

AUSTRALIAN INSTITUTE OF LANDSCAPE ARCHITECTS

PRACTICE NOTE 2
SCOPE OF SERVICES

A SUMMARY OF SERVICES PROVIDED BY LANDSCAPE ARCHITECTS IN AUSTRALIA

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History

AILA has, since soon after its inauguration, published various guides for use by its members. These have been subjected to several revisions each of which has reflected current 'best practice'. Some of the guides attempted to define services.

In 2002, National Council recommended that members use AS4122 as a replacement for the, then ten year old, "Client – Landscape Architect Agreement". At the same time National Council appointed a working party to report on methods of adapting AS4122 to the specific needs of Landscape Architects and their Clients.

The membership of the working party was:-Noel Corkery, Chair; Adrian Pilton; Graham Fletcher; Michael Ewings; and Tony McCormick. Others were consulted as required.

That working party identified the need for a comprehensive schedule of services to be appended to the consultancy agreement and prepared a draft loosely based on the RAIA/ACA Scope of Services documents.

This practice note draws heavily on the recommendations of the working party with some additions and clarifications in response to comments.

Using this document

This document may be used in one of two ways:

- **INTERNAL DOCUMENT**

As a checklist by the landscape architect to ensure that all services necessary for the completion of the project have been included in the time and cost calculations preparatory to formulating the proposal to the client, and then as an internal checking document to measure actual performance against budgeted performance on the project.

- **EXTERNAL DOCUMENT**

As a detailed Appendix to AS 4122 (2000), General Conditions of Contract for Engagement of Consultants forming part of the Agreement between the Landscape Architect and Client.

THIS IS REFERENCE DOCUMENT ONLY.

Landscape Architecture is a dynamic profession. Practitioners have come to landscape architecture from a wide range of backgrounds and possess an extraordinary range of skills. This guide is restricted to those services reported by members up to the date of publication. It is not intended that this document should restrict growth. Individuals may, quite correctly, be offering services additional to those listed in this document. No responsibility for the accuracy or currency of the contents of this document is accepted by AILA, its office-bearers, members of staff or by the authors.

SUMMARY - SCOPE OF SERVICES

The following diagram summarises the format of this Practice Note. The descriptions are not intended to be restrictive. It is quite possible that services listed under different 'categories' might be combined to provide the best service to a specific client. For example, the term "Urban Design" is used to describe a variety of services that usually combine elements of Landscape Planning with elements of Project Design/Documentation.

1.	PROJECT PRE-DESIGN
2.	PROJECT DESIGN
	2.1 Schematic Design Phase (Site Analysis)
	2.2 Schematic Design Phase (Concept Planning)
	2.3 Design Development Phase
3.	PROJECT DOCUMENTATION
	3.1 Working Drawings and Specification Phase
	3.2 Pre-implementation Phase
4.	PROJECT IMPLEMENTATION
	4.1 Tender Phase
	4.2 Contract Phase
5.	PROJECT POST-IMPLEMENTATION
6.	LANDSCAPE PLANNING
7.	LANDSCAPE MANAGEMENT
8.	MISCELLANEOUS SERVICES
	8.1 Disability Audit
	8.2 Expert Witness
	8.3 Documentation Audit
	8.4 Public Artworks

