Project Architect - Associate / Sr. Engineer - Associate	\$230.00
Design Architect / Design Landscape Architect	\$270.00
Sr. Project Architect / Sr. Engineer	\$220.00
Energy Engineer / Project Manager / Project Coordinator	\$215.00
BIM Specialist / Sr. Engineering Designer - Associate	\$210.00
Sr. Construction Administration / Field Manager	\$200.00
Sr. Engineering Designer / Technology Specialist / Associate	\$200.00
Engineer / Project Architect	\$180.00
Graphic Visualization Specialist	\$180.00
Sr. Landscape Architect / Manager	\$180.00
Urban Planner / LEED® Administrator	\$180.00
Sr. Engineering Designer / Controls Systems Specialist	\$180.00
Tech Resources Specialist / Sr. Interior Designer	\$175.00
Permitting Coordinator	\$165.00
Architect / BIM Designer / Technology Designer / CA	\$150.00
Landscape Architect	\$145.00
Sr. Architectural Graduate / Civil Designer	\$145.00
Interior Designer / Engineering Designer	\$145.00
Sr. Administrative / BIM Coordinator	\$140.00
Graduate Architect / Graduate Engineer	\$130.00
BIM Technician	\$125.00
Graduate Interior Designer / Administrative	\$120.00
Graduate Landscape Architect / Digital Media Specialist	\$120.00
Office Support	\$110.00
Interns	\$75.00

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LOCATIONS

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INDIANAPOLIS, IN 46204
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LOUISVILLE, KY 40204
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ANNA MARIE BURRELL, AIA, RID
KYLE MILLER, PE, LEED AP
STEVE SCHAECHER, AIA, LEED AP
BEN BAIN, CPSM
ERIC BROEMEL, PE, CEM
JOHN ROBERTSON, AIA, ACHE

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Hourly rates include payroll expenses, taxes, insurance, overhead and profit, and local telephone. Staffing and equipment selection is at the discretion of Schmidt Associates, Inc.

Confidential - not for unauthorized distribution.

Rates Effective 2/22/2024

Form ST-105

State Form 49065 R4/ 8-05

Indiana Department of Revenue
General Sales Tax Exemption Certificate

Indiana registered retail merchants and businesses located outside Indiana may use this certificate. The claimed exemption must be allowed by Indiana code. Exemption statutes of other states are not valid for purchases from Indiana vendors. **This exemption certificate can not be issued for the purchase of Utilities, Vehicles, Watercraft, or Aircraft.** Purchaser must be registered with the Department of Revenue or the appropriate taxing authority of the purchaser's state of residence.

Sales tax must be charged unless all information in each section is fully completed by the purchaser. Purchasers not able to provide all required information must pay the tax and may file a claim for refund (Form GA-110L) directly with the Department of Revenue.

Section 1 (print only)

Name of Purchaser _____

Business Address _____ City _____ State _____ Zip _____

Purchaser must provide minimum of one ID number below.*

Provide your Indiana Registered Retail Merchant's Certificate

TID and LOC Number as shown on your Certificate..... TID# (10 digits) LOC# (3 digits)

If not registered with the Indiana DOR, provide your State Tax

ID Number from another State..... State ID# State of Issue

See instructions on the reverse side if you do not have either number.*Section 2**Is this a ☐ blanket purchase exemption request or a ☐ single purchase exemption request? (check one)

Description of items to be purchased. _____

Section 3

Purchaser must indicate the type of exemption being claimed for this purchase. (check one or explain)

☐ Sales to a retailer, wholesaler, or manufacturer for **resale** only.☐ Sale of manufacturing machinery, tools, and equipment to be used directly in direct **production**.☐ Sales to **nonprofit organizations** claiming exemption pursuant to Sales Tax Information Bulletin #10.
(May not be used for personal hotel rooms and meals.)☐ Sales of tangible personal property predominately used (greater than 50 percent) in providing **public transportation** - provide USDOT#.
A person or corporation who is hauling under someone else's motor carrier authority, or has a contract as a **school bus operator**, must provide their SS# or FID# in lieu of a State ID# in Section #1. USDOT# _____☐ Sales to persons, occupationally engaged as farmers, to be used directly in production of **agricultural** products for sale.
Note: A farmer not possessing a State Business License# may enter a FID# or a SS# in lieu of a State ID# in Section #1.☐ Sales to a **contractor** for exempt projects (such as public schools, government, or nonprofits).☐ Sales to **Indiana Governmental Units** (agencies, cities, towns, municipalities, public schools, and state universities).☐ Sales to the **United States Federal Government** - show agency name. _____
Note: A U.S. Government agency should enter its Federal Identification Number (FID#) in Section #1 in lieu of a State ID#.☐ Other - explain. _____**Section 4**

I hereby certify under the penalties of perjury that the property purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act, Indiana Code 6-2.5, and the item purchased is not a utility, vehicle, watercraft, or aircraft.

I confirm my understanding that misuse, (*either negligent or intentional*), and/or fraudulent use of this certificate may subject both me personally and/or the business entity I represent to the imposition of tax, interest, and civil and/or criminal penalties.

Signature of Purchaser _____ Date _____

Printed Name _____ Title _____

The Indiana Department of Revenue may request verification of registration in another state if you are an out-of-state purchaser.

Seller must keep this certificate on file to support exempt sales.

Form ST-105
General Information and Instructions

All four (4) sections of the ST-105 must be completed or the exemption is not valid and the seller is responsible for the collection of the Indiana sales tax.

Section 1 Instructions

- A) **This section requires an identification number.** In most cases this number will be an Indiana Department of Revenue issued Taxpayer Identification Number (TID# - see note below) used for Indiana sales and/or withholding tax reporting. If the purchaser is from another state and does not possess an Indiana TID#, a resident state's business license, or State issued ID# must be provided.
- B) **Exceptions** - For a purchaser not possessing either an Indiana TID# or another State ID#, the following may be used in lieu of this requirement.
- Federal Government** – place your FID# in the State ID# space.
- Farmer** – place your SS# or FID# in the State ID# space.
- Public transportation haulers** operating under another motor carrier authority, or with a contract as a school bus operator, must indicate their SS# or FID# in the State ID# space.
- Nonprofit Organization** – must show its FID# in the State ID# space.

Section 2 Instructions

- A) Check a box to indicate if this is a single purchase or blanket exemption.
- B) Describe product being purchased.

Section 3 Instructions

- A) Purchaser must check the reason for exemption.
- B) Purchaser must be able to provide additional information if requested.

Section 4 Instructions

- A) Purchaser must sign and date the form.
- B) Printed name and title of signer must be shown.

Note: The Indiana Taxpayer Identification Number (TID#) is a ten (10) digit number followed by a three (3) digit LOC#. The TID# is also known as the following:

- a) Registered Retail Merchant Certificate
- b) Tax Exempt Identification Number
- c) Sales Tax Identification Number
- d) Withholding Tax Identification Number

The Registered Retail Merchant Certificate issued by the Indiana Department of Revenue shows the TID# (10 digits) and the LOC# (3 digits) at the top right of the certificate.