



Holly Hills SBD – Tree Master Plan for Holly Hills and Federer Boulevards

May 26, 2026

TO:	Brooks Goedecker Holly Hills Beautification Committee	FROM:	Bonnie C. Roy, AICP, PLA
COMPANY NAME:	Holly Hills SBD	PROJECT:	Holly Hills SBD
ADDRESS 1:	3823 Holly Hills Blvd. St. Louis, MO 63116	PROJECT NUMBER:	R21641.02.000
PHONE NUMBER:	314-276-2960	SUBJECT:	Proposal for Boulevard Tree Master Plan

Dear Brooks,

Thank you for giving SWT Design the opportunity to assist the Holly Hills SBD and Beautification Committee in the creation of a tree master plan for the Holly Hills neighborhood boulevards (Holly Hills Blvd. and Federer Blvd.) in St. Louis City. This letter shall act as an Agreement between SWT Design, Inc., hereinafter referred to as SWT, and the Holly Hills SBD, hereinafter referred to as Client, for the following scope of services.

Project Understanding:

Based on an introductory scoping call with Brooks Goedecker, SWT understands the scope of this project to provide documentation of desired tree plantings within the Holly Hills neighborhood boulevard medians of Federer Blvd. between Coronado and Arendes and Holly Hills Blvd. between Morganford and Grand. The intent of this master plan is to guide the City of St. Louis Division of Forestry in planting trees of both desired species and location within the neighborhood's boulevards.

Article 1 Effective Date

This agreement is made as of _____, between the Client and SWT as provided herein.

Article 2 Scope of Work: Landscape Master Plan

Task 1 – Data Collection

1. Data Collection and base map preparation. Base maps will be prepared from available GIS resources and data collected from the City of St. Louis and the Client. The design team will review previous studies and plans developed for the area that are provided by the Client, including Davey Tree's Tree Inventory.
2. Request public utility locates prior to site visit and review City GIS data for major utilities within the corridors.
3. SWT will visit the site to confirm base maps, former plans, review utility locations, locate recently planted trees, and identify ideal location for proposed tree plantings. SWT will utilize GIS to field locate preferred locations of trees which can then be transformed into construction documents for implementation.

Task 2 – Draft Boulevard Tree Master Plan

1. SWT will prepare draft master plan documents illustrating proposed locations, nursery size, species, and any special conditions for proposed street trees. SWT will identify any newly planted trees worth considering for relocation.
2. Tree species will be selected from the City of St. Louis approved street tree list. SWT will inquire with City Forestry department regarding nursery supply to ensure proposed plant selection availability.

3. SWT will submit the draft documents to the Beautification Committee for review and comments.

Task 3 – Engagement

1. SWT will stake proposed locations of new and transplanted trees with identifiable markers for one block of the project area to illustrate proposed approach to the Holly Hills Beautification Committee's review.
2. SWT will meet with the Beautification Committee during a regularly scheduled meeting on site to review one block of proposed tree planting strategy for feedback.
3. SWT will utilize feedback from the committee to inform revisions to the final master plan documents.

Task 4 – Final Master Plan

1. Design Refinement. Based upon committee feedback and direction the design team will develop final Master Plan design for street tree plantings and maintenance considerations.
2. SWT will create graphic plans, planting details, planting palette, and recommended maintenance techniques.
3. Send Final Boulevard Tree Master Plan documentation to the Client for final review and adoption. Client will coordinate with the City Forestry Department for implementation.

Task 5 – Implementation Support

1. SWT will provide construction related assistance during the Holly Hills Neighborhood Boulevard Tree Master Plan implementation. Upon request of the Client, SWT will visit the site for coordination with the City Forestry Department to include but not limited to, confirmation of planting locations, review of planting conditions, and field adjustment coordination.
2. Client and/or City to provide at least 2 weeks' advance notice for SWT to coordinate availability for site assistance.

Article 3 Compensation and Payments

- a. SWT agrees to perform the services outlined in this proposal based on a lump sum fee plus expenses as defined in Article 4. Fees will be invoiced based on a percent complete basis following task break out:

Task 1 Data Collection	\$7,790.00
Task 2 Draft Master Plan	\$5,865.00
Task 3 Engagement	\$2,025.00
Task 4 Final Master Plan	\$1,620.00
Task 5 Implementation Support	Hourly as requested
Total Fee:	\$17,300.00 (+Hourly Services TBD)

- b. Invoicing for SWT fees will be submitted monthly based on the percentage of work completed. Payment shall be due within 30 days from the date of invoice.

Article 4 Expenses

- a. Cost incurred as expenses such as travel, delivery services, color printing, large format printing, etc. are not included in the above fees, and will be billed to Client at cost plus 10%. Expenses are estimated to be a maximum of \$500 based on the above scope of services.

Article 5 Additional Services and Hourly Rates

Additional Services shall be provided if authorized or confirmed in writing by the Client. Additional Services will be paid for by the Client in addition to the compensation for Basic Design Services. Additional Services will be billed at the hourly rates set forth herein. Incurred expenses associated with any Additional Services are in addition to the Additional Hourly Services Fee and will be reimbursed at cost.

Services will be billed on an hourly basis at the following rates:

Managing Partner	\$225.00
Partner	\$190.00
Senior Associate I	\$155.00
Senior Associate II	\$145.00
Associate	\$125.00
Designer	\$95.00
Staff 1	\$90.00
Staff 2	\$80.00
Administrative	\$110.00
Clerical	\$70.00

Article 6 Work Not Included in Basic Services

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| a. Drone Photography/Aerial Photography | e. Bid Documents |
| b. 3D CAD Modeling | f. City/Agency Review |
| c. Project Site Survey | g. Renderings |
| d. Soils/Geotechnical Investigation | |

If the foregoing meets with your approval, please indicate this approval by signing the appropriate line below and returning one original for our files. If this agreement is not accepted within 30 days, the offer to perform the described services is withdrawn and shall be null and void.

Sincerely,



Bonnie C. Roy, AICP, PLA
Managing Partner
SWT Design

Authorizing Signature

Date

Print Signature