

DUTIES OF THE LANDSCAPE ARCHITECT

GC/WORKS/5 GENERAL CONDITIONS FOR THE APPOINTMENT OF CONSULTANTS (1998)

- All duties indicated with a '*' below are additional services over and above the standard GC Works 5 consultant services.
- All duties in blue text with double underline indicate amendments to the standard GC Works 5 consultant services.
- All duties with a ~~strike through~~ indicate standard GC Works 5 consultant services not applicable to this Appointment.

GENERAL DUTIES (ALL STAGES):

1. Together with the Lead Consultant, draw up and comply with common standards and procedures for the production and format of drawings and documents, the use of CAD, BIM and electronic data transfer and similar arrangements for document management.
2. Together with the Employer and other Consultants, develop, implement and maintain a project extranet website for the sharing of drawings, specification and key project information.
3. Co-operate and collaborate with the Lead Consultant so as to assist them in their role of design team leader with responsibility to give direction to the design process and to co-ordinate and integrate overall design.
4. Provide services in connection with any necessary demolition or enabling works.
5. Advise as to the need for planning approvals and, if applicable, listed building consents and conservation area consents.
6. Support the Planning Consultant in discussing planning and traffic considerations with the planning and highways authorities.
7. If necessary, revise designs to obtain planning permission or other necessary statutory consents.
8. Comment upon and have regard to:
 - a. risk to landscaping furniture and flora of vandalism and theft,
 - b. avoidance of congestion of pedestrian and vehicular traffic within the landscaped areas,
 - c. minimisation of crime and terrorist risks, including theft, assault, robbery and the concealment of terrorist devices, and
 - d. The life cycle of the landscaping works, root action, minimisation and ease of maintenance and renewal costs and the effects of ageing.
9. Review and comment on designs and specifications provided by specialist contractors, sub-contractors and suppliers performing design services in connection with the landscaping works, and co-ordinate and integrate their input.
- ~~10. Assist in procuring footpath and services diversions, requisite consents to fell trees the subject of tree preservation orders, wayleaves and similar matters including assistance at any enquiries.~~
11. Advise as to the pre-purchase of any materials or products which may be subject to long delivery periods.
12. Arrange as necessary and comment upon the analysis of soil at or for importation to the Site, the handling and storage and re-use of suitable spoil, slope stability and similar matters.
- ~~13. Prepare proposals for the management of woodland areas.~~
14. Study and make proposals for the protection of wildlife, both during and after the construction period, ~~and with regard to the management of aquatic life and aquatic vegetation in any lakes~~

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~~or ponds or watercourses~~ which are to be incorporated or retained in or affected by the Project.

15. Advise the other consultants as to building services requirements for the internal and external irrigation and drainage of the landscape features of the Project.
16. Attend periodic and ad hoc design team meetings and project meetings as the Employer, Project Manager or other consultants may reasonably request.

STAGE 1: Inception [RIBA Plan of Work Stages 0 - 2]

~~A7.1.1 The Consultant shall carry out a structural survey and submit a report to the Employer. The report to include:~~

- ~~• a description and address of the property;~~
- ~~• the dates during which the survey was undertaken;~~
- ~~• the name and qualification of the person who carried out the survey;~~
- ~~• advice on matters relating to Statutory and legal requirements including rights of support and the like;~~
- ~~• details of its present condition of the property disclosed by the survey;~~
- ~~• whether further investigation is advised including a geotechnical investigation;~~
- ~~• supporting drawings and/or photographs;~~
- ~~• recommendations (and estimated costs if applicable);~~
- ~~• an anticipated programme for completion of the Works;~~
- ~~• the name and qualification of the person signing the report who should be a Partner or Director of the Consultant.~~

A7.1.2 Receive an initial brief from the Project Manager and assist in identifying possible options, expenditure limits [and programme constraints](#). [Provide general advice on how to proceed](#).

A7.1.3 Contact the other members of the Project Team and ensure that the Services listed hereunder are fully co-ordinated with the Services provided by other Consultants.

A7.1.4 Consult as necessary with any local or other authority on matters relating to the proposed landscape design of the Works.