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES	Basis of LA's fees *	\$/hours/% allocated
				1 PROJECT PRE-DESIGN		
				1.01 Preparation of brief Establishing with or for the client a detailed set of requirements for the project:		
				.01 Design objectives, limitations and criteria;		
				.02 Space requirements;		
				.03 Space relations;		
				.04 Site requirements;		
				.05 Budget requirements;		
				.06 Programming.		
				1.02 Site Selection Assisting client in selection by:		
				.01 Identification of potential site(s);		
				.02 On-site investigations;		
				.03 Movement systems, traffic and parking studies;		
				.04 Topographic analysis;		
				.05 Social context analysis;		
				.06 Environmental context analysis;		
				.07 Analysis of title, zoning and other legal restrictions;		
				.08 Studies of availability of construction materials, equipment and labour;		
				.09 Overall site analysis and evaluation;		
				.10 Studies of construction market;		
				.11 Comparative site studies.		
				1.03 Space schematics / flow diagrams Studies of:		
				.01 Human, vehicular and material flow patterns;		
				.02 General space allocations;		
				.03 Analysis of operating functions;		
				.04 Study of adjacency;		
				.05 Materials handling.		
				1.04 Consultation with authorities Study of statutory requirements and, if necessary, consultation with relevant local, regional, state and federal authorities regarding their requirements for the project.		
				.01 Laws, statutes, codes and regulations affecting the project.		
Carry totals forward to next page					Page total (lump sum)	
					Page total (time)	
					Page total (percentage)	
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES PROJECT PRE-DESIGN (continued)	Basis of LA's fees *	\$/hours/% allocated
Totals carried forward				Previous page total (lump sum)		
				Previous page total (time)		
				Previous page total (percentage)		
				1.05 Marketing studies, user surveys and community consultation Assisting in determining the social, economic and political needs and acceptability of the project, and consisting of:		
				.01 Determination of the scope, parameters, schedule and budget;		
				.02 Identification, assembly, review and organisation of existing pertinent data;		
				.03 Arrangement of clearances for use of existing pertinent data;		
				.04 Mail survey studies;		
				.05 Personal survey studies;		
				.06 Community meetings;		
				.07 Establishing community reference group;		
				.08 Analysis of data;		
				.09 Obtaining computerised analysis and modelling;		
				.11 Preparation of interim reports;		
				.10 Production of the final report.		
				1.06 Preliminary feasibility study Preparation of preliminary feasibility study by:		
				.01 Analysing the project brief;		
				.02 Preparing initial concept options;		
				.03 Preparing an opinion of probable cost;		
				.04 Preparing feasibility report.		
				1.07 Selection and engagement of consultants Advice to the client in:		
				.01 Selection of consultants;		
				.02 Establishing conditions of engagement;		
				.03 Establishing fees;		
				.04 Engagement of consultants.		
Carry totals forward to next page				Running total (lump sum)		
				Running total (time)		
				Running total (percentage)		
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES PROJECT PRE-DESIGN (continued)	Basis of LA's fees *	\$/hours/% allocated
Totals carried forward				Previous page total (lump sum)		
				Previous page total (time)		
				Previous page total (percentage)		
				1.08 Project Scheduling Establishing with or for the client a schedule for the development of the overall project, including:		
				.01 Definition of the landscape architect's services;		
				.02 Definition of the client's responsibilities;		
				.03 Definition of the time sequence involved in provision of the above services;		
				.04 Definition of the length of time required for the construction process;		
				.05 Definition of the consultant's services;		
				.06 Definition of the time taken for the provision of consultant's services;		
				.07 Provision of cash flow prediction for payment of consultant's fees;		
				.08 Provision of cash flow prediction for payment of the contractor's account.		
				1.09 Project Financing Assisting the client in:		
				.01 Lodging the submission for grants;		
				.02 Lodging applications for subsidies;		
				.03 Other fund raising activities by means of reports, opinions of probable cost and consultations with various authorities.		
				1.10 Project Promotion / Public Relations Services relating to the presentation of projects to the public, identifying groups and consisting of:		
				.01 Preparation of press releases;		
				.02 Preparation of special brochures and/or promotional pieces;		
				.03 Assistance in production and distribution of promotional materials;		
				.04 Presentations at public relations and/or promotional meetings.		
Totals for Project pre-design services				Total (lump sum)		
				Total (time)		
				Total (percentage)		
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	<p align="center">SCOPE OF SERVICES</p> <p>2 PROJECT DESIGN</p> <p>2.1 Site analysis phase</p>	Basis of LA's fees *	\$/hours/% allocated
				<p>2.1.01 Consultation with authorities Consultation with relevant local, regional, state and federal authorities, regarding:</p>		
				.01 Local laws and regulations affecting the project;		
				.02 Titles, zoning, legal restrictions and other requirements of the site;		
				.03 Human, vehicular and material flow patterns;		
				.04 General space allocations;		
				.05 Analysis of operating functions;		
				.06 Study of adjacency;		
				.07 Special facilities and equipment;		
				.08 Materials handling;		
				.09 Flexibility and provision for growth.		
				<p>2.1.02 Site survey Site survey consisting of:</p>		
				.01 Identification survey, including easements, encroachments, encumbrances, covenants;		
				.02 Site features;		
				.03 Levels and contours;		
				.04 Existing structures;		
				.05 Outline of building(s) on adjoining sites;		
				.06 Geotechnical survey;		
				.07 Location of service mains;		
				.08 Overall site analysis and evaluation;		
				.09 Comparative site studies.		
				<p>2.1.03 Vegetation survey Survey consisting of:</p>		
				.01 Location survey of existing trees;		
				.02 Location survey of existing trees, shrubs and other vegetation;		
				.03 Location survey of types of vegetation;		
				.04 Plotting of vegetation distribution;		
				.05 Evaluation of health;		
				.06 Risk assessment;		
				.07 Habitat evaluation;		
				.08 Vegetation protection orders.		
Carry totals forward to next page				Page total (lump sum)		
				Page total (time)		
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				<p align="right">* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees</p>		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES Site Analysis Phase (continued)	Basis of LA's fees *	\$/hours/% allocated
Totals carried forward				Previous page total (lump sum)		
				Previous page total (time)		
				Previous page total (percentage)		
				2.1.04 Soil survey Survey consisting of:		
				.01 Location of soil types;		
				.02 Geotechnical survey / structural stability / hazard potential;		
				.03 Location of rock depths;		
				.04 Evaluation of soil quality / health assessment;		
				.05 Evaluation of topsoil potential;		
				.06 Evaluation of sub-soil potential;		
				.07 Evaluation of groundwater quality and variability.		
				2.1.05 Site analysis Detailed site analysis of existing conditions:		
				.01 Land utilisation;		
				.02 Structures placement;		
				.03 Facilities development;		
				.04 Development phasing;		
				.05 Movement systems, circulation and parking;		
				.06 Site services;		
				.07 Surface and sub-surface conditions;		
				.08 Review of geotechnical survey;		
				.09 Vegetation;		
				.10 Slope analysis;		
				.11 Ecological studies;		
				.12 Landscape forms and materials;		
				.13 Climate / micro climate.		
				2.1.06 Detailed off-site services studies Study of off-site services, including:		
				.01 Confirmation of location, size and adequacy of services serving the site;		
				.02 Determination of requirements for connection services;		
				.03 Planning for off-site services, extensions and facilities;		
				.04 Design for off-site services, extensions and facilities.		
Carry totals forward to next page				Running total (lump sum)		
				Running total (time)		
				Running total (percentage)		
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Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES Site Analysis Phase (continued)	Basis of LA's fees *	\$/hours/% allocated
Totals carried forward				Previous page total (lump sum)		
				Previous page total (time)		
				Previous page total (percentage)		
				2.1.07 Environmental studies and reports Environmental studies and report services, consisting of:		
				.01 Determination of legal requirements for environmental monitoring assessment and/or impact statements;		
				.02 Ecological studies;		
				.03 Environmental assessments;		
				.04 Heritage assessments;		
				.05 Preparation of environmental impact statements;		
				.06 Attendance of public meetings and hearings;		
				.07 Presentations to authorities;		
				.08 Monitoring of air, water, noise and other designated components of the environment;		
				.09 The preparation of reports on recommendations on environmental conditions.		
				2.1.08 Photography Services consisting of:		
				.01 Documentation of existing conditions;		
				.02 Aerial site photography;		
				.03 Photographic recording for study purposes of facilities similar to the project;		
				.04 Presentation photography of rendering(s) for the project;		
				.04 Presentation model(s) for the project;		
				.05 Periscope photography of model(s) for the project;		
				.06 Construction progress photography;		
				.07 Photography of the completed project;		
				.08 Preparation of promotional/explanatory movies/videos for the project;		
				.09 Preparation of documentary movie/video of the project during construction;		
				.10 Preparation of promotional audio-visual presentations for project.		
Totals for Project site analysis phase services				Total (lump sum)		
				Total (time)		
				Total (percentage)		
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Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	<p align="center">SCOPE OF SERVICES</p> <p>2 PROJECT DESIGN</p> <p>2.2 Concept Planning Phase</p>	Basis of LA's fees *	\$/hours/% allocated
				<p>2.2.01 Consultation with authorities Consultation with relevant local, regional, state and federal authorities, regarding:</p>		
				.01 Laws, statutes, codes and regulations affecting the project.		
				<p>2.2.02 Site Master Planning The preparation of a master plan for overall development consisting of:</p>		
				.01 Location of extent of proposed uses / changes / development;		
				.02 Functional diagrams;		
				.03 Character diagrams;		
				.04 Overall conceptual ideas;		
				.05 Environmental site influences / considerations;		
				.06 Location of stages / portions;		
				.07 Ownership / legislative requirements;		
				.08 Landscape master planning report;		
				.09 Full master planning report;		
				.10 Base data report;		
				.11 Short form (executive summary) report;		
				.12 Material for media releases;		
				.13 Skeletal brief(s) for detail design consultants.		
				<p>2.2.03 Landscape design Landscape design services, consisting of concepts or recommendations for:</p>		
				.01 Design objectives;		
				.02 Environmental determinants;		
				.03 Materials;		
				.04 Landforms;		
				.05 Lawns and plantings;		
				.06 Physical site characteristics;		
				.07 Systems and equipment;		
				.08 Irrigation systems;		
				.09 Earthworks;		
				.10 Waterworks;		
				.11 Drainage systems;		
				.12 Paving and roadworks.		
Carry totals forward to next page				Page total (lump sum)		
				Page total (time)		
				Page total (percentage)		
				<p align="right">* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees</p>		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES Concept Planning Phase (continued)	Basis of LA's fees *	\$/hours/% allocated
Totals carried forward				Previous page total (lump sum)		
				Previous page total (time)		
				Previous page total (percentage)		
				2.2.04 Other consultant's services		
				.01 Structural design;		
				.02 Mechanical design;		
				.03 Environmental advice;		
				.04 Specialist horticultural advice;		
				.05 Specialist irrigation design;		
				.06 Hydraulic design;		
				.07 Electrical design;		
				.08 Civil design;		
				.09 Cost consultant services;		
				.10 Bill of quantities.		
				2.2.05 Opinion of probable cost and program		
				.01 Liaison with and co-ordination of cost consultant and programming consultant;		
				.02 Development of opinion of probable construction cost range for the project;		
				.03 Development of opinion regarding probable project program.		
				2.2.06 Preliminary economic feasibility study		
				Preparation of preliminary economic feasibility study report based on opinion regarding:		
				.01 Probable construction cost;		
				.03 Probable project income;		
				.04 Probable return on investment.		
Carry totals forward to next page				Running Total (lump sum)		
				Running Total (time)		
				Running Total (percentage)		
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Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES Concept Planning Phase (continued)	Basis of LA's fees *	\$/hours/% allocated
Totals carried forward				Previous page total (lump sum)		
				Previous page total (time)		
				Previous page total (percentage)		
				2.2.07 Presentations Presentation of the schematic design to:		
				.01 Client;		
				.02 Owner;		
				.03 Staff committee;		
				.04 User groups;		
				.05 Financier;		
				.06 Owner's consultants.		
				2.2.08 Special presentations The provision of special presentation material, including:		
				.01 Drawing of coloured perspective sketch(es);		
				.02 Drawing of black and while perspective sketch(es);		
				.03 Arrangement by the landscape architect of a specialist artist to draw perspective sketch(es);		
				.04 Construction of model(s);		
				.05 Arrangement by the landscape architect of a specialist model maker to construct the model(s).		
				2.2.09 Energy Studies Energy studies services consisting of special analysis of:		
				.01 Mechanical systems;		
				.02 Fuel costs;		
				.03 On-site energy generation;		
				.04 Energy conservation options;		
				.05 Other as agreed.		
				2.2.10 Project promotion/public relations Services relating to the presentation of projects to the public, identifying groups and consisting of:		
				.01 Preparation of press releases;		
				.02 Preparation of special brochures and/or promotional pieces;		
				.03 Assistance in production and distribution of promotional materials;		
				.04 Presentations at public relations and/or promotional meetings.		
Carry totals forward to next page				Running Total (lump sum)		
				Running Total (time)		
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Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES		Basis of LA's fees *	\$/hours/% allocated
				Concept Planning Phase (continued)			
Totals carried forward				Previous page total (lump sum)			
				Previous page total (time)			
				Previous page total (percentage)			
				2.2.11 Development application #	Development application consisting of:		
				.01	Preparation of documents by the landscape architect including plans, sections and evaluations showing: <ul style="list-style-type: none"> Materials and finishes schedule and selections; Shadow diagrams; Privacy diagrams; Environmental Impact Statement (EIS) or Statement of Environmental Effects as applicable for lodgement to the relevant authorities for planning approvals; 		
				.02	Lodgement of documents by the landscape architect on behalf of the client to the relevant authorities for planning approval;		
				.03	Appeals.		
				2.2.12 Photography	Services consisting of:		
				.01	Documentation of existing conditions;		
				.02	Aerial site photography;		
				.03	Photographic recording for study purposes of facilities similar to the project;		
				.04	Presentation photography of rendering(s) and model(s) for the project;		
				.05	Periscope photography of model(s) for the project;		
				.06	Construction progress photography;		
				.07	Photography of the completed project;		
				.08	Preparation of promotional/explanatory movie/video for the project;		
				.09	Preparation of documentary movie/video of the project during construction;		
				.10	Preparation of promotional audio-visual presentation for the project;		
				.11	Preparation of computer generated images of the project;		
				.12	Preparation of computer generated 'walk-through' moving images of the project.		
Totals for Project concept planning phase services				Total (lump sum)			
				Total (time)			
				Total (percentage)			
				#Development Application – NSW & SA; Town Planning Application – Vic; Development Approval – Qld; Form 1 Application – WA; Application for Design & Sitting Approval – ACT; Planning Application – Tas; Application for Development Consent – NT.		* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees	

