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June 16, 2009

Mr. Stephen M. Caplinger  
*Vice President Design & Planning*  
**Landmark Land Company**

[REDACTED]  
New Albany, Ohio 43054

Re: *Proposal for Landscape Architectural Design Services for:*  
**Little St. James Island / U.S. Virgin Islands.**  
*MSI # F 9111.*

Dear Stephen:

It is with great pleasure that we submit this proposal for Landscape Architectural Design Services for Little St. James Island located in the US Virgin Islands. The future plans for the property are very exciting and we thank you for considering us.

We have based this proposal from our recent discussions and the conceptual plan information provided. We have outlined below a brief project description, scope of services and compensation for your review and approval. Please also refer to the enclosed attachments for the Hourly Rate Schedule.

**I. PROJECT:**

The project has been identified as Little St. James Island located in the U.S. Virgin Islands.

The project generally consists of an overall +/- 80 acre island located to the southeast of St. Thomas. Elements of the site and uses included in this proposal scope of work are;

- Arrival porte cochere drop off areas.
- Walkways, plazas and landscape plantings.
- Parking areas and building vehicular access.
- Landscape Design.
- Site lighting fixture selection and locations.
- Potential fountain features.
- Site furnishings (Benches, trash receptacles, drinking fountains).



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## **II. SCOPE OF SERVICES:**

MSI shall provide professional Landscape Architectural Design Services including site master planning & design, site landscape planting, site lighting fixture selection and hardscape design as listed below in the Scope of Services and Clarifications.

*Specific Site Areas include;*

1. New Office Pavilion Entry & connection to existing Master Bedroom.
2. Boardwalk from New Office Pavilion to Nursery Garden area and NW Cove Beach beyond.
3. East Flagpole Pavilion / Dog Island Lookout.
4. Temporary Landscaping at Main House Pool Area.
5. Master Bedroom Renovation Site Area.
6. North South Axis & Earthwork Focal Feature.
7. Reef House Site Work & Landscaping (Dive Beach)
8. Overall Road Layout & Paving Details.
9. Helipad Area Development and Entry Feature Court Area.
10. Helipad Garage & Arrival Building.
11. Boat Dock Entry Feature.
12. Nursery & Garden Area.
13. Western Fire Pit & Flagpole Area / Amphitheatre (West Lookout).
14. Boardwalk Connector.
15. Main House Perimeter Site Work & Landscaping.
16. Frenchcap Cay Lookout.
17. Yoga Deck Area.
18. Haman Site Area.
19. Lookout House (Southern).
20. Scary Point (Southern).
21. Mechanical Building Screening.
22. Stony Beach Pavilion (Greek Fisherman's House).
23. El Grotto Beach with Seating and Walls.
24. First Beach (North Beach).
25. Second Beach & Beach House (Middle Beach).
26. Third Beach (South Beach).
27. Meditation Point (Between Second & Third Beach).
28. Tiki House (Near Nursery).
29. Gym (Near Nursery – Garden Area).
30. Lagoon House (SW Corner).



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### **A. Concept / Schematic Design:**

MSI shall prepare concept & schematic design documents to convey the design intent of the project. The plans, sections and elevations shall be hand-drawn on trace paper at an appropriate scale to communicate the overall design intent of the landscape architectural components. The sheet format for all drawings shall be in final format of 11" x 17". Concept/ Schematic Design Development Documentation for the areas mention above shall include:

1. Site Plan indicating all proposed outdoor use areas indicating parking, arrival plazas, walkways, pools, spas, water features and landscape features, rendered in color for presentation purposes.
2. Site sections and plan enlargements to convey the design intent of the individual areas.
3. Image sheets to convey the design intent for site features such as trellis, paving, walls, landscape materials, site lighting, paving, site furnishings, etc.

For this phase of work, MSI proposes to be compensated on an estimated not to exceed hourly fee basis of \$28,680.00 based on the attached hourly rate schedule, not including any reimbursable expenses.

### **B. Design Development:**

Based on the approved site plan & schematic design drawings and budgets, MSI shall prepare design development documents suitable for design coordination of the project. These drawings shall include landscape planting plans, hardscape plans and site furnishing plans and site lighting location plans with appropriate details. The plans shall be drawn at a scale of 1" = 20'-0" or similar. The sheet format for all drawings shall be in final format of 11" x 17" and shall be drawn using AutoCAD release 2009.

Design Development Documentation shall include:

1. Site Plan indicating all proposed outdoor use areas indicating parking, arrival plazas, walkways, water features and landscape features.
2. Hardscape and special pavement areas.
3. Design intent for fountain features.
4. Product catalog cut sheets indicating initial design direction for site furnishings, pavement types and site lighting fixture selections.
5. Site Grading with drain inlet locations and spot grades.
6. Hardscape plans & details, paving materials & patterns, walls & columns and water features design intent.
7. Site Furnishings plans and details (benches, trash receptacles, landscape pots/urns).
8. Site lighting fixture location plans with fixture cut-sheets.
9. Trees and shrub planting plan with details and plant list.



