

Working with your Landscape Architect:

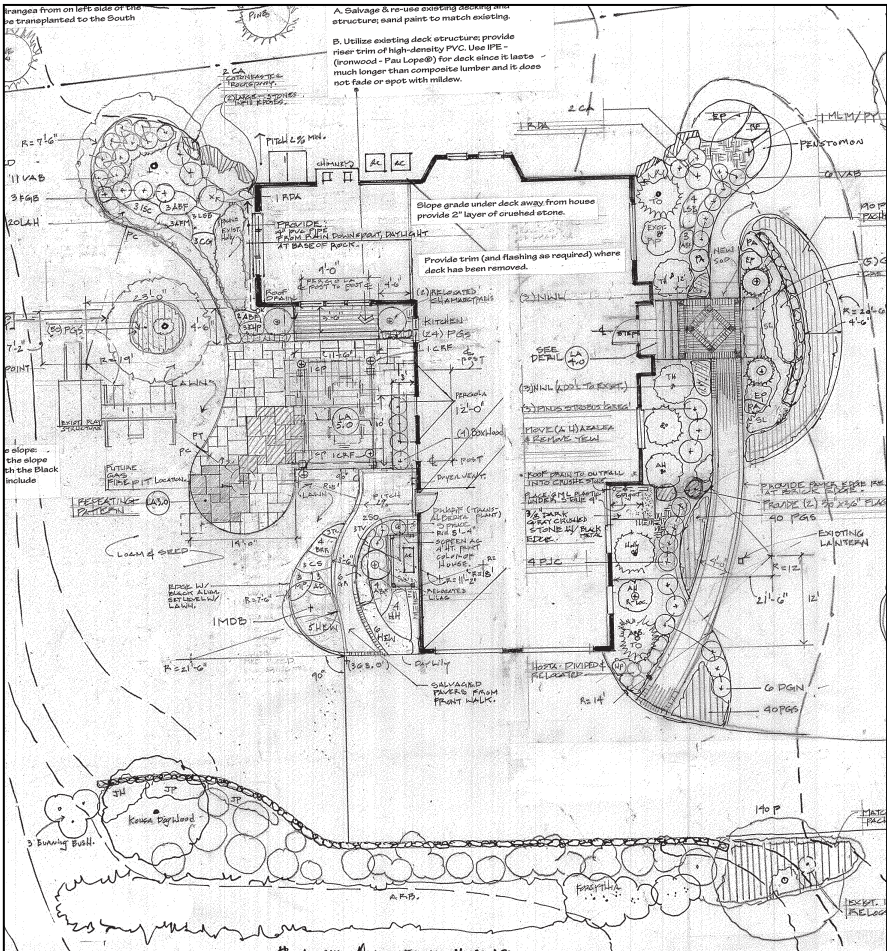
A Guide for Homeowners



A GUIDE FOR HOMEOWNERS

Dale Design Landscape Architecture is pleased to provide you with this guide to help you as a homeowner understand our services and the functions and responsibilities of a landscape architect, and to help you prepare for our meetings and work together.

Please call us for a complimentary consultation.



Copyright 2015

Dale Design, Inc. Landscape Architecture

38 Montvale Avenue Ste. G60 Stoneham, MA 02180

tel: 781 435.2277

147 Cambridge Street Winchester, MA 01890

tel: 781 729.3541



RESIDENTIAL LANDSCAPE ARCHITECTURE

For you, our residential client, we focus our skills on creating thoughtfully conceived outdoor spaces – environmentally appropriate and low maintenance landscape designs that fulfill your vision for your property.

Our goal is to create for you an inspired, beautiful, timeless landscape design that will bring out your home's natural beauty and realize the greatest potential for your home's outdoor spaces. We offer a range of services to you or to your contractor or architect;





We offer a range of services to you or to your contractor or architect.

❖ **Program & site analysis**

How do you wish to use your land, and for what purposes can it most enjoyably be used?

What are the conditions of the land, and what special circumstances, opportunities, and constraints will we consider in our design process?

❖ **Site layout & planning, including the siting of homes & out buildings**

What is the most pleasing, cost effective and environmentally sustainable arrangement of uses and structures on your land?