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	<p align="center">SCOPE OF SERVICES</p> <p>2 PROJECT DESIGN</p> <p>2.3 Design Development Phase</p>	Basis of LA's fees *	\$/hours/% allocated
				<p>2.3.01 Consultation with authorities Consultation with relevant local, regional, state and federal authorities, regarding:</p>		
				.01 Laws, statutes, codes and regulations affecting the project.		
				<p>2.3.02 Landscape design Landscape design services, consisting of continued development of landscape schematic design documents and establishment of design criteria for:</p>		
				.01 Design objectives;		
				.02 Environmental determinants;		
				.03 Materials;		
				.04 Landforms;		
				.05 Lawns and plantings;		
				.06 Physical site characteristics;		
				.07 Systems and equipment;		
				.08 Irrigation systems;		
				.09 Earthworks;		
				.10 Waterworks;		
				.11 Drainage systems;		
				.12 Paving and roadworks;		
				.13 Schedules of finishes, fittings, plants, etc;		
				.14 Shadow diagrams;		
				.15 Privacy diagrams;		
				.16 Character sketches;		
				.17 Disabled access strategies.		
				<p>2.3.03 Other consultants' services</p>		
				.01 Structural design;		
				.02 Mechanical design;		
				.03 Hydraulic design;		
				.04 Electrical design;		
				.05 Civil design;		
				.06 Cost consultants' services;		
				.07 Environmental services;		
				.08 Horticultural service.		
Carry totals forward to next page				Page total (lump sum)		
				Page total (time)		
				Page total (percentage)		
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Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect		Basis of LA's fees *	\$/hours/% allocated
				SCOPE OF SERVICES		
				2 PROJECT DESIGN		
				2.3 Design Development Phase (continued)		
Totals carried forward					Previous page total (lump sum)	
					Previous page total (time)	
					Previous page total (percentage)	
				2.3.04 Opinion of probable cost and program		
				.01 Liaison with and co-ordination of cost consultant and programming consultant;		
				.02 Updating and amending opinion regarding:		
				.01 Probable construction costs for the project;		
				.02 Probable cost based on figures supplied by cost consultant;		
				.03 Probable project program.		
				2.3.05 Presentations		
				Presentation of the developed design to:		
				.01 Client;		
				.02 Owner;		
				.03 Staff committee;		
				.04 User groups;		
				.05 Financier;		
				.06 Owner's consultants;		
				.07 Others.		
				2.3.06 Special presentations		
				The provision of special presentation material, including:		
				.01 Drawing of coloured perspective sketch(es);		
				.02 Drawing of black and white perspective sketch(es);		
				.03 Arrangement by the landscape architect of a specialist artist to draw perspective sketch(es);		
				.04 Construction of model(s);		
				.05 Arrangement by the landscape architect of a specialist model maker to construct the model(s).		
Carry totals forward to next page					Page total (lump sum)	
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				SCOPE OF SERVICES		
				2 PROJECT DESIGN		
				2.3 Design Development Phase (continued)		
Totals carried forward					Previous page total (lump sum)	
					Previous page total (time)	
					Previous page total (percentage)	
				2.3.07 Development application # Development application consisting of:		
				.01 Preparation of documents by the landscape architect including plans, sections and elevations showing:		
				• Location and extent of features;		
				• Materials and finishes schedules and selections;		
				• Shadow diagrams / privacy diagrams;		
				• Indicative levels.		
				.02 Preparation of Environmental Impact Statement (EIS) or Statement of Environmental Effects as applicable for lodgement to the relevant authorities for planning approvals;		
				.03 Lodgement of documents by the landscape architect on behalf of the client to the relevant authorities for planning approval;		
				.04 Appeals.;		
				2.3.08 Energy Studies Energy studies services consisting of special analysis of:		
				.01 Mechanical systems;		
				.02 Fuel costs;		
				.03 On-site energy generation;		
				.04 Energy conservation options;		
				.05 Irrigation systems;		
				.06 Others.		
				2.3.09 Project promotion/public relations Services relating to the presentation of projects to the public, identifying groups and consisting of:		
				.01 Preparation of press releases;		
				.02 Preparation of special brochures and/or promotional pieces;		
				.03 Assistance in production and distribution of promotional materials;		
				.04 Presentations at public relations and/or promotions meetings.		
Carry totals forward to next page					Page total (lump sum)	
					Page total (time)	
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				# Development Application – NSW & SA; Town Planning Application – Vic; Development Approval – Qld; Form 1 Application – WA; Application for Design & Siting Approval – ACT; Planning Application – Tas; Application for Development Consent – NT.	* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees	