A7.1.5 Visit the site, evaluate the landscape implications in liaison with the other members of the Project Team, undertake such further studies as may be necessary in order to submit proposals and options to the Employer including an anticipated programme and costs and undertake all work necessary to obtain the Project Manager's approval to proceed on the basis of the agreed proposals. [Provide to the Cost Manager sufficient information to enable the production of an approximate costing of the design options](#).

A7.1.6 [Review all existing site investigation and survey information, recommend additional surveys / investigations and](#) arrange for the carrying out of any geotechnical or other investigations authorised by the ~~Employer~~ [Project Manager](#), interpret the results, and, if necessary, make recommendations to the Employer. [Provide to the Cost Manager sufficient information to enable the production of an approximate costing of the design options](#).

A7.1.7 Undertake risk assessments.

A7.1.8 Undertake value management exercises.

A7.1.9 Obtain the Project Manager's approval to proceed to Stage 2 which will include the preparation of detailed designs up to tender stage, [including the preparation of a detailed programme for the delivery of further services](#).

A7.1.10* Provide the technical drawings, reports and advice in support of a Planning Application and Environmental Impact Assessment which will be collated and submitted by the Planning Consultant and amend the strategic design proposals as directed by the Planning Consultant in order to minimise the environmental impact of the whole site development. Reference the attached Initial Scoping Brief and additional services as applicable. Obtain information as to the status of the Site under the Town and Country Planning Act 1990 and any arrangements made or contemplated under the Highways Act 1980 and as to tree preservation orders and similar matters affecting the Project. Discuss planning considerations with the planning Consultant.

A7.1.11* Examine and comment upon the proposals and designs produced by the architect, so far as these have a bearing on the landscaping of the Project.

A7.1.12* Take account of the strategic masterplan for the site within the design for HCLAF and discuss with the Employer the impact of the design on the approved masterplan, including any site wide environmental impact. Refer to the attached Initial Scoping Brief and additional services sections.

**STAGE 2: Development of the design and the preparation of tender documentation
[RIBA Plan of Work Stages 3 – 4 and including Procurement]**

- A7.2.1 Develop the design within the approved cost and submit to the Employer for approval, [giving details of proposed specification, forms of construction, construction standards and Services. The design proposals should indicate the scale and character of the landscape works in sufficient detail to enable us to agree the spatial arrangements, materials and appearance and to enable the quantity surveyor to prepare approximate costings.](#)
- A7.2.2 If necessary, advise the Employer of the need to appoint specialist firms to design and execute sections of the Works and obtain the Project Manager's approval to approach the firms concerned or obtain competitive tenders.
- A7.2.3 Where applicable, co-operate with other members of the Project Team in the preparation of a cost plan for the Project based on the overall cost approved by the Employer.
- A7.2.4 Where necessary, attend design team meetings to report on matters appertaining to the landscape design and provide advice thereon to other consultants as may be necessary.
- A7.2.5 Monitor the development of the scheme design against the approved cost and report any anticipated difficulty to the Employer including proposals for overcoming that difficulty and obtain the Project Manager's instructions in sufficient time to allow corrective action to be taken.
- A7.2.6 Where the Employer has indicated the possibility of a change to the agreed brief during the design phase, inform the Employer of the cost and programme implications and obtain the Employer's instructions. [Carry out any redesign work the Employer may request or as may be necessary to bring the estimated cost of the Works within an acceptable budget.](#)
- A7.2.7 Complete the landscape design up to tender stage and provide all information necessary for the completion of tender documentation, [including but not limited to the preparation of Production Information and detailed specifications. The proposals are to be developed in sufficient detail to obtain the Employer's approval of the proposed materials, techniques and standards of workmanship. Co-ordinate the proposals made by other consultants, specialist contractors or suppliers; obtain quotations and other information in relation to specialist landscaping work.](#)
- A7.2.8 If applicable make recommendations to the Employer on the suitability of firms who may be invited to submit tenders for the landscape Works and obtain instructions.
- A7.2.9 Ensure that all drawings, specifications, schedules, or other documents necessary for the placing of the construction contract are completed and are fully co-ordinated, are in accordance with the brief approved by the Employer and are available on the programmed date.
- A7.2.10 Prepare such calculations and details relating to the Works as may be required for submission to any appropriate authority and obtain any necessary approvals.
- A7.2.11 ~~Ensure that a pre-tender cost check is prepared based on the tender documentation and inform the Employer of the result of that check.~~ [Support the Cost Manager in the production of a pre-tender estimate, based on the tender documentation.](#)
- A7.2.12 Undertake value management exercises.
- A7.2.13 Undertake risk assessments.
- A7.2.14 Obtain the Project Manager's approval to proceed to Stage 3.
- A7.2.15* In conjunction with the other consultants, prepare a report and cost plan in respect of the final design, illustrating the scheme in scale plans, sections and elevations and specifications in sufficient detail to enable the Employer to approve spatial arrangements, materials and appearance, and reporting as to all the above issues required to be dealt with under this work stage.
- A7.2.16* Prepare and provide the [Lead Consultant](#) such information as may be required relating to general and landscape architectural matters for inclusion in the pre-construction phase plan.