❖ **Planting & garden design & restoration**

Perennial gardens
Kitchen & potager gardens
Naturalistic landscapes
Wetlands and ponds
Roof top and container gardens

❖ **Hardscape design, including layout, design, & material selection**

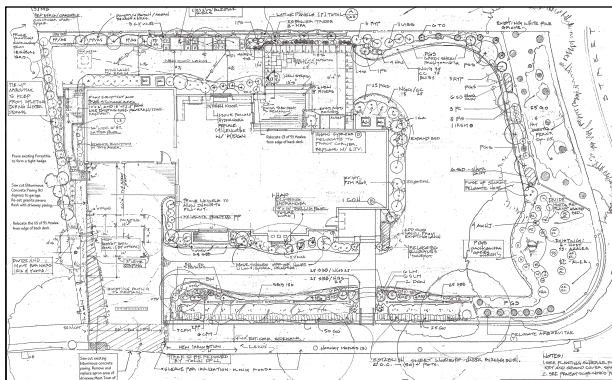
Driveways and walkways,
Terraces, decks, and courtyards
Outdoor entertainment spaces

❖ **Design & selection of landscape architectural features**

Pergolas, arbors, and shade structures
Fountains, water gardens, and pools
Site furnishings

GETTING STARTED

Often a landscape seems to have just “happened” that way, but many beautiful and highly useful outdoor spaces are, in fact, the result of a phased, highly creative, and collaborative process.



OUR FIRST MEETING

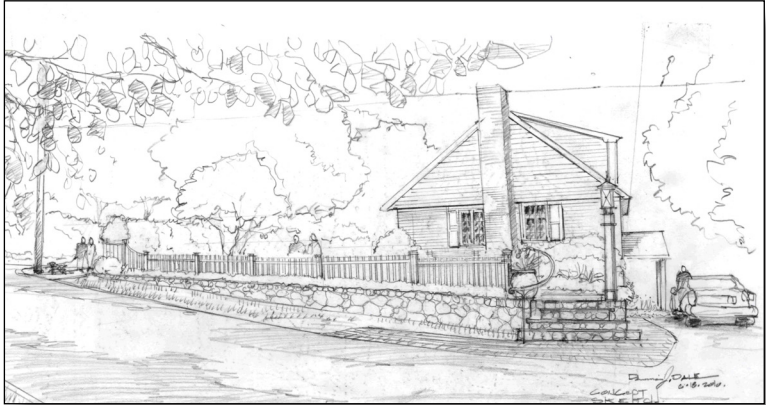
To begin the process, we will first meet with you to gather as much information as you can share about the property and about your goals for the property. We will walk the site with you, to get a feel for your land, to begin to visualize the opportunities and hidden assets of your property, and to begin to explore your goals and objectives – your ‘program’ for your property.

We will also ask you for a general sense of your budget, so that our planning and design work is addressing an appropriate scale of landscape construction.

Depending on your project's scope we will likely recommend you obtain a survey of your property.

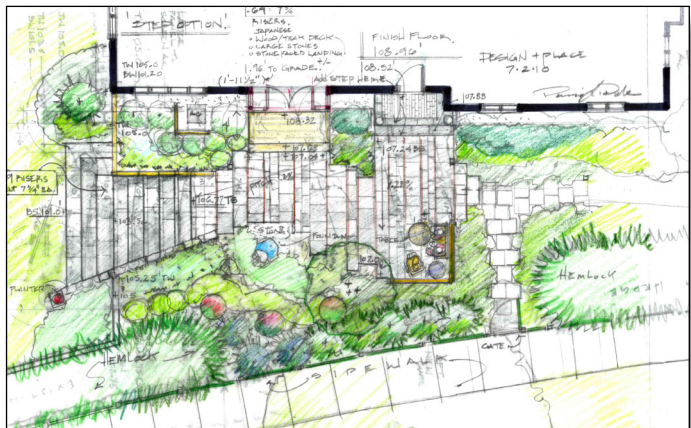
Long-range planning & vision

You may have short-term, mid-term, and long-term goals for your land. We are able, over the course of our work together, to help you crystalize your wishes into a well-developed plan for execution over one season or many years. This Master Plan is intended to provide you with a framework for making ongoing decisions. Your property's Master Plan is a dynamic document that we can revisit with you as your goals and needs change over time.



