

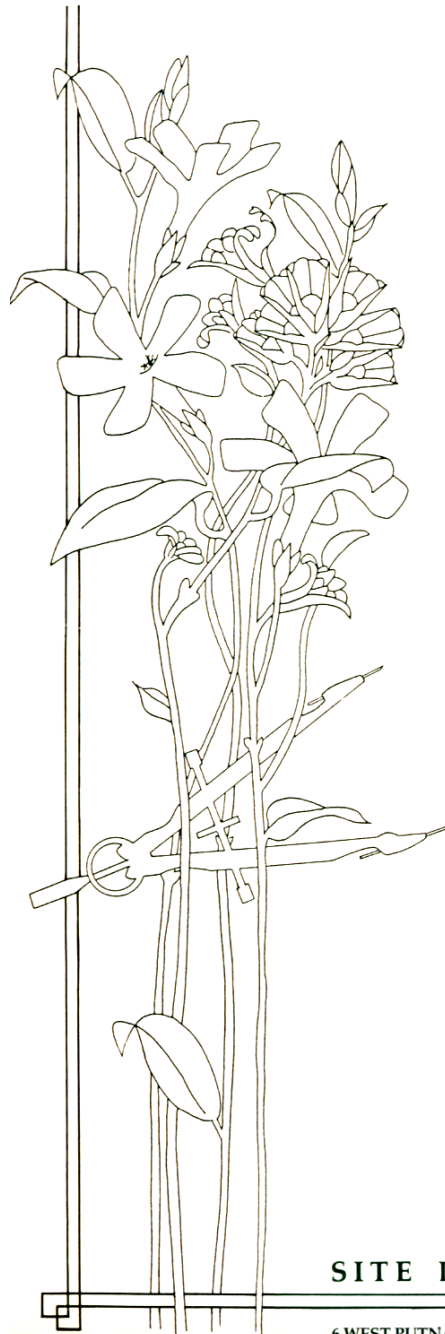


SITE DESIGN ASSOCIATES

Environmental Planning
Landscape Architecture
Town, Country & Coastal Planning

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Principal



Member American Society of Landscape Architects

SITE DESIGN ASSOCIATES

6 WEST PUTNAM AVENUE • GREENWICH, CONNECTICUT 06830
(203) 869 8632

SCOPE of RESIDENTIAL SERVICES

Site Design Associates provides professional design services and construction management for all types of residential projects. These services include site analysis, landscape design, master planning, construction drawings and documentation, project management and the development of a proper maintenance schedule.

We work with our clients to achieve stunning results. Our expertise includes the design and installation of driveways, walkways, patios, terraces, walls, stairs, swimming pools, fountains, waterfalls, water gardens, ponds, formal gardens, perennial gardens and large trees.

If you are considering building a new home on an undisturbed site or a tear down and reconstruction, we can be of great use during the permitting and the master- planning phase. We are experienced in all types of collaborations and we will work directly with Architects and Contractors to achieve and protect your vision and goals.

Arrangement of payments varies for services rendered. Our fees are based either on an hourly rate, a flat fee or a percentage of the project. This would depend on the client's preference and the total scope of Site Design Associate's involvement with the project.

ADDITIONAL SERVICES

Site Design Associates will provide the following extra services, which will be billed at the hourly rates.

1. Detailed site analysis and research for environmental impact assessment.
2. Applications to state, municipal boards or commissions.
3. Detailed artist renderings beyond the graphics generally supplied during the design phase.
4. Contract negotiation and arbitration beyond that generally supplied during bid solicitation.
5. The hiring and coordination of specialists and outside consultants.

Although the way we typically do business is outlined above, situations arise where different practices are more appropriate. Accordingly, our client's concerns are of the utmost importance and we are always flexible and value our client's ideas.

Scope of Services

Site Design Associates provides site analysis, landscape design, construction documentation and management, construction observation, landscape maintenance programming and environmental impact assessment services for both private and public sector clients. Our work includes a variety of types and scales.

For new construction on undisturbed sites we can provide valuable advice toward properly locating new structures and preserving and enhancing a site's natural qualities.

For developed sites our work begins at the building wall and includes the design of walks, drives, walls, structures such as decks, swimming pools, tennis courts, spas and pergolas, surface drainage and ponds, earth grading, lighting and plantings.

The services we provide on the fee percentage projects can be divided into the following areas; work in excess will be billed by hourly rates.

SITE ANALYSIS & FIELD MEASUREMENT. We augment data supplied by the owner. We use in house capabilities to create a Base Map that becomes the primary reference document for the entire project. Survey data are field checked personally for accuracy. The Base Map is maintained and updated for the owner to avoid corruption.

SCHEMATIC DESIGN. Using the Base Map information and a thorough understanding of the client's needs and desires, we provide three schematic designs drawn to scale for review and approval by the client. From this review, a final plan will be produced.

BUDGET AND PHASING OVERVIEW. Upon selection of a final design we supply a construction budget estimate based upon average marketplace costs. We also provide the clients with advice on the phasing a project to maximize their enjoyment of it and to control costs by implementing a large project over an extended period.

