



## **HELIOS LAND DESIGN**

*Jeff Thibodeau, MLA, Principal*

*PO Box 100*

*Brewster, MA 02631*

*508-237-9000*

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### **STANDARD SCOPE OF WORK PROPOSAL**

Date:

Client Name and Address:

Re:

*Dear Client,*

*Thank you for the opportunity to provide this landscape design proposal. Please find a detailed Scope of Work and cost proposal below. If you have any questions, please ask. I look forward to working with you on this project.*

#### **Phase 1: Site Inventory and Base Plan Development**

- As a basis for the entire design process, we will need to start with an accurate and comprehensive site survey plan. During this Phase, Helios Land Design (HLD) will assess the existing conditions of the property including topography, plant material and other pertinent landscape conditions using existing conditions map(s) provided by you (Client) and collecting additional information. In addition to the Engineer's Survey Plan (provided by Client), we will need to research records and maps found at Town Hall in the Building, Health, Conservation, etc. Departments. These plans may provide information including locations of utilities, property lines, building(s), topography, roads/drive, etc. Additional information will need to be collected via on site measurements such as the location of important trees, fences, walls, and other site features. We will also take photos, make sketches, take site measurements, inventory vegetation/habitat information and other existing conditions.
- Simultaneously, HLD will research pertinent regulatory standards governing design of the project including, but not limited to, local (Town) and regional (Cape Cod Commission, etc.) zoning bylaws, design guidelines, and regulations. Foremost among these will be zoning setbacks/thresholds and approved plant and materials lists. HLD will use these standards to help direct design layout.
- After inventory is completed, an Existing Conditions Plan will be prepared to serve as the basis for design. Preparation of the Existing Conditions Plan is essential in order to successfully integrate proposed design ideas.

Note:

1. *(HLD cannot ensure that all applicable laws and regulations will be reflected in the final design nor that the design will be permitted by permitting authorities. No permitting work will be conducted by HLD during this Phase).*

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#### **Phase 1 Cost:**



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## Phase 2: Conceptual Design

- During Phase 2, HLD will prepare an initial conceptual landscape design for review by the Client. Proposed design concepts will be based on the overall design objectives of the project related during our initial meeting, as well as site conditions and other pertinent factors. During this process Helios Land Design will work closely with you to evoke your vision and project goals while providing new ideas for consideration. This Phase will involve discussions, walks around the property, and frequent communication to ensure that your vision and needs are reflected in the design. From this basis, A *Conceptual Design Plan* will be prepared on tracing paper incorporating your design objectives and our collective ideas for meeting them. The *Conceptual Design Plan* will show general locations for plants and other landscape elements. HLD will also prepare a general plant palette of proposed plants from which we will together choose a final plant list to work from. We will then have one (1) meeting to review the Plan and make changes.
- All changes will be incorporated into the Final Conceptual Landscape Plan, which will be drawn in AutoCAD format for easy integration with other disciplines, file sharing, copying and edits. Exactly one hard (24"x36" paper) copy will be provided along with a digital version of the Plan (if requested). This will conclude the Conceptual Design Phase.

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### Phase 2 Cost:

## Phase 3: Schematic Design

- Upon conclusion of Conceptual Design, we will move into the more specific Schematic Design phase, during which landscape plantings and other features will be more specifically located and identified. Per your direction, the Conceptual Plan will be transformed into a *Schematic Landscape & Planting Plan* which will locate and identify proposed landscape elements including plants, paving, walks, shed locations, fencing, sculptures, furnishings, etc. Sketches, plans, photos, written reports and drawings may be prepared to convey design and planning concepts. We will have one meeting during this Phase to look over product catalogs to identify plant materials, pavements, and other materials. Additional communications on products will be conducted by phone and email if needed.
- At the conclusion of Schematic Design, a 24"x36" *Schematic Landscape & Planting Plan* will be provided to illustrate design concepts and to specifically identify and locate all plants and other materials. This Plan will provide everything needed for the project to be bid upon and built by a landscape contractor. Exactly one hard (24"x36" paper) copy will be provided along with a digital version of the Plan (if requested). This will conclude the Schematic Design Phase.

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### Phase 3 Cost:

## Phase 4: Design Development

- If you choose, under your authorization HLD will begin with the Design Development phase, during which we will specifically identify proposed landscape materials including plants, pavements, etc. We will look at catalogs and possibly visit plant nurseries and stone yards to identify exactly which items you want as part of the final design. We will focus on choice of plant materials, stone/pavements/ furnishings and amenities such as fountains (if applicable), light fixtures (if applicable) etc. As part of this Phase, HLD will also prepare a preliminary cost estimate to assist you in the bidding and negotiation Phase of this project. Exactly one (1) visit with you will be conducted during this phase. This will be conducted on an hourly basis separate from this Scope of Work, as needed.

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### Phase 4 Cost:

*To be billed hourly if needed and with Client's authorization*



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**Phase 5: Construction Documents**

- If you choose, under your authorization HLD will produce Construction Documents suitable for bidding the proposed work among several contractors. These will be measured drawings showing the pavements, grading, planting and construction details for the proposed design. Specifications will be prepared (if necessary) to identify standards for plants and construction materials and to establish warranty periods for the completed work. Helios Land Design will provide one (1) meeting with the Client during Construction Documents phase.

*(Note: Helios Land Design shall not control or be responsible for construction means, methods, techniques, schedules, sequences or procedures; or for construction safety or any other related programs; or for another parties' errors or omissions or for another parties' failure to complete their work or services in accordance with Helios Land Design's documents.)*

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**Phase 5 Cost:** *To be billed hourly if needed and with Client's authorization*

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**Phase 6: Bidding and Negotiation:**

- If you choose, under your authorization HLD will assist in the bidding and negotiation process in identifying, evaluating and negotiating with suitable landscape contractors. This will be conducted on an hourly basis separate this Scope of Work, as needed and with your authorization.

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**Phase 6 Cost:** *To be billed hourly if needed and with Client's authorization*

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**Phase 7: Construction Observation**

- If you choose, under your authorization Helios Land Design will provide construction observation services during the construction process to ensure that the design is being constructed according to the highest quality standards and to the design intentions. Construction Observation will include such tasks as layout, staking of plant material locations, delivery assistance, hands on labor, etc. This will be conducted on an hourly basis separate this Scope of Work, as needed and with your authorization

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**Phase 7 Cost:** *To be billed hourly if needed and with Client's authorization*

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**Phase 8:Permitting**

- If review and approval of this project is required by local Design Review, Historic District, Community Association or any other agency or body, if authorized by the Client, HLD will prepare application forms, drawings and illustrations etc. for presentation to the pertinent authorities to assist in obtaining the necessary permits and approvals. This will be conducted on an hourly basis separate this Scope of Work, as needed and with your authorization

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**Phase 8 Cost:** *To be billed hourly if needed and with Client's authorization*

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If you accept this Scope of Work agreement outlined above, please sign below to indicate your approval and I will then send along my standard contract form incorporating this Scope of Work as an Addendum and we can begin.

We sincerely look forward to working with you on your exciting new project!  
Sincerely yours,

Jeff Thibodeau, MLA



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Standard Scope of Work Proposal

Helios Cape Cod, LLC [Helios Land Design]

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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