THE PROPOSAL

At this point, we will prepare for you a Proposal for Services that describes our understanding of the Scope of Services you need, details our fee for the work, and describes the sequence of payments. Some aspects of the design work in the Proposal may require that we use the services of a sub-consultant on your behalf. This may include consultants in the areas of lighting design, pool and fountain systems, irrigation systems, garden structure engineering, and/or large scale storm drainage engineering. We will propose these consultants to you either in our initial Proposal or later in the process, for your approval, as the need for consultants arises.





A PHASED & COLLABORATIVE PROCESS

If you accept our proposal, we will then proceed to begin our work together, in a phased process.



DESIGN PHASES

In the **Schematic Design Phase** of our work together, we will develop for you a set of preliminary drawings, sketches, and 'image books' that reflect your program, within the constraints of your site and your budget. 'Image books' are tools we use, in conjunction with our drawings and sketches, to convey our design concepts to you through photographs and other images.

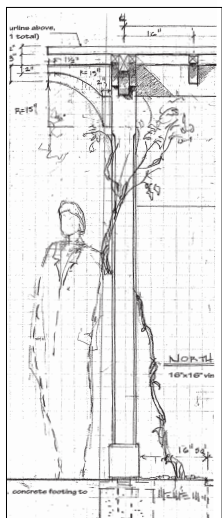


Historic Properties

Special Note:

If your property has historic value or is governed by historic preservation guidelines, we will research and document these qualities and characteristics, to ensure that the design is consistent with historic themes and carefully integrates new work with historic elements.

In the **Design Development to Final Design Phase**, we will take the input from your review of our Schematic Design, and develop and present to you a more complete design for your review and feedback. Over a series of meetings together, we will review and refine our design concepts. We will prepare and present to you the Design Development and Final Design Drawings. We will have made sure that our design is in compliance with the known codes and regulations that apply to your property.



Depending on the scope of your project, the Design Development and Final Design Drawings can range from a simple one-sheet plan on which we convey all the information about plants, paving, and decks, to a multi-page set of plans that also may include sections, elevations, and details to more clearly describe our design intent.

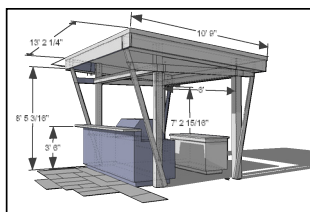
The plans will include all the information for adding to your property or modifying existing landscape structures, roadways, walks, terraces, walls, fountains, decks, pools, and plant materials.

We will also provide a '**plant schedule**' that lists the exact genus and species and number of plants to be added to your property, and sometimes also a 'plant removal and relocation schedule' that details those plants that are to be taken out, or lifted and relocated for later transplanting.

With the final drawing(s) complete, it may be an appropriate time to review the project budget to make sure it is in line with your goals.



CONSTRUCTION DOCUMENTS & APPROVALS



When all the design decisions have been made, our final product at this phase is a set of **Construction Documents**.

If needed, at this point, you may call upon us to help you obtain project approvals from your town or property association or other authority. You may ask us to make a presentation to your zoning board or the owners of abutting properties. If these services were not anticipated when we first wrote our Proposal, we will provide these to you as Additional Services that we will bill you for at an agreed upon rate, over and above our initially proposed fee.





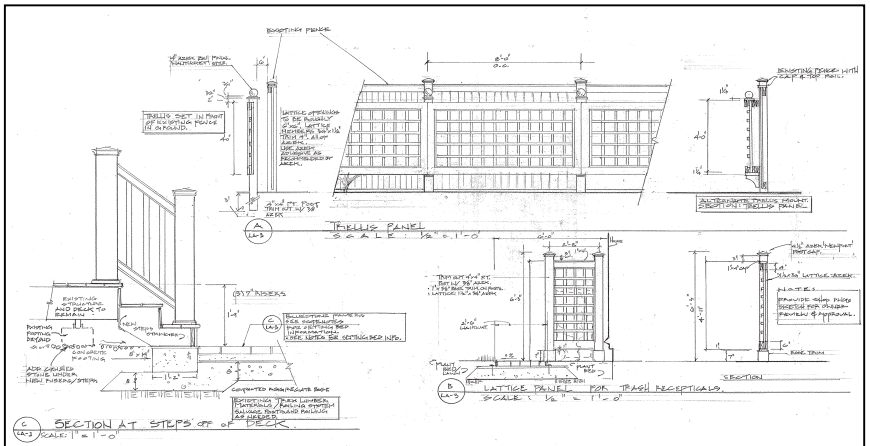
BIDDING PHASE

In this phase, if you wish, we are available to submit the Construction Documents on your behalf to a set of contractors for bidding. Our services at this phase will include qualifying the contractors, submitting the bid package, assembling the bids, preparing Bid Comparison documents, and assisting you in your selection of a contractor.



