

Project Planning Pack

**TAKE OUR LANDSCAPES FOR
LIVING PATHWAY**

#1. Summary Sheet

PROJECT PLANNING PACK FOR THE RESEARCH PHASE

" If I had six hours to chop down a tree, I'd spend the first 4 sharpening the axe" Abraham Lincoln

The #1 Project Problem

#1 Problem: Projects going over time and over budget.

On a daily basis, we see people moving projects into the design phase **before** the research is started.

This is like a doctor starting surgery without a thorough diagnosis or trying to build a house on a bad foundation.

That is why we created the **Project Planning Pack**. Now, you have a simple process to help you move through the **Research Phase**.

If you follow this tool, you will reduce project risk and improve project design.

- **01. Summary Sheet**
Once you have ticked all the boxes below, you are ready to move to the **Analysis Phase**

- **02. Building Project Roadmap**
Review the roadmap and identify where you are on your journey

- **03. Building Experts Directory**
Directory of professionals who can help you at each stage of your design and building process

- **04. Building Cost Estimator**
Simple do-it-yourself worksheet to estimate your building project

- **05. FAQs & SAQs**
Frequently-asked questions and should-ask questions you need to know about working with an landscape architect

- **06. Myth & Reality**
Some things landscape architects do outside design to complete a project

- **07. How To Create A Design Brief Using Only 8 Questions**
Contact your shortlisted landscape architects to start your process

- **08. Readiness Slider**

#2. Project Process

PROJECT PLANNING PACK FOR THE RESEARCH PHASE

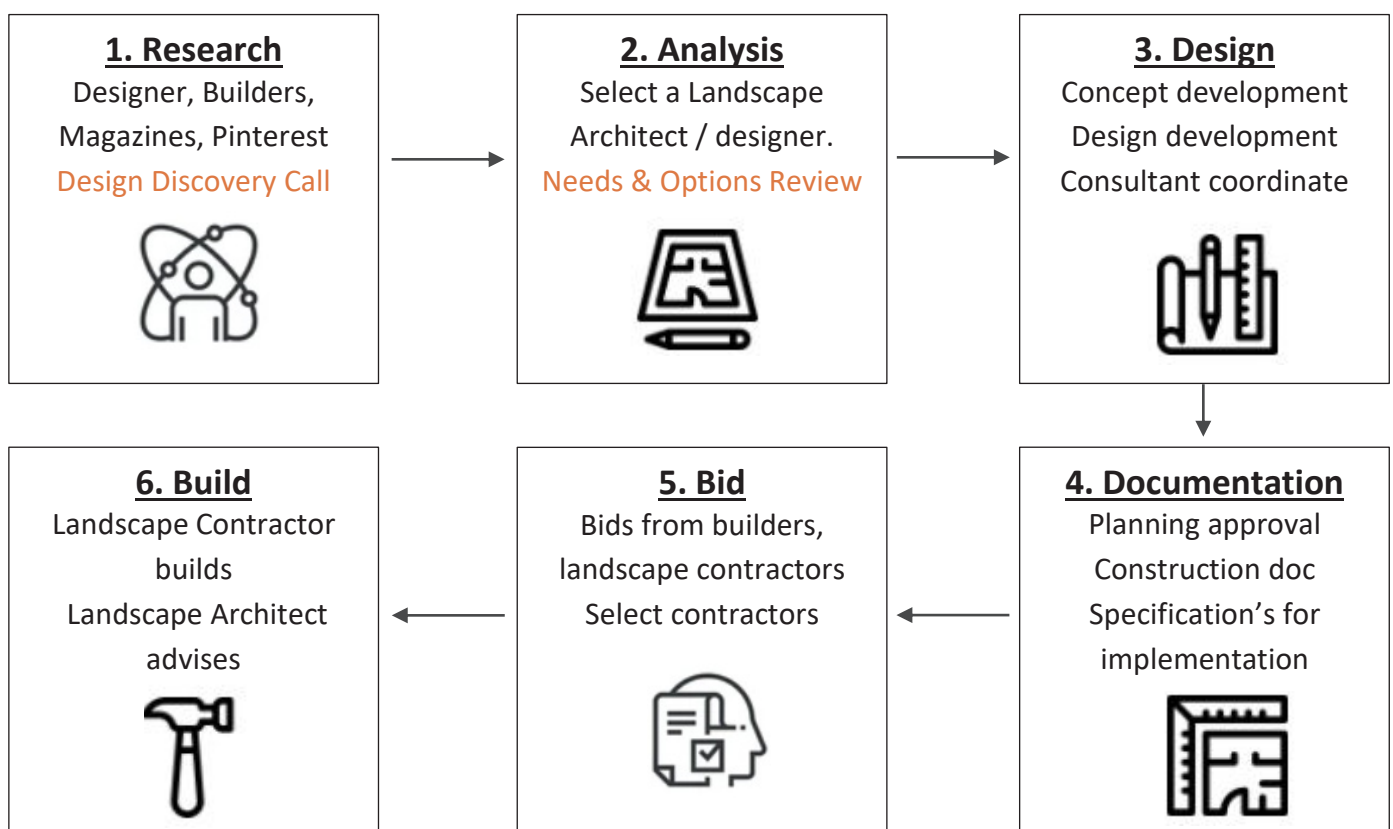
The Pathway

This is important ... please read carefully.