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect		Basis of LA's fees *	\$/hours/% allocated
				SCOPE OF SERVICES		
				3 PROJECT DOCUMENTATION		
				3.1 Detailed Plan Phase (continued)		
Totals carried forward					Previous page total (lump sum)	
					Previous page total (time)	
					Previous page total (percentage)	
				3.1.04 Special materials research Finalisation of details of research into:		
				.01 Special materials and construction methods.		
				3.1.05 Artworks Artworks services, consisting of:		
				.01 The selection of artworks;		
				.02 Developing agreements with the artists for the creation and provision of artworks;		
				.03 The design and creation of artworks, including stained glass windows, tapestries, murals, paintings, frescoes, sculptures, mobile statuary and other objets d'art.		
				3.1.06 Materials and systems testing and research Services relating to the investigations and research into special materials and unusual construction methods, consisting of:		
				.01 Establishment of requirements;		
				.02 Procurement of testing services;		
				.03 Monitoring testing;		
				.04 Review, analysis and reporting of testing results;		
				.05 Research into design, construction and operation matters;		
				.06 Arranging for production of prototypes.		
				3.1.07 Mock-up services Services relating to the construction or large scale details of the components of the project for study and testing during the design phases and consisting of:		
				.01 Design and documentation for the desired mock-up(s);		
				.02 Management and co-ordination or pricing and contracting for mock-up services;		
				.03 Construction administration or mock-up construction activities;		
				.04 Arrangements for testing and monitoring performance of mock-up(s);		
				.05 Administration of testing and monitoring services;		
				.06 Review, analysis and reporting of results of testing and monitoring services.		
Totals for detailed plan, documentation phase services					Total (lump sum)	
					Total (time)	
					Total (percentage)	
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES	Basis of LA's fees *	\$/hours/% allocated
				4 PROJECT IMPLEMENTATION		
				4.1 Tendering Phase		
				4.1.01 Tender process		
				.01 Preparation of tender documents;		
				.02 Advertising in the media to the extent requested by, or agreeable to, the client for registration of tenderers in order to compile a list of selective tenderers;		
				.03 Pre-qualification checking of the capacity of proposed tenderers and any meetings required to produce a list;		
				.04 Inviting proposed tenderers to tender and issuing documents for pricing;		
				.05 Calling tenders for separate parts of the works where applicable;		
				.06 Calling and attending site meeting(s) / inspection(s) with tenderers;		
				.07 The preparation and distribution of addenda as may be required during tendering or negotiation and including supplementary drawings, specifications, instructions and notices of changes in the tendering schedule and procedure;		
				.08 Checking the tenderer's compliance with the tender documents; analysing and reporting to the clients;		
				.09 Discussions and meetings to achieve an acceptable contract package with the client's preferred tenderer.		
				4.1.02 Document revision		
				.01 The revision or modification of tender documents following on from the tender process in order that the documents may be included in the contract documents.		
				4.1.03 Negotiated contracts		
				.01 Selecting the contractor(s);		
				.02 Negotiating the contract sum(s).		
				4.1.04 Contract preparation and execution		
				.01 Assisting client with the tender acceptance process.		
				.01 Notifying unsuccessful tenderers;		
				.02 Preparing contract documents for signature by the client and the contractor.		
Totals for tendering phase services.				Total (lump sum)		
				Total (time)		
				Total (percentage)		
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	<p align="center">SCOPE OF SERVICES</p> <p>4 PROJECT IMPLEMENTATION</p> <p>4.2 Construction Phase</p>	Basis of LA's fees *	\$/hours/% allocated
				<p>4.2.01 Consultation with authorities Preparation of material for and consultation with relevant local, regional, state and federal authorities, regarding:</p>		
				.01 Laws, statutes, codes and regulations affecting the project.		
				<p>4.2.02 Supplementary details</p>		
				.01 Provision of supplementary details during construction to further explain the contract documents.		
				<p>4.2.03 Contract administration Provision of contract administration required for the project, including:</p>		
				.01 The maintenance of records on the cost of the construction and variations, and the evaluation of the amounts owed to the contractor;		
				.02 Preparation and issue of documents to describe and value the work to be added, deleted or modified. This will include a review of the contractor's quotations, contract completion time, recommendations to the client, securing the client's approval to act and instructing the contractor;		
				.03 Notification to the client and other parties affected by any change in the contract time;		
				.04 The receipt, review and annotation of shop drawings (if essential) and the return of copies to the contractor;		
				.05 The review of samples and prototypes and consultations with the client;		
				.06 Periodic site (and shop, where applicable) visits to observe the progress of the works;		
				.07 Issuing instructions to the client and the contractor under the contract;		
				.08 The carrying out of inspections during the defects liability period and plant establishment period and preparation of a list of defects for rectification by the contractor and issue to both contract parties;		
				.09 Issuing certificates for payment pursuant to the contract;		
				.10 Issuing of notice of practical completion;		
				.11 Liaison with and co-ordination of consultants;.		
				.12 Covering project co-ordination and site meetings;		
				.13 Issuing final certificate.		
Carry totals forward to next page				Page Total (lump sum)		
				Page Total (time)		
				Page Total (percentage)		
				<p align="right">* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees</p>		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect		Basis of LA's fees *	\$/hours/% allocated
				SCOPE OF SERVICES		
				4 PROJECT IMPLEMENTATION		
				4.2 Construction Phase (continued)		
Totals carried forward					Previous page total (lump sum)	
					Previous page total (time)	
					Previous page total (percentage)	
				4.2.04 Services by other consultants Arrangement and administration of contracts for other consultants:		
				.01 Structural consultant;		
				.02 Mechanical consultant;		
				.03 Hydraulic consultant;		
				.04 Electrical consultant;		
				.05 Civil consultant;		
				.06 Cost consultant;		
				.07 Horticultural consultant;		
				.08 Environmental management consultant;		
				.09 other.		
				4.2.05 Commissioning of systems / equipment		
				.01 Checking that systems and equipment are in working order;		
				.02 Receipt of warranties for systems and equipment.		
				4.2.06 Consultation with authorities		
				.01 Checking adequacy of environmental management.		
				4.2.06 Photography Services consisting of:		
				.01 Aerial site photography;		
				.02 Construction progress photography;		
				.03 Photography of the completed project		
				• at practical completion;		
				• at final completion;		
				.04 Preparation of promotional/explanatory movies/videos for the project;		
				.05 Preparation of documentary movie/video of the project during construction;		
				.06 Preparation of promotional audio-visual presentations for project.		
				4.2.07 As constructed drawings		
				.01 Provision of drawings of the work as constructed, showing significant changes made in the work during construction (either re-drawn or marked up drawings) and/or other data as appropriate.		
Totals for construction phase services					Total (lump sum)	
					Total (time)	
					Total (percentage)	
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES	Basis of LA's fees *	\$/hours/% allocated
			5	PROJECT POST IMPLEMENTATION		
				5.01 Maintenance and equipment operation		
				.01 Preparation of maintenance manuals;		
				.02 Advice regarding service agreements on equipment and services;		
				.03 Advice regarding maintenance programs.		
				5.02 Training of personnel, consultations and start-up assistance		
				.01 Assistance provided in the commissioning of systems and equipment, including initial start-up and testing adjustment and balancing.		
				5.03 Review of warranties and guarantees		
				.01 Consultation and advice resulting from the failure at any time of material or equipment within the period covered by warranty or guarantee.		
				5.04 Photography Services consisting of:		
				.01 Aerial site photography;		
				.02 Photography of the completed project;		
				.03 Preparation of promotional/explanatory movies/videos for the project;		
				.04 Preparation of promotional audio-visual presentations for project.		
				5.05 Post-occupancy evaluation Services provided in the evaluation of the site(s) in the following areas:		
				.01 Design of the site features;		
				.02 Construction of the work;		
				.03 Use of the site;		
				.04 Operation of systems and services;		
				.05 Maintenance of the site;		
				.06 Landscape audit.		
Totals for tendering phase services.				Total (lump sum)		
				Total (time)		
				Total (percentage)		
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES	Basis of LA's fees *	\$/hours/% allocated
				6 LANDSCAPE PLANNING		
				6.01 Preparation of brief Establishing with or for the client a detailed set of requirements for the study:		
				.01 Design objectives, limitations and criteria;		
				.02 Regional limits;		
				.03 Spatial, visual, relations and priorities;		
				.04 Functional requirements;		
				.05 Budget requirements;		
				.06 Programming.		
				6.02 Scope Selection Assisting client in selection by:		
				.01 Identification of potential site(s)/regions;		
				.02 On-site investigations;		
				.03 Movement systems, traffic and parking studies;		
				.04 Topographic analysis;		
				.05 Social context analysis;		
				.06 Environmental context analysis;		
				.07 Analysis of title, zoning and other legal restrictions;		
				.08 Economic analysis;		
				.09 Geomorphologic analysis;		
				.10 Overall study area analysis and evaluation;		
				.11 Studies of implementation potential;		
				.12 Comparative site studies.		
				6.03 Space schematics / flow diagrams Studies of:		
				.01 Human, vehicular and ecological flow patterns;		
				.02 General space allocations;		
				.03 Analysis of operating functions;		
				.04 Study of adjacency.		
				6.04 Consultation with authorities Study of statutory requirements and, if necessary, consultation with relevant local, regional, state and federal authorities regarding their requirements for the project.		
				.01 Laws, statutes, codes and regulations affecting the project.		
Carry forward to next page.				Total (lump sum)		
				Total (time)		
				Total (percentage)		
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