CONSTRUCTION DOCUMENTATION. Using the phasing timetable developed we create one set of scaled working drawings of each area to be constructed to encourage competitive bidding and the use of professional building practices.

BID SOLITAION, REVIEW & CONTRACT NEGOTIATION. We put the construction drawings out to bid, meet contractors at the site, review bids, recommend a contractor and review the construction contract with the client.

SCOPE OF SERVICES

CONSTRUCTION OBSERVATION & PAYMENT DISBURSEMENT COORDINATION.

We will view the work in progress to monitor its compliance with the contract documents and review and approve bills for payment.

POST CONSTRUCTION EVALUATION. Upon completion of a project we review it with the client to discern the need for refinements or improvements as well as to offer general advice on the proper maintenance of the new landscape. We often visit projects long after their completion to assess the need for maintenance adjustments or other improvements. We actively solicit questions and comments from clients toward this end. The continued vigor and attractiveness of a landscape is dependent upon adequate care and continued analysis over the years.

At the completion of work, an AS-BUILT drawing is produced to assist in the budgeting of Maintenance and provide a Base Map for changes or further improvements.

If Site Design Associates is to be responsible for the funds to contractors, government agencies, etc. on behalf of the client, a separate account will be established for such purpose. State taxes will be added where applicable and required by law.

ADDITIONAL SERVICES

Professional and other services are co-coordinated and managed by the firm. The client is not responsible for any of these charges unless a firm agreement is approved. Frequently complex projects will see the need for:

Outside consultants: The services of consultants such as architects, engineers, surveyors or scientific specialists are required, we will so inform the client and coordinate the hiring of these specialists. The client is responsible for the fees incurred on his behalf unless otherwise stated.

Detailed site analysis and research for environmental impact assessment reports.

Applications to state, and municipal boards or commissions.

Detailed maintenance specifications and coordination.

Detailed artist renderings beyond the graphics supplied during the design phase.

Contract negotiation and arbitration beyond that generally supplied during the bid solicitation, contract negotiation and construction observation phases.

REIMBURSABLE EXPENSES. Site Design Associates pays all expenses directly related to the project on hourly or fee basis.

PURPOSE OF DOCUMENT. Although the way we typically do business is described above, situations arise where different practices are more appropriate. Accordingly, we are open to the suggestions and encourage clients to bring forward their ideas.

RATE INFORMATION SHEET

FEE Our standard fee is an inclusive fifteen percent (15%) of the approved budget amount.

HOURLY BILLING RATES

Hourly rates are used during the preliminary design stages and for efforts outside the scope of services definition. Preliminary design charges are credited to the fifteen per cent (15%) standard fee.

Principals	\$150.00
Licensed Landscape Architects	75.00
Office Draftsmen	40.00
Other Office and Field Personnel	35.00

CONSTRUCTION MANAGEMENT FEE

Most projects are of sufficient size and or complexity that they require a wide range of non-design services such as contract administration and extensive site supervision. Such projects are considered Construction Management Projects. The fee for such activity is fifteen per cent (15%) of the established budget. Determination of this fee will be made at the time of design approval.

SUPERVISION BY SITE DESIGN ASSOCIATES

- Essential to the success of most landscape architectural projects is quality control during the construction process. Our firm prefers to take on projects when we have the assurance that we will participate in the control of the construction process. Retainage and subsequent negotiation with clients lead to that situation.

RETAINER POLICY

- Reception of the retainer by Site Design Associates will initiate the project. Said retainer will be credited to the client's account and used to defray supervision costs.

INSURANCE & LIABILITY

Site Design Associates will be held liable and responsible for its actions only so far as both client and consultant have agreed to the terms and conditions of the firm's involvement in the project.

INVOICE PROCEDURE

Site Design Associates' invoices are due upon presentation. Disbursement of funds on behalf of the clients to third parties carries a ten per cent (10%) bookkeeping surcharge. Accounts are subject to a one and one quarter per cent (1.25%) per month service charge. Collection and attorney's fees are additional.

Please sign and return with the requested retainer to indicate approval of this document. Subsequent written agreements signed by both the parties will supersede this document.

CLIENT
SIGNATURE _____
DATE _____

As owner of land/or structures listed below, I hereby give Site Design Associates authorization for access and duplication of all information on record with the Town of _____ which pertains to said land and/or structures.

In addition, I authorize Site Design Associates to act as my agent for all applications and permits regarding said land and/or structures.