Right now, you should be in the **Research Phase**. This is where you are gathering information and playing around with ideas.

At the point you want to get serious, you will want to check the feasibility of your ideas and understand what the design process might be to achieve your garden. If you work with me, we will schedule a **Design Discovery call**, this will enable

you to get a clear understanding of my **design process**, I can understand your requirements and timeline. To help you get clarity, we offer an **Analysis Phase** by conducting a **Needs and Options Review** to eliminate assumptions, identify constraints, define a design brief, find your best options, set a budget range. You will receive a document that can be used by me or any other Landscape Architect that will ensure you reduce project risk and get the best options for your site and budget.



When you are ready to review the Needs & Option's for your project, email or call us >>

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#3. My Project Expert Directory

PROJECT PLANNING PACK FOR THE RESEARCH PHASE

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Who Are These Experts?

Understanding WHAT to do is one obstacle and working out WHO can help you is another.

On a daily basis, our team receives requests for us to recommend design professionals. To make this process easier, I have listed the design

professionals that we trust for specific types of projects. Not only do they do a great job, but they provide excellent advice, as well. These are the experts we trust explicitly.

If you have other questions, don't hesitate to reach out to me. If I can't answer your question, then I'll direct you to someone who can.

Profession	Name	Company	Contact Details
□ Architectural Designer	Tony Irving	Pure Architecture	(021) 211 8853 tony@purearchitecture.nz
□ Interior Designer	Donna Jones	The Design Option	(027) 434 4037 donna @thedesignoption.co.nz
□ Builder	Gary Donaldson	G Donaldson Builders Ltd	(0210) 343 075 gary@gdbuilders.co.nz
□ Landscape Contractor	Calum Hughes	Green Republic	(021) 147 1989 calum@greenrepublic.co.nz
□ Surveyor	Jamie Higson	Survey Plus Land Surveying	(020) 478 7839 admin@surveyplus.co.nz
□ Structural Engineer	Mike Williams	Airey Consultants Ltd	(09) 534 6523 mikew@aireys.co.nz
□ Lighting Company	Barry Sluthiers	The Garden Lighting Company	(021) 790 179 barry@gardenlights.co.nz
□ Fences and Gates	Josh Langford	First Choice Fence and Gates	(021) 910 903 j.langford@fcfg.co.nz
□ Irrigation Company Water Features	Mike Bluck	Water Works Irrigation	(021) 648 646 mikeb@waterworksirrigation.co.nz

The right Landscape Architect will manage both the experts AND the process

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#4. Building Cost Estimator

THE SIMPLE, DO-IT YOURSELF WAY TO ESTIMATE BUDGET \$

The #1 Question ...

The most dreaded question Landscape architects, builders and every other professional hate has got to be, **'How much will my project cost?'**

There are so many variables that a definitive answer is literally impossible. No one wants to give bad advice.

The problem is that this question is VERY important. **No one can proceed if they don't have a ball-park estimation of cost.**

This guide will help you to **determine an estimate** some of the potential project costs. Your actual number may be more or less, depending on your site size, features and design elements but it can be helpful to see an estimated figure.

New Landscape Development Cost Estimator			Average			Estimate your
Item/ cost per Sq.m (most are site specific)	Standard	High End	Unit cost	Qty	m2	Cost
Site clearance, earthworks	\$2,000	>\$5,000			item	
Drainage works	\$2,000	>\$5,000			item	
Fencing (Site specific average given)	\$120	>\$400			L.m	
Driveways, concrete or exposed aggregate	\$200	>\$235	\$235		m2	
Paved areas	\$5000	>\$10,000	\$550		m2	
Decking areas (Pine vs. Hardwood, supply and installed)	Pine \$550	Hardwood \$650-750	\$650		m2	
Louvre Shade Structures	\$3-4000	>\$30,000	\$2100		m2	
Swimming Pool	\$75,000	>\$120,000			item	
Building Consents >35,000L pool + fencing	\$1,930	>\$5,000	\$1930		item	
Lawn installed (options seed or turf)	\$20	\$70	\$20		m2	
Pool fencing	\$530	\$800	\$550		L.m	
Soil reconditioning, plant medium, mulch	\$200	\$250	\$250		m2	
Plant Supply (Site specific average given)	\$5,000	>\$10,000			item	
Irrigation Systems	\$1,500	>\$5,000			item	
Garden Lighting, per unit cost installed	\$3-5,000	>\$10,000	\$350		unit	
Project ESTIMATE Budget Range						\$