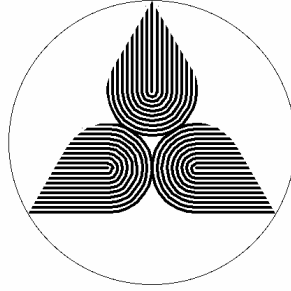
Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES	Basis of LA's fees *	\$/hours/% allocated
				6 LANDSCAPE PLANNING (continued)		
Totals carried forward					Previous page total (lump sum)	
					Previous page total (time)	
					Previous page total (percentage)	
				6.05 Assessment studies		
				.01 Environmental impact assessments/studies/statements;		
				.02 Economic impact studies;		
				.03 Visual quality analysis;		
				.04 Cost/benefit analysis;		
				.05 Other.		
				6.05 Policy development The production of design guidelines/objectives in the public realm.		
				.01 Local area plan(s);		
				.02 Urban character strategy;		
				.03 Regional landscape planning strategy;		
				.04 Transportation strategy;		
				.05 Infrastructure strategy;		
				.06 Tourism planning;		
				.07 Other.		
				6.06 Compliance studies		
				.01 Report on studies by others for compliance with regulation or policy.		
				6.07 Community consultation Involving the general (or local) community in the design process.		
				.01 Brief and program development and management;		
				.02 Participatory (shopfront) design services;		
				.03 Presentation to general community meeting(s);		
				.04 Selection/co-ordination of reference groups;		
				.05 Presentation to reference group meetings;		
				.06 Politician consultation;		
				.07 Evaluation of community responses;		
				.08 Other.		
				6.08 Presentations		
				.01 Preliminary report;		
				.02 Final report;		
				.03 Presentation to client body;		
				.04 Presentation to client staff/consultants;		
				.05 Other.		
Carry forward to next page					Running Total (lump sum)	
					Running Total (time)	
					Running Total (percentage)	
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES		Basis of LA's fees *	\$/hours/% allocated
				6	LANDSCAPE PLANNING (continued)		
Totals carried forward					Previous page total (lump sum)		
					Previous page total (time)		
					Previous page total (percentage)		
				6.09	Special presentations The provision of special presentation material, including:		
				.01	Drawing of coloured perspective sketch(es);		
				.02	Drawing of black and white perspective sketch(es);		
				.03	Arrangement by the landscape architect of a specialist artist to draw perspective sketch(es);		
				.04	Construction of model(s);		
				.05	Arrangement by the landscape architect of a specialist model maker to construct the model(s).		
				6.10	Project promotion/public relations Services relating to the presentation of projects to the public, identifying groups and consisting of:		
				.01	Preparation of press releases;		
				.02	Preparation of special brochures and/or promotional pieces;		
				.03	Assistance in production and distribution of promotional materials;		
				.04	Presentations at public relations and/or promotional meetings;		
				.05	Preparation of news-letters.		
				6.11	Photography Services consisting of:		
				.01	Documentation of existing conditions;		
				.02	Aerial site photography;		
				.03	Photographic recording for study purposes of outcomes similar to the study;		
				.04	Presentation photography of rendering(s) and model(s) for the study;		
				.05	Periscope photography of model(s) for the study;		
				.06	Implementation progress photography;		
				.08	Preparation of promotional/explanatory movie/video for the project;		
				.09	Preparation of documentary movie/video of the project during implementation;		
				.10	Preparation of promotional audio-visual presentation for the project;		
				.11	Preparation of computer generated images of the project;		
				.12	Preparation of computer generated 'walk-through' moving images of the project.		
Totals for landscape planning services					Total (lump sum)		
					Total (time)		
					Total (percentage)		
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees			

