

ATTACHMENT C: LANDSCAPE ARCHITECT'S SCOPE OF WORK

Landscape architectural services shall include typical full scope of services. The items below are intended to assist the consultant to ensure that, at minimum, the items listed are included in the scope of services provided. This list is not intended to be exhaustive.

PART A: DESIGN SERVICES

1. Undertake data collection and base plan preparation.
2. Hire surveyor and prepare an up to date topographic survey, if necessary.
3. Hire sub-consultants to include, as required by the design; a structural engineer to certify design of all proposed and as-built structures inclusive of footings to be structurally sound as well as provide BCIN; an electrical engineer to certify electrical work and obtain ESA (Electrical Safety Authority) certificate; a civil engineer to certify the proposed and as-built civil works have been designed and constructed properly- The landscape architect shall include surface grading and drainage as well as sub-drainage where required as part of the full scope of landscape architectural services.
4. Contact development engineer to obtain composite utility plans (above and below ground) including any easements which may affect the design or installation for inclusion on landscape plans.
5. Undertake detailed analysis of site and context.
6. Undertake schematic design work for review by City staff
7. Meet with the City staff as needed to develop a minimum of 2 alternative concepts.
8. Prepare and submit cost estimates complete with signed OALA seal, to ensure design concepts can be built within the allotted budget. Amend plans if required to meet budget.
9. Undertake public consultation meeting with area residents (one evening meeting) including the presentation of the rendered park concepts. Evening meeting shall include display panel boards (at either 24"x36" or 36"x48" sized for future City Storage) as well as prepare a PowerPoint presentation of the boards for the evening meeting.
10. Amend/ combine concepts as required, to develop a preferred design concept in preparation for developing working drawing package.

PART B: WORKING DRAWINGS AND TENDER DOCUMENT SERVICES

1. Prepare working drawing package of the preferred design.
2. Meet with City staff to refine working drawings as required, until approved by City.
3. Submit revised cost estimates complete with signed OALA seal, to ensure design concepts can be built within allotted budget. Amend plans if required to meet budget.
4. Secure all necessary permits and agency approvals for the work as required
5. Prepare final working drawings, specifications, tender documents, cost estimates and contract documents to City standards for city approval and bidding of the work.
6. Provide the City with 2 sets of tender documents (specifications and drawings) for tender.
7. Attend bidders meeting and document questions arising from the meeting. Provide answers to the City for questions arising.
8. Assist the developer in its tendering process and be responsible for technical inquiries and/or clarifications, preparing draft addenda for issue by the developer regarding bid documents requirements
9. Review bids for accuracy and provide recommendations.

PART C: CONTRACT ADMINISTRATION AND WARRANTY SERVICES

1. Undertake Contract Administration to Final Completion
2. Arrange and host pre-construction meeting
3. Undertake periodic construction meetings as required including weekly site meetings during active construction.
4. Prepare and distribute all meeting minutes with contractor
5. Review project schedule on an ongoing basis and assist the contractor in resolving matters affecting the contractors schedule
6. Review contractors construction layouts, provide recommendations to City staff and obtain City approval.
7. Provide recommendations to City staff and obtain approval from City for additional work or work deleted from contractor contract. Prepare Change Orders and obtain City authorized signature. The landscape architect shall provide an ongoing spreadsheet listing all items included for all contemplated changes, all City agreed to changes, any previously issued change orders, and the remaining funds in the contingency.
8. Provide recommendations to City staff and obtain approval from City for additional work or deleted work.
9. Review shop drawings, contractor requested plant and other substitutions or changes, provide recommendations to City staff and obtain City approval prior to directing contractor or proceeding with the works.
10. Review on-going construction to ensure compliance with the contract drawings and specifications. If construction is not compliant with documents, note deficiencies and discuss with City for review and direction. Issue instructions to contractor as required.
11. Visit the site each time the contractor makes a claim for payment to review the work performed. City's policy does not permit acceptance of 'redlined' invoices. Return invoice to contractor for revisions with current date, amount claimed, proper purchase order number, etc. if invoiced incorrectly by the contractor.
12. Provide Progress Payment Certificate to the City signed with an OALA seal within 10 business days of receipt of an acceptable invoice from the contractor
13. Be responsible for keeping track of all dates of each milestone listed herein, and perform on site inspections for same, including a follow-up certificate for each of; substantial performance, total completion/start of warranty (showing anticipated end of warranty), one year warranty, two year warranty, and final completion/ end of warranty. Include necessary follow-up inspections to ensure contractor compliance with inspections as required . Perform final certification to the City by way of a final completion certificate identifying that all the work has been completed in general conformance to the plans and specifications and that the warranty has now ended.
14. Provide the City with a maintenance manual after Substantial Performance which includes the following:
 - As-built drawings (landscape architect is responsible to obtain one full size set and one reduction to 11"x17" from the contractor, in addition to PDF with full size drawing)
 - Park manual including statistics and maintenance items:
 - Legal description (also include this item on tender set)
 - Park location (also include this item on tender set)

- Total area (also include this item on tender set)
- CSA certification of as-built playground(s) (may be obtained from the contractor or the playground supplier or installer). An independent playground inspector is required, the landscape architect is responsible to obtain testing results.
- ESA safety certificate for electrical works (may be obtained from the contractor or electrical sub-consultant)
- Number of coniferous & deciduous trees, shrubs, groundcovers.
- Recommended maintenance schedule of park including watering schedule, turf cutting schedule, etc.
- Linear length of pathways
- Identifying all park facilities (soccer fields and their sizes, tennis court and their sizes, water play facilities, Junior and/or Senior Playgrounds etc.)
- Start and targeted end of warranty period
- End of Warranty and Certification of works by Landscape Architect certifying that the works have been completed in general conformance to the landscape plans and specifications, and that all deficiencies and warranty obligations have been completed. The certificates shall be affixed with the full members OALA seal signed and dated.