Owner

Property

Signed,

Date



Peter Francis Field Alexander

Education

Degrees

Rhode Island School of Design
Architectural Studies
Rhode Island School of Design
Landscape Architecture
University of Denver
History Biology

Professional Accreditation

Uniform National Examination Regimen Completed
Full Member American Society of Landscape Architects
Member American Planning Association
Specific Regional Licenses
Connecticut
New York
New Jersey

Professional Position

Founder & Principal Site Design Associates 1979 to Present

Significant Golf Projects

Lead Consultant Golf Facilities
Hudson National Golf Club Croton
on Hudson New York
Inniscrone Golf Club
Avondale Pennsylvania
Coral Creek Club
Placida Florida

Lamington Farm
Bedminster New Jersey
Phelps Brook Club North Course
Phelps Brook Club South Course
North Stonington Connecticut
Deep River Club
Sanford North Carolina
Sedona National
Sedona Arizona

Current Government Commissions/ Positions

Golf Application Review Specialist Kent
Connecticut
Golf Application Review Specialist
Garfield County Colorado
Town Plan Reviewer
Aspen Colorado
East Europe
Environmental Response Team United States
Department of State
Historic District Commission
Chairman
Greenwich Connecticut

Career Overview Available on Request

SITE DESIGN ASSOCIATES is a fully accredited, award winning, landscape architectural firm specializing in residential landscape design.

Whether you love landscapes of manicured & sculpted symmetry, the look of natural woodland, or a bucolic country estate, we will work with you to bring out the full value and inherent beauty of your home. From grand entrance drives to fields of wild grasses, to magnificent vistas planted with ornamental trees, to finely crafted stonework; our goal is to create “magic” in a landscape. We realize that a creative landscape should be an on-going source of enjoyment as it changes and matures with time and season. We also believe that excellence in residential landscape design increases the desirability and value of a property. Our fees and design reflect that commitment to the future.

Services regularly provided for a typical design project:

- Site analysis & field measurement
- Multiple design options
- Schematic design based project budgeting
- Permit applications
- Construction documentation
- Bid solicitation & negotiation
- Construction management & observation
- Landscape maintenance programming
- Site Analysis for environmental impact assessment reports

- Applications to state, municipal boards or commissions
- Detailed maintenance specifications and coordination
- Artistic renderings for display
- Intensive contract negotiation and arbitration
- Provision of outside consultants, including engineers, surveyors, scientific specialists and the wide range of construction housing specialists

LANDSCAPE DESIGN SCHEDULE

INTRODUCTORY PHASE

1. SITE VISIT, TO DISCUSS THE CLIENTS’ DESIRES, NEEDS AND BUDGET

No

obligation

2. AGREEMENT ON SCOPE OF SERVICES AND FEE; SIGNED CONTRACT

Retainer paid

DESIGN PHASE

3. SITE ANALYSIS AND FIELD MEASUREMENTS.

Development of base plan which shows existing conditions of site.

PRESENTATION OF SCHEMATIC DESIGN. Solutions based on client preferences and our analysis of the site will be presented.

5. PRESENTATION OF FINAL DESIGN. Final design and a scaled drawing of the site will be presented.

6. BUDGET AND PHASING OVERVIEW. Upon agreement to final design, we will supply a construction budget based upon average market place costs. Advice on phasing the project, if desired.

95% of
remaining fee payment due

CONSTRUCTION PHASE

1. CONSTRUCTION DOCUMENTATION. Set of scaled working drawings for each area of construction developed for use in competitive bidding process.

Billed at hourly rate or as percentage
of construction budget

2. BID SOLICITATION, REVIEW AND CONTRACT NEGOTIATION. Bids will be obtained, reviewed and recommendations made to client. Advice on construction contracts will also be provided.

Billed at hourly rate or as percentage
of construction budget

CONSTRUCTION OBSERVATION AND PAYMENT
DISBURSEMENT COORDINATION. Observation of on- going construction to insure compliance with construction documents. Review and approval of bills.

Billed at hourly rate or as
percentage of construction budget

POST CONSTRUCTION PHASE

1. PROJECT REVIEW. Advice on need for further improvements or refinements.

Final 5% of fee due

1. MAINTENANCE PLANS. Advice on proper maintenance of landscape to insure continued vigor and beauty.

Fee
negotiated at time of request

OUTLINE SCHEDULE OF KEY MEETINGS AND PAYMENTS

(Hourly and Percentage Projects)

2. Site visit, free of obligation, to see the site and to discuss the client's needs and desires.

3.

Contract and rate information sheet signed. Retainer paid. Hourly billing rates are applied as site analysis, schematic designs and an outline budget are formulated. (This can be our most labor-intensive phase.)

4. Schematic designs reviewed, various solutions and budgets are presented.

5. Final design meeting. We meet with the client to present the final and to explain the construction budget estimate. A construction-phasing timetable is developed. Our 15% fee figure, if applicable, is then established. Hourly fees billed during stages 2 and 3 (above) are applied this 15% fee figure.

6. Start of the Construction Management Series: Percentage payments of the 15% fee are established through negotiation with the client. These percentage payments are dependent upon the rate at which the landscape development is to occur.

7. Project completion and evaluation. All invoices are assessed in relation to our 15% of total construction cost fee basis.

For example:

If 15% of project cost = 100% of our payments, **then**

50% initial consultation through the final design and budget development
25% construction document preparation
10% bid solicitation, construction contract negotiation and administration
15% construction supervision. The retainer is applied to your account at this time.

Date: _____

Client: _____

Plan # _____

Address: _____

City: _____

Description of work to be done & line item # to be changed. Price T & M N/C

Signature: _____ Client Signature:

