

# Landscape Architect Checklist

## Replacement and Improvement Projects

This checklist helps guide the landscape architect (LA) from preliminary design through the completion phase in designing landscapes for existing facilities. This document is not legally binding nor is it inclusive of all efforts an LA should perform to exercise his or her professional duties.

### Preliminary Design Phase

- Understand **LA Materials** found on the [Landscape Resources website](#) and other links and documents as follows:
  - Required – Landscape Architect Sustainability Primer IFS (check with PM), [AEC Design Guidelines](#) Landscape Section, eco-regions, standard details, specifications, and relevant plant lists.
  - Required - Smart controller checklists.
  - Beneficial –Prototypical plans and [LA Training](#) (near bottom of linked page).
- Examine existing conditions of the project site. **Visit 1**
- Complete topsoil testing using standard [topsoil testing report](#) (near bottom of linked page).
- As pertinent, develop a site plan.
- As pertinent, locate utility lines, boxes, poles, and relevant appurtenances.
- As pertinent, set proper grades and overall grading character.
- Prepare a preliminary cost estimate.
- Review preliminary plan with the facilities manager (FM), the project manager (PM), Church customer contact, consulting architect, and ecclesiastical leadership. Review with the [Church LA](#). Revise as directed. Respond in writing to any Church LA change requests that have not been made.
  - All landscape related projects within the Intermountain Facilities Service (IFS) area are to be reviewed for compliance with Landscape Architect Sustainability Primer IFS. When felt to be in compliance, forward PDF plans onto [Church LA](#) for preliminary review.
- Verify the condition of existing plant materials with emphasis placed on trees.
- Verify the condition of existing paved surfaces.
- Verify the condition of existing retaining walls.
- Verify the condition of exterior surfaces.
- Using the Church supplied calculation sheet, calculate the existing and proposed **theoretical landscape water need**. Include calculations on plans.

### Construction Documents Phase

- Select adapted and native plant materials reasonably available to the site.
- Group plants by hydrozone.
- Develop tree protection plan.
- Prioritize maintaining and amending existing soil in place.
- Develop a complete set of landscape plans in accordance with **LA Materials**.
- Select appropriate smart controller per standard specifications. WeatherTrak controllers are approved for the IFS area. Outside of the IFS area, work with local FM and service providers to determine which of the standard controllers to use.
- Use most current site conditions as a base for all landscape plans.
- Create planting plans.
- Create irrigation plans.
- Edit standard details and add details as required.
- Edit specifications and modify for site specific conditions.
- Incorporate topsoil testing report recommendations into plans and specifications.
- Prepare a final cost estimate.
- If the project includes 50% site modification or \$100,000 in estimated cost or more, review construction documents with PM and [Church LA](#). Revise as directed. Respond in writing to any requested changes that have not been made.

### Bidding Phase

- Recommend landscape contractors who meet Church specification quality standards.
- Participate in pre-bid meeting to be conducted by FM or PM.
- Promptly respond to contractor and supplier contract document questions.
- Prepare and distribute addenda as required. Coordinate with FM and PM.

### Construction Phase

#### General Considerations

- As pertinent, review progress schedule and contractor's schedule of values. Recommend required actions to complete project in timely manner.
- Review and approve pay requests.
- Review submittals and shop drawings.
- Assist architect in preparation of change orders.
- Verify installation compliance with plans, specifications, and details.
- Verify location of utility lines, boxes, poles, and relevant appurtenances.
- Verify proper grades and overall grading character. Critical grades include: building elevations, drainage away from buildings, mow strip elevations, parking lot slopes, and drainage areas.
- Verify topsoil recommendations have been followed and topsoil compliance prior to placement.
- Verify installation of soil amendments and rates. Verify that amendments have been properly mixed into the soil.
- Verify irrigation system operation. Conduct water audit when specified.
- Reject work that does not comply.
- Review Operation and Maintenance manuals.

#### Specific Site Visit Considerations

- Conduct pre-installation conference with the PM, FM, architect, contractor, excavation subcontractor, and landscape subcontractor to verify project site conditions and review scope of work before installation begins. Verify appropriate sub-grades have been established. **Visit 2.**
- Certify pressure test compliance and verify proper installation of mainlines and irrigation valves. Verify finish grading in preparation for planting. **Visit 3**
- Inspect and approve plant quality, plant quantity, plant pits, plant pit backfill, planting depths, and removal of packaging, distribution materials, wire, and ties. Inspect irrigation system installation. Inspect weed barrier fabric. **Visit 4**

### Completion Phase

- Review and complete the relevant smart controller checklist. Verify controller has been correctly installed.
- Conduct a comprehensive substantial completion inspection before beginning the thirty-day contractor maintenance period described in the contract documents to verify contract requirements have been followed. Amongst other considerations, verify planting compliance, irrigation system coverage, and irrigation system operation. **Visit 5**
- At the end of the thirty (30) day contractor maintenance period verify deficient items have been corrected and verify no others exist. Prepare Landscape Management Plan (LMP) using Owner's template, working with the PM, consulting architect, FM, smart controller manufacturer, smart controller installer, and irrigation contractor. Review plan with FM and the service contractor and provide landscape maintenance training. **Visit 6**
- Reject work that does not comply.
- Create "Record Drawings." Follow the [church submittal process](#). Include table of pre and post-construction landscape areas in square feet. Include **theoretical landscape water need**.
- Report detail conflicts or errors to [Church LA](#).
- Report specification conflicts or errors to [Church LA](#).