STAGE 3: Covering tender stage (including both first and second stage tenders under the two stage design and build contract) [RIBA Plan of Work Stages – Procurement]

- A7.3.1 Discuss with the Employer the need for site inspection staff and obtain instructions.
- A7.3.2 Agree final arrangements for the obtaining of tenders with the Employer.
- A7.3.3 Prepare further designs, specifications and drawings as necessary for the information of the contractor executing the Works. [Revise any design information as may be required to adjust the tender sum.](#)
- ~~A7.3.4 Invite tenders from contractors included on the list approved by the Employer and arrange for tenders to be returned direct to the Employer in accordance with the Employer's tendering procedure.~~
- ~~A7.3.5 Copy all correspondence regarding the obtaining of tenders direct to the Employer.~~
- A7.3.6 Examine tenders received and, in liaison with the other members of the Project Team, make recommendations to the Employer and advise on any corrective action which may be required if the lowest tender is higher than the approved cost for the Works and obtain the Project Manager's instructions.
- A7.3.7 Obtain the Project Manager's instructions regarding the acceptance of a tender, [including providing assistance to the Employer in negotiating prices and contractual matters with contractors.](#)
- A7.3.8 Undertake value management exercises.
- A7.3.9 Undertake risk assessments.
- A7.3.10 Obtain the Project Manager's approval to proceed to Stage 4.
- A7.3.11* With the other consultants, negotiate an information release schedule with the Contractor prior to the award of the Building Contract.
- A7.3.12* Raise with the Project Manager for discussion the inclusion in the Building Contract of appropriate requirements for the Contractor to prevent or minimise inconvenience, danger, disturbance or nuisance to third persons who are likely to be adversely affected by the carrying-out of the Works. Take steps to see that such appropriate requirements are included in the Building Contract.
- A7.3.13* Once the Employer is ready to enter into the Building Contract, confirm to the Project Manager in writing that so far as concerns matters within your responsibility or knowledge, a state of readiness has been achieved for construction to commence and to proceed in accordance with the proposed construction programme, or notify the Project Manager of any respects in which that is not the case.

STAGE 4: Covering the construction and operations on site [RIBA Plan of Work Stage 5]

- A7.4.1 In collaboration with the other members of the Project Team, assist the Project Manager in administering the terms of the Works contract during operations on site and relating to the completion of the Works including (but not limited to) all activities in connection with the adjudication of disputes between the Employer and the Contractor.
- A7.4.2 Attend the regular meetings with the Contractor and other members of the Project Team as necessary in order to monitor the progress of the Works and the Contractors need for design information.
- A7.4.3 Visit the site at regular intervals during the construction of the Works in order to inspect the quality of the work and to monitor progress and ensure that the Works are executed in accordance with the construction contract.
- A7.4.4 Ensure that rigorous safety policies are in place and are implemented by the Contractor and that there is adequate protection for the public and others. Ensure that all Health and Safety Statutory requirements are being observed by all those responsible for either designing or constructing the Works and that adequate monitoring procedures are in place to ensure day to day compliance.
- A7.4.5 Ensure that rigorous quality management procedures are in place throughout the construction phase.
- A7.4.6 Advise the Project Manager on the need for special inspection and tests and, following approval, arrange for the inspection or tests to be undertaken.
- A7.4.7 Inform the Project Manager of any contractual difficulties which may arise during the course of the construction contract and obtain the Project Manager's instructions.
- A7.4.8 Establish post construction contract cost control procedures in order to ensure financial control covering the issue of instructions which may vary the Works and the issue of cost reports to the Project Manager ~~and ensure that the instructions are fully in accordance with Condition 27 (Variations).~~
- A7.4.9 Inform the Project Manager four weeks prior to the anticipated date of Practical Completion.
- A7.4.10* Provide Production Information at the times required under the Building Contract.
- A7.4.11* Inspect materials delivered to the Site.
- A7.4.12* As appropriate, instruct sample-taking and the carrying out of tests of materials and workmanship and examine the conduct and results of such tests whether on or off-site.
- A7.4.13* As appropriate, visit the sites of the extraction of materials or assembly of components to inspect materials or workmanship before delivery to Site.
- A7.4.14* Arrange for photographers to take and catalogue periodic progress photographs.
- A7.4.15* Monitor and report to the Project Manager upon the progress of the Works against the Contractor's programme. During Site visits, monitor compliance by the Contractor with any provisions of the Building Contract for the avoidance or minimisation of inconvenience, danger, disturbance or nuisance to third parties.
- A7.4.16* Review of landscape architectural related design information for the exterior of the building during Contractor design.
- A7.4.17* Review of landscape architectural work package submittals for compliance with design intent documented in the Employers Requirements. Comment on any aspects of the proposals which do not or appear may not comply with the Employer's Requirements either requesting this is changed to comply or that further information is provided demonstrating compliance. Comment on other aspects of the proposals which appear to comply with the Employer's Requirements but which you believe the Contractor may wish to modify (more clarity, alternative solution, etc.). Any actions on these comments are entirely at the Contractor's decision.
- A7.4.18* Technical support and technical advice in the form of answers to Request for Information as related to landscape architectural design during the construction period.

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- A7.4.19* Support and advise the Employer with regard to regulatory compliance of the design information developed by the Contractor Team.
- A7.4.20* Provide support to reconcile comments between the Contractor Team, TPI User Team and the Employer's Project Manager on design information being prepared by the Contractor.
- A7.4.21* Support the Project Manager in the Change Control Process based on input from the Employer and the Contractor, where appropriate
- A7.4.22* Provide support to review and advise on issues related to reconciliation of design proposals and contractual requirements via the Request for Project Manager's Instruction (RFPMI) process.
- A7.4.23* Review information issued by the Contractor.

STAGE 5: Covering completion [RIBA Plan of Work Stage 6-7]

~~A7.5.1 Where relevant provide the Employer with a set of record drawings.~~

A7.5.2 Issue a list of defects to the Contractor at the appropriate time in accordance with the terms of the Works contract.

~~A7.5.3 Report on the final costs of the Works to the Employer.~~

~~A7.5.4 Where relevant, issue a Final Certificate to the Contractor.~~

A7.5.5 In the event of any arbitration or litigation, prepare any necessary documentation and reports and, if required by the Employer, attend any hearings acting as a witness (and subject to the payment of an additional fee ~~in accordance with Condition 46 (Payment for changed Services and variations).~~

A7.5.6* Monitor the work of maintenance and replanting to be carried out by the landscaping contractors during the rectification period or season's maintenance period under the relevant contracts or sub-contracts and prepare final snagging lists of the landscaping works at the expiry of the rectification period or periods.

A7.5.7* Prepare maintenance and replanting and soil management programmes for the completed development. If instructed, arrange land management and maintenance contracts for internal and external landscaping.

A7.5.8* Assist the Project Manager to prepare a completion report to the Employer showing:

- A comparison between the outturn cost and the approved budget cost.
- The actual expenditure against sums included in the contract for specialist works and provisionally measured work.
- The costs included against any Variation or Price clause.
- The expenditure against approved variations and additional works authorised by the Employer.
- A comparison of programmed dates against actual dates achieved.
- Any lessons obtained from the scheme which could be applied to future projects
- The performance of project participants.

A7.5.9* Use all reasonable endeavours to procure that the Contractor rectifies the defects within a reasonable time and issue a Certificate to the Contractor when all defects have been made good. Use all reasonable endeavours to procure that operational-critical defects are rectified prior to operational start Use all reasonable endeavours to procure that operational-critical defects are rectified prior to operational start to ensure the Employers deadline are not jeopardised.