

## LANDSCAPE CONSULTANT'S SCOPE OF SERVICES & SCHEDULE OF FEES

### S1: LANDSCAPE DESIGN SERVICES January 2019

This is the Scope of Service and Schedule of Fees referred to in the foregoing Memorandum of Agreement between the following Client and Landscape Consultant:

<b>THE PROJECT</b>	<b>Recreation Ground. Planning Application</b>
<b>SITE ADDRESS</b>	<b>Wier Meadow, Ide</b>
<b>CLIENT</b>	<b>Ide Parish Council</b>
<b>LANDSCAPE CONSULTANT</b>	<b>David Wilson Partnership Limited</b>

<b>PLAN OF WORK - STAGES</b>	
<b>S1 - 0</b>	<b>Strategic Definition</b>
01	Obtain from the Client information on ownership, legal interests, site information and any other matters which may influence the development or management requirements of the project.
02	Assist the Client to define the initial project requirements.
03	Visit the site and carry out an initial site appraisal and report findings
04	Advise the Client of their duties under the Construction (Design and Management) Regulations 2015 (CDM Regulations 2015).
<b>S1 - 1</b>	<b>Preparation &amp; Brief</b>
01	Agree the project scope, the brief, programme, finance, consultations and key stakeholders.
02	Agree the scope of services to be provided by the Landscape Consultant and other consultants, the fee basis for the services and the design programme. Agree the design responsibility matrix.
03	Carry out the duties of a Designer, throughout all Work Stages, as defined in the CDM Regulations 2015.
04	Arrange for topographical or other surveys to be obtained.
05	Provide alternative solutions for review with the Client, including their technical and financial implications.
06	Advise on the need to obtain planning permissions and other statutory requirements.
07	Contribute to the development of the final design brief from the Client's initial project requirements.
08	Assist with fundraising and engagement of other consultants and specialists for the project.
<b>S1 - 2</b>	<b>Concept Design</b>
01	Develop concept design proposal options and co-ordinate information with other project team members.
02	Prepare initial outline specifications and provide information for approximate estimate of construction costs by others.
03	Attend/host design team meetings or presentation meetings
<b>S1 - 3</b>	<b>Developed Design</b>
01	Develop the concept proposals indicating spatial arrangements, construction materials and appearance
02	Prepare outline specifications and schedules of materials and maintenance.
03	Consult with statutory authorities
04	Provide developed detailed information for preparation of estimate of construction costs.
05	Liaise and co-ordinate with other project team members as required.
06	Make detailed applications for planning / other statutory approvals.

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Stages	Element	Fee Basis (Time/Lump/ Percentage/ Other)	Total Fee (£)	Payment Terms	
				Monthly	Stage
Plan of Work	<b>Refer to attached Scope of Services S1</b>				
S1 - 0	Strategic Definition	Lump Sum	£1,500		X
S1 - 1	Preparation and Brief				
S1 - 2	Concept Design				
S1 - 3	Developed Design	Lump Sum	£3,750	X	
S1-9	Other Services (CDM PD)	Lump Sum	£50		X
		<b>TOTAL</b>	<b>£5,800</b>		

EXPENSES & DISBURSEMENTS		TOTAL (£)
Printing, Travel, Accommodation, Subsistence included in the above fee. Disbursements such as statutory applications will be paid direct by the Client:		

TIME CHARGES		
Grade	Rate/Hour (£)	Daily Rate (£)
Director/Partner		500
Technician		350
Other		