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For this phase of work, MSI proposes to be compensated on an estimated not to exceed hourly fee basis of \$43,570.00 based on the attached hourly rate schedule, not including any reimbursable expenses.

### **C. Overall Master Plan:**

Based on the design development of the individual site areas as described above, MSI shall prepare an Overall Master Plan for Little St. James Island. The Master Plan shall be prepared in Auto CAD as a master base plan and shall be available for updates as the site areas become more refined. The Overall Master Plan shall be color rendered and labeled using a legend and legend tags indicating the elements of the site master plan. Updates to the color rendered master plan can be accomplished in Photo Shop or a similar program. The plans shall be drawn at an appropriate scale to communicate the overall design intent of the landscape architectural components. The sheet format for all drawings shall be in final format of 11" x 17".

The Overall Master Plan shall include:

- All Site Structures.
- Paving, plazas, walkways, boardwalks and roadways.
- Pools, fountains, activity areas.
- Landscaping, reading areas, special places and garden areas.

For this phase of work, MSI proposes to be compensated on an estimated not to exceed hourly fee basis of \$23,730.00 based on the attached hourly rate schedule, not including any reimbursable expenses.

### **III. CLARIFICATIONS:**

***Clarifications to MSI's proposal are noted as follows:***

1. It is understood that in order for MSI to begin work, the Owner shall provide a complete as-built survey of the entire project / scope of work area at a suitable scale for MSI to base its work on.
2. Irrigation design and documentation shall be provided by others.
3. It is understood that engineering design services (i.e., mechanical, electrical, etc.) shall be provided by others.



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4. All structural, mechanical, plumbing and electrical design and routing for all pool, spa and water features shall be provided by others. MSI shall design and detail all sizes and finishes of all water features.
5. Any indoor pool / spa design and finishes shall be by the project architect or by others.
6. All site lighting design (electrical engineering / wiring) documentation shall be by others. (MSI shall provide selection and location of catalog cut-sheet lighting fixtures with manufacturer's photometric data only).
7. All site signage and site graphics design and documentation shall be by others. MSI shall provide design intent for entry walls and features and coordinate placement of the signage graphics.
8. All architectural planters attached to buildings and as designed by the project architect shall have drainage, waterproofing and structural details and design shall be prepared by others.
9. All required site demolition plans, site lighting electrical plans and details and storm water drainage plans and details shall be prepared by the project Civil Engineer or by others.
10. All permitting shall be by others. Any required zoning, site planning or permitting for water features shall be by others.
11. All plan and detail drawings provided by MSI shall be drawn on bases approved and provided by the Owner or their Consultant, (i.e., project architect, civil engineer, or surveyor). Design Development and Construction Drawings shall be produced on AutoCAD 2009.
12. It is understood that "Boiler-Plate" General Condition specifications (Divisions 0 & 1) for bidding and construction will be provided by others.
13. Any tree tagging or plant material procurement services are not included as a part of this proposal.
14. Any site visits for design progress meetings or for construction observation shall be bill hourly as a separate scope item and are not included in the fee estimates as described above.
15. MSI's current insurance coverage is \$1,000,000.00 professional liability, each claim and aggregate and \$2,000,000.00 aggregate / \$1,000,000.00 per occurrence commercial general insurance. Any addition insurance coverage requirements would be considered an additional cost to this proposal.



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Any additional services beyond those outlined herein shall be billed hourly according to the hourly rate schedule or shall be outlined under a separate proposal. In addition to the professional fees, MSI shall be reimbursed for all out-of-pocket expenses (i.e., postage, travel, long distance telephone calls / faxes, handling and reproduction of drawings, courier services, photography, etc.).

Stephen, I hope that the above proposal addresses your needs for the Landscape Architectural Design for Little St. James Island. Please review and if in agreement please sign where requested, initial the attachments and return the original to our office for our files. Receipt of this signed agreement will act as our authorization to proceed.

Thank you for considering MSI for this significant endeavor. We are enthusiastic about this exciting project and look forward to working with you and your team. Please feel free to call me should you have any questions or feel that any modifications to this proposal may be necessary to better suit your needs.

Sincerely,

Keith J. Bongirno, RLA, ASLA, CLARB  
*Design Principal*

I hereby authorize MSI to provide the services outlined in this proposal according to the provisions stated herein and as attached.

**APPROVED & ACCEPTED this \_\_\_\_\_ day**  
**of \_\_\_\_\_, 2009.**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

