



## THE DESIGN PROCESS EXPLAINED

- **Initial Consultation:** Before I provide any Design Services there will be an initial consultation(s) where I will visit you at your garden and discuss your ideas, plans and objectives for the space. There is no charge for the Initial Consultation.
- **Design Fees & Payment Schedules:** After the Initial Consultation(s) if you wish me to provide Design Services I will provide a Proposal/Quotation for my fees. The Proposal/Quotation will be based on the condition of your garden at the time of my Initial Consultation(s) and valid for 30 days.

## STAGES OF THE DESIGN PROCESS

The following is a general guide to the design process. Depending on the nature and size of the individual project, additional site visits, meetings, discussions and drawing stages may be required:

- **Brief & Survey:** If you decide to proceed following the Proposal/Quotation, the next step will be to arrange another visit to take a full brief from you, to cover both functional and aesthetic, survey and photograph the space. Before starting any design work you will have the chance to approve a written brief to ensure I have fully understood your requirements.

A detailed topographical site survey is often required in order to produce a design that is tailored for the space, taking account of all dimensions, levels, drainage, existing structures etc. This is outsourced to a professional surveyor (payment made direct to the contractor), with the data then transferred into CAD.

## STAGE 1 – CONCEPT DESIGN

- **Stage 1 - Concept Design:** Following sign-off on the brief, a concept design is then produced. This will include a rendered masterplan, 3D perspective visuals – to help you to understand and experience the proposed garden design at ground level - and to better convey the qualities, hard materials and atmosphere the finished garden is aiming to achieve. This stage will also include outline suggestions for planting and hard landscaping materials. This document provides the outline design qualities but not the detailed information that a contractor would require in order to build it. I always aim to deliver a concept design presentation face-to-face but have conducted them by video/Zoom, where necessary.
- **Fees: Stage 1 – Concept Design:** Design fees for Stage 1 - Concept Design are a fixed-fee and will be based on the size, complexity and scope of the proposed design. There is obviously no commitment to proceed to any other stage beyond this if you choose not to go ahead. My design fees do not incur VAT.
- **Design Changes:** The fees for Concept Design include one set of revisions to the design (masterplan only). Additional sets of changes or revisiting of 3D visuals based on a new design will be charged at an hourly rate, but always agreed with you in advance.
- **Estimated Costing:** Assuming that we arrive at an approved design (by you), I would typically organise for a landscape contractor to provide an outline/informal costing based on the information from the concept drawings, and combining that with my own estimates on plants, planting and other designed elements. This acts as a guide only as to the potential cost of the project as, until fully detailed and tendered, an accurate estimate cannot be arrived at.