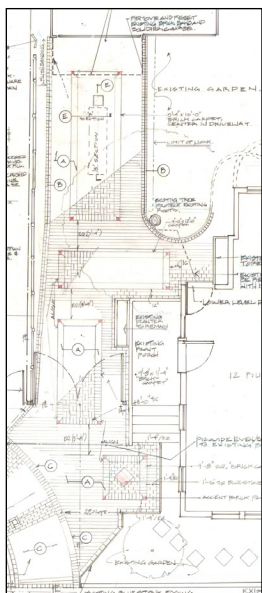
CONSTRUCTION PHASE

Once construction has begun on your property, it is essential that we provide construction observation services to you, so that we can observe the progress of work to see that it is executed in a way that is consistent with design intent. We will report to you any inconsistencies that we observe, and, with your permission, will ask your contractor to remedy these problems. We will review the site when the contractor has completed his work, to let you know that, in our view, the work is completed in an acceptable manner.



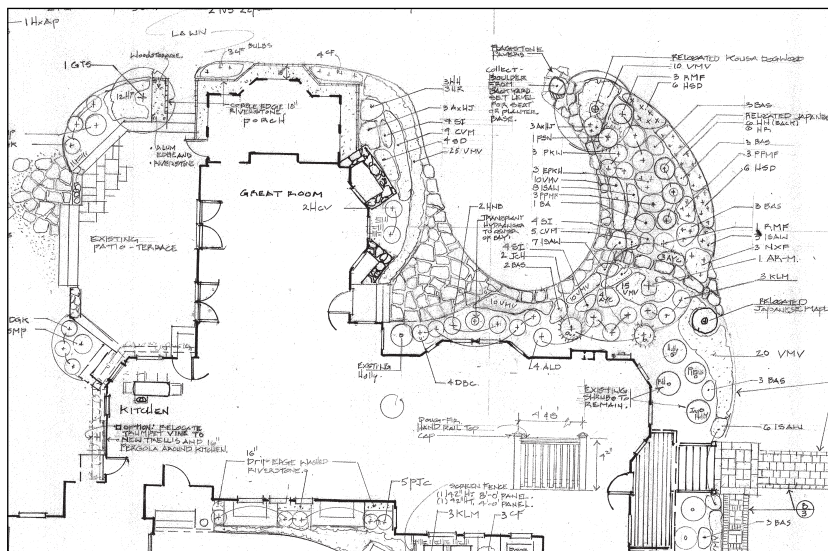


POST CONSTRUCTION PHASE



After the mulch is laid, the driveways are swept, and the trucks are gone, we are available to provide ongoing advice to you about how to maintain the health and beauty of your landscape. We can provide you with landscape maintenance guidelines, and visit your property seasonally to monitor its progress and evolution. Landscapes are living, dynamic creations that express their potential, and their needs, over many years. As your Landscape Architect, we retain a pride of authorship and artistry that binds us to you and your property over the years.

We hope that you will continue to call on us for advice and ideas – small and large, simple or complex. Our goal is to create lasting, timeless, beautiful, and useful outdoor spaces that allow you to love your home through all the seasons of the year.



LICENSURE

Professional Landscape Architects are required to be licensed by each state in which they practice. Dennis J. Dale, Principal of Dale Design Landscape Architecture, is a Licensed Landscape Architect in the Commonwealth of Massachusetts and the state of Rhode Island (MA Lic. # 910; RI Lic. # 181).



INSURANCE

Dale Design Landscape Architecture carries Professional Liability Insurance. Insurance certificates and limits of liability are available upon request.

MEMBERSHIPS

Dennis J. Dale is a member of the American Society of Landscape Architects (ASLA) and the Boston Society of Landscape Architects (BSLA).



Dale Design Landscape Architecture is a member of the Chamber of Commerce of Winchester, MA, and can be found on Angie's List.



REFERENCES AND EXAMPLES OF OUR WORK

We are happy to provide references upon request for the full range of project and client types described in this Guide, and to provide you with the locations of projects we have designed so that you may visit them in person or on the Web.



We look forward to working with you!