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES	Basis of LA's fees *	\$/hours/% allocated
				7 LANDSCAPE MANAGEMENT (continued)		
Totals carried forward					Previous page total (lump sum)	
					Previous page total (time)	
					Previous page total (percentage)	
				7.05 Assessment studies		
				.01 Environmental impact assessments/studies/statements;		
				.02 Economic impact studies;		
				.03 Visual quality analysis;		
				.04 Cost/benefit analysis;		
				.05 Other.		
				7.05 Policy development The production of design guidelines/objectives in the public realm.		
				.01 Groundwater/aquifer management strategy;		
				.02 Soils management strategy;		
				.03 Vegetation management strategy;		
				.04 Fauna management strategy;		
				.06 Tourism planning;		
				.07 Stormwater/surface water management strategy;		
				.08 Wetlands management strategy;		
				.09 Other.		
				7.06 Compliance studies		
				.01 Report on studies by others for compliance with regulation or policy.		
				7.07 Community consultation Involving the general (or local) community in the design process.		
				.01 Brief and program development and management;		
				.02 Participatory (shopfront) design services;		
				.03 Presentation to general community meeting(s);		
				.04 Selection/co-ordination of reference groups;		
				.05 Presentation to reference group meetings;		
				.06 Politician consultation;		
				.07 Evaluation of community responses;		
				.08 Other.		
				7.08 Presentations		
				.01 Preliminary report;		
				.02 Final report;		
				.03 Presentation to client body;		
				.04 Presentation to client staff/consultants;		
				.05 Other.		
Carry forward to next page					Running Total (lump sum)	
					Running Total (time)	
					Running Total (percentage)	
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