## STAGE 2 – DETAILED DESIGN

- **Stage 2 - Detailed Design:** Should you decide to proceed with a chosen design, this stage includes detailing all structural elements such as paving, steps, water features, walls, paths, edgings, pergolas, vertical features – screens, fences, living walls etc. Depending on the needs of the project and my role at Detailed Design stage, I can provide the required drawings and documents to support the contractor in the exact construction of the garden - plans, cross sections, 3D schematics, written specification for construction and the exact specification for the materials to be used etc. I can also provide physical samples of materials for discussion and approval, but it should be noted that all natural materials will vary from batch to batch.
1. **Fees: Stage 2 – Detailed Design:** Detailed Design fees can only be calculated once the full detail and complexity of the agreed design is known at the end of Stage 1, and the desired/required involvement from the designer. Depending on the scale of the project fees maybe fixed or based on a percentage of the overall build value - the proposed fee model will be proposed and discussed at Detailed Design stage costing. My design fees do not incur VAT.
- **Planting Design:** This is separately costed at Detailed Design Stage and, if required, will include a proposal to you of the matrix of plants to be included, based on the brief. If approved this moves to detailed planting stage which includes sourcing and ordering of plants - via trade nurseries and specialist growers – and coordination and delivery of plants to site by me. It also includes the production of annotated planting plans to show exact locations and layout of plants within the scheme, and the physical setting out of plants (in pots) by me for planting by the appointed Contractors. Payment for the plants is required before an order can be placed. All plant delivery charges are charged at cost as charged to me by the nursery.
  - **Your Construction Budget:** In some cases, Clients are happy to instruct a design which incorporates all the features they would like without the constraints of a fixed construction budget at the outset. Others have a specific budget, in which case every effort is made to design a garden that reflects this figure. However, it is not always possible to accurately estimate the final cost of a design until it is presented to a Contractor for pricing. Once costed, if savings need to be made there are usually ways of doing this, a change of materials, by removing an element of the design, or phasing parts of the project.
  - **The Contractor:** You will agree the terms of a separate contract directly between you and the Contractor you wish to appoint to construct the garden, however I can assist you (where requested), on the choice of Contractor to construct the garden. Where available I will recommend Contractors with whom I have had direct experience but this may not always be possible. Clients sometimes already have a contractor in mind they would like to work with or invite to tender for the works.
  - **My Role During Construction:** Whilst I will not supervise or project manage the Contractor's works on a day-to-day basis, I will make regular agreed site visits during the construction works, to liaise between you and the Contractor and to help ensure that construction is progressing in accordance with the design. An estimate of the number of anticipated visits will have been given and will be charged as per the agreed cost per site visit. Liaising with the Contractor and you also presents opportunities as the project takes shape, to see if, subject to your approval, there may be small adjustments or variations that could be made to enhance the final result and is a valuable fine-tuning element of the construction.
  - **Garden Lighting:** If lighting is required in the garden, at Detailed Design stage, and once you have approved a final masterplan for the garden, I can produce an outline lighting plan for a qualified electrician to then design and cost a full electrical specification for you. All electrical works must be carried out and signed off by a qualified electrician. If you do not know a qualified electrician who you wish to appoint then, if requested, I can recommend a qualified electrician with whom I regularly work. The contract between You and your appointed electrician including the cost and payment terms will be an entirely separate contract between the Client and the electrician.

Adam Robinson-Quick | GARDEN DESIGN

18 Coleman Avenue, Hove, East Sussex, BN3 5NB

T: 07711 518095 | E: arq@arqgardendesign.co.uk | W: www.arqgardendesign.co.uk

- **Ponds and Water Features:** I will typically produce a 3D concept schematic for any water feature I have proposed. Depending on the size and complexity of the pond or water feature, this may need to be referred to a water specialist for full design, technical specification and installation and may not necessarily be included in the main Contractor's remit. If this is the case then, if requested, I can recommend a suitable specialist you can appoint directly for this aspect of the project.
- **Completion and Handover:** On completion of my involvement in the project, you will be asked to sign a 'Garden Hand-Over' form acknowledging that the future care of the garden is now your responsibility; it also includes some broad, general advice on how to look after it. Depending on the size of the garden, the extent of your horticultural knowledge and available time, I may recommend considering the engagement of a qualified gardener to assist with the future long-term care of the new garden.
- **Plant care:** I hope that you will be delighted with the results of the work, bear in mind that in most cases the full impact of any new planting cannot be fully appreciated until at least 2-3 years after planting. Gardens are greatly affected by external factors beyond our control including weather conditions, which can be both extreme and unexpected and they need time and patience to establish and develop. All plants and in particular, grass seed and/or wildflower mixes take a substantial amount of time to mature and evolve. In seeded areas stone picking, occasional spraying of opportunist perennial weeds and the re-emergence of any naturally occurring, indigenous seed beds already present on the site, should be expected. A regular mowing regime is also essential to the forward maintenance and establishment of these areas.

If required/agreed in the Proposal for Detailed Design I will provide a summary of all plants supplied by me, this will include any annual maintenance notes for each plant.

- **After care:** Detailed maintenance schedules and seasonal site visits are not included in the Design Services, but if requested a bespoke maintenance schedule tailored to your circumstances can be drawn up for your garden at an additional cost after works have been completed by your appointed Contractor.