



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

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Revised Work Stages - 2009

1. Standard service:

In a standard service agreement the Landscape Architectural Professional is appointed to fulfil the obligations provided as described below. The essential functions of each work stage relevant to the standard service are identified herein as:

Stage 1: Inception

Receive, appraise and report on the client's requirements with regard to:

- the client's brief
- the site, rights and constraints
- the budgetary constraints
- the need for additional consultants
- the anticipated project programme
- the methods of contracting and appointment

Stage 2: Concept and viability

- Prepare a conceptual / initial design and site layout
- Advise on site arrangements and planning relationships
- Proposed materials and intended site services
- Establish the technical and functional characteristics of the design
- Check the conformity of the concept with the rights to use of the land
- Review the anticipated costs of the project
- Review the project programme

Stage 3: Design development

- Confirm the scope and complexity
- Review the design and consult with local and statutory authorities
- Develop the design, construction system, materials and components
- Incorporate site services and coordinate with the work of consultants
- Review the design, costing and programme with the consultants

Stage 4: Documentation and procurement

- Complete technical documentation and complete primary co-ordination with other consultants
- Confirm material specifications and extent of works for implementation
- Review the costing and programme with the consultants
- Obtain the client's authority
- Complete **construction documentation**
- Confirm method of tendering and proceed with the process of calling for tenders
- Adjudication of tenders received and compile recommendation report
- Obtain the client's authority for the execution of the works
- Finalise documentation for the execution of the works (working drawings)

Stage 5: Construction

- Administer the landscape contract or subcontract
- Issue construction documentation and related instructions
- Initiate and /or check sub-contract design and documentation as appropriate

- **Inspect the works** for conformity to the **contract** documentation
- Administer and perform the duties and obligations assigned to the clients agent in terms of the obligations provided for the forms of contract
- Oversee commissioning of equipment
- Issue the certificate of **practical completion** portion of responsibility

Stage 6: Close out

- Monitor establishment of landscape elements
- Facilitate the **project** close-out, including the preparation of the necessary documentation to effect completion, handover and operation of the project
- After the contractor's obligations with respect to the landscape contract are fulfilled, issue the certificates related to contract completion
- Provide the client with as-built drawings and relevant technical and contractual undertakings by the contractor and sub-contractors

2. Apportionment of fees between work stages:

The fee applicable to each work stage is apportioned according to the table below and may be adjusted by agreement:

Work stages 1 to 6	Proportion of fee	Cumulative total
1	5%	5%
2	15%	20%
3	15%	40%
4	30%	65%
5	32%	97%
6	3%	100%

The provisions shall become effective as of 1 January 2009