Not Required.	By Client.	By Client's Consultant (co-ordinated by LA)	By Landscape Architect	SCOPE OF SERVICES	Basis of LA's fees *	\$/hours/% allocated
				7 LANDSCAPE MANAGEMENT (continued)		
Totals carried forward					Previous page total (lump sum)	
					Previous page total (time)	
					Previous page total (percentage)	
				7.09 Special presentations The provision of special presentation material, including:		
				.01 Drawing of coloured perspective sketch(es);		
				.02 Drawing of black and white perspective sketch(es);		
				.03 Arrangement by the landscape architect of a specialist artist to draw perspective sketch(es);		
				.04 Provision of more than five copies of any report.		
				7.10 Strategy promotion/public relations Services relating to the presentation of recommendations to the public, identifying groups and consisting of:		
				.01 Preparation of press releases;		
				.02 Preparation of special brochures and/or promotional pieces;		
				.03 Assistance in production and distribution of promotional materials;		
				.04 Presentations at public relations and/or promotional meetings;		
				.05 Preparation of news-letters.		
				7.11 Photography Services consisting of:		
				.01 Documentation of existing conditions;		
				.02 Aerial site photography;		
				.03 Photographic recording for study purposes of outcomes similar to the study;		
				.04 Presentation photography of rendering(s) for the study;		
				.05 Preparation of promotional/explanatory movie/video for the project;		
				.06 Preparation of documentary movie/video of the project during implementation;		
				.07 Preparation of promotional audio-visual presentation for the project;		
				.08 Preparation of computer generated images of the project;		
				.09 Preparation of computer generated 'walk-through' moving images of the project.		
				7.12 Evaluation Services consisting of:		
				.01 Monitoring/reporting on impacts/effectiveness/cost benefits of management strategy.		
Totals for landscape management services					Total (lump sum)	
					Total (time)	
					Total (percentage)	
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		

