



WOODBURN
& COMPANY
*Landscape
Architecture, LLC*

OUR PROCESS

Initial Consultation – At our first meeting, we will listen to your needs and vision of the landscape you desire. During that process we will give you our impressions and feedback regarding the site and your vision. By the end of our meeting, we should both have a very good idea of the potential project and the product we will create to meet those goals.

Proposal – After meeting with you, Woodburn & Company will provide a written contract proposal for you that clearly describes the project, the program elements that will be illustrated on the plans, the type and number of drawings and whether construction detailing of proposed design elements will be required and included. The contract will include a proposed fee and describe the terms of the fee, whether it is to be a lump sum contract, billed hourly or a percentage of construction. Our approach to the establishment of fees is one of flexible response to the client's needs.

The Project – Once we have a signed contract from you and the required mapping of the site, our design process can begin.

Site Analysis – Using the mapping you provide to us (or that we compile) we will visit the site, photograph existing conditions and note features that may not have been included in the original base information. We then create a base map for the project. We will study the mapping, photographs and any other research to develop a thorough understanding of the property including its opportunities and constraints.

Master Plan – On larger projects with multiple site elements we will often create a master plan as the initial stage of design. The master plan is a general drawing that illustrates the layout of various site elements and their relationships to each other and the land. It provides a guide to evaluating if and how a project might be phased over time. The master plan can also be the basis for the initial budgeting and feasibility of the project. Once the master plan is reviewed, adjusted for client input and approved the specific phases of the project can be designed.

Schematic Design – During this phase, initial design ideas are created and evaluated. At times, several options might be developed with three dimensional sketches and elevations. Schematic design is a time for exploring options and determining the specific arrangement of site elements, what materials they might be made of and their relationships to existing structures and natural features. This phase of design is more specific than the master plan phase and once it is complete the approach for the design of the space is determined and approved by the client.

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Design Development – Once the design scheme is determined and approved, then design development will begin. This is a phase of refinement and tightening up of the scheme. Some small areas of redesign may occur as a result of program clarifications, material selection requirements, and decisions regarding exact construction techniques. From time to time, collaboration with other consultants may be required for the design of structural, mechanical or civil-engineered elements.

The refinement of the design and the more specific information compiled will provide a more accurate picture of the potential costs for a project and, if needed, a budget estimate will be compiled as a result of this phase.

By the end of this phase, all the design specifics will be determined and the project will be ready to proceed to the production of construction documents. It is most important that the proposed design be thoroughly reviewed and understood before proceeding. Woodburn & Company will present the design development package to you with a final cost estimate, if required, and request your permission to proceed before beginning the construction documents phase.

Construction Documents– Construction documents consist of measured layout plans, grading plans, and planting plans accompanied by details and specifications that specifically call out materials, products and plantings so that a project can be accurately bid and constructed.

Bidding – We feel that your choice of a contractor is one of the most important decisions you will make, especially if you will be regularly involved in the construction. It is critical that you feel comfortable in your relationship with the person or firm that you are working with.

We will, if requested, assist you in choosing a contractor or contractors to provide estimates or to bid on the proposed project. We will also issue bid packages, review and evaluate bids, and negotiate with the contractor on your behalf should you desire. During the pre-bid phase, be prepared to interview enough firms to find ones with whom you feel you can communicate well. These firms will be the ones to bid on your project. If there is mutual respect and easy communication, then a project will proceed in right direction.

Construction Observation – Once the project is bid and a contractor is chosen, construction can begin. We are available to visit the site and make frequent contact by phone and e-mail to observe the progress of the job for you and assist the contractor should there be questions about the plans or if conditions on site affect the project.

We reserve the right to reject workmanship or materials that do not meet the requirements of the construction specifications. We can also review the contractors' requests for payment, comment on their accuracy, and or certify that indeed, payment is due. It is important to note that although our primary responsibility is to you the client, we are also required by our professional standards to be fair and impartial in our dealings with you and the contractor as part of this phase.