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				SCOPE OF SERVICES		
				8 MISCELLANEOUS SERVICES		
				8.1 Disability Audit		
				.01 Inspect existing facilities and assess for compliance with statutes, regulations, standards and policies;		
				.02 Present oral report to client;		
				.03 Present written report to client;		
				.04 Prepare documents for rectification work;		
				.05 Other.		
				8.2 Expert Witness Expert Services consisting of preparing material and/or opinions in order to service and/or serving as an expert witness in connection with any public hearing, arbitration, valuation, assessment, remediation, conciliation, appeal, or legal proceeding.		
				.01 Oral report;		
				.02 Written report;		
				.03 Rebuttal report;		
				.04 Attendance at proceedings.		
				8.3 Documentation audit Evaluate and report on documents prepared by others for compliance with:		
				.01 Project brief;		
				.02 General conditions of contract;		
				.03 Other parts of the tender/contract documents;		
				.04 Regulations;		
				.05 Conditions of approval		
				.06 Other.		
				8.4 Public artworks The integration of artwork(s) into public spaces		
				.01 Brief development and management;		
				.02 Artwork concept design;		
				.03 Artwork/artist(s) selection/tendering;		
				.04 Production of community art contracts;		
				.05 Administration of community art contracts;		
				.06 Commissioning of community artworks;		
				.07 Other.		
Totals for miscellaneous services.				Total (lump sum)		
				Total (time)		
				Total (percentage)		
				* Basis of LA's fees: LS = Lump Sum H = Time basis (Hours) %B = % of Budget / estimate for this Stage of the work %C = % of other consultant's fees		



NOTICE TO MEMBERS

Since so many years had elapsed since the last attempt at producing such a guide, the production of this document has required a substantial time commitment by members and National Office staff.

Without regular reviews, this document could also rapidly become obsolete.

National Council of the Institute now intends to update this document on a progressive, needs, basis.

The primary source of information for updating is the practicing landscape architect.

Please forward your comments for refinement or expansion to the Executive Director at ailanat@aila.org.au

Your feedback will be promptly assessed and incorporated as the opportunity arises.