For a detailed Needs & Option's review,
email or call us >>

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#5. Questions to Ask

WHEN HIRING A LANDSCAPE ARCHITECT, ITS HELPFUL TO HAVE A PROCESS TO MAKE SURE YOU GET THE BEST PERSON FOR YOUR PROJECT

Asking The Right Questions

Although extensive schooling and training are required for all landscape architects, that doesn't mean all landscape architects are created equal.

Finding the RIGHT landscape architect for you depends on several factors, including: personality, design style, are you building for taste or to make money on a property sale, budget and even who will be maintaining the garden once its built.

Choosing the right landscape architect can mean the difference between an enjoyable experience and one plagued with problems and hassles the whole way through once a project moves into the **Build Phase**. How will your project go?

The questions are the answer ...

A great Landscape Architect is your Designer, Advocate, Teacher, Project Leader and Coordinator

<input type="checkbox"/> What unique value do you have for our specific type of project?	<input type="checkbox"/> How would you like me to share my ideas, images, needs, wants and research?
<input type="checkbox"/> How can you add value to our home so that we maximize the return on investment when/if we sell?	<input type="checkbox"/> What can I do to help you deliver the best work for us?
<input type="checkbox"/> Do you offer a pre-design analysis service to help move us safely and efficiently towards the design phase?	<input type="checkbox"/> Do you have a team game plan that outlines how we will all successfully work together, even under pressure?
<input type="checkbox"/> What are the specific challenges for our type of project and how have you overcome these in the past?	<input type="checkbox"/> Will you run the tender process to find and select the best construction team?
<input type="checkbox"/> If my budget, timeline and scope of project are unrealistic, will you let me know?	<input type="checkbox"/> What educational material do you provide so we can understand the requirements of our specific type of project?

Hiring the RIGHT Landscape Architect is the single most important decision to make on your landscape project

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#6. Myth vs. Reality

WHAT TO LANDSCAPE ARCHITECTS ACTUALLY DO?

A Landscape Architects role is a lot larger than most people realize. When a Landscape Architect manages your project, they ensure that every part

of the process below (and more) is handled to ensure that your investment in your landscape and property's value is safe and secure.

Myth	Reality
Sketches design that a builder uses.	<p>Checking the title and, in particular, any easements and land covenants that may restrict what or where you can build. Looking at your site's permeability percentages, stormwater zoning requirements, soil types, existing stormwater and sewer services locations, drainage issues, and your site climatic conditions.</p> <p>Ensuring Compliance with building and safety regulations, local planning regulations and restrictions. Depending on the project, there may be laws surrounding the preservation of the local environment, stormwater management control areas, F4 protection from falling, F9 restricted access to residential pools. Building Consent for Pools > 35,000 Ltrs, decks over 1.5m height.</p> <p>Leadership - heading up the team of professionals who will work on this stage of the project including the landscape contractor, builders, tradespeople, engineers, pool builders.</p> <p>Construction documentation - translates the design into instructions and technical specifications for contractors and construction experts. Ensures those specifications are met.</p> <p>Plant and fertilizer sourcing – Sourcing plants for the project, inspections at nursery, coordination to site for contractor or client to plant. Fertilizer recommendations based on soil testing, source and supply of fertilizer to site.</p> <p>Project management - site visits and meetings, overseeing the construction and validating quality of work, negotiating with contractors and dealing with and resolving any problems that arise. Communicating between contractor and client.</p> <p>Maintenance - provide yearly maintenance programs to ensure your gardens success.</p>

The right Landscape Architect will manage both the experts AND the process

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#7. How to create a Design Brief using only 8 Questions

" Focusing is About Saying No. " - Steve Jobs

Alice: "Would you tell me, please, which way I ought to go from here?"

The Cheshire Cat: "That depends a good deal on where you want to go."

Alice: "I don't much care where."

The Cheshire Cat: "Then it doesn't much matter which way you go."

The method below is our famous 8 Question design brief creator. You can request a more detailed, or be guided by visiting www.by-design.co.nz

"Invest 80% with you Landscape Architect and spend 20% time with your contractor OR 20% time in design and have 80% of YOUR time spent with the contractor"

Your Question	Answer
1 Outline your current situation? What would you change or keep?	
2 What is not working with the current layout? How do you live? Is that changing or about to change?	
3 What will you need to see to know your project has been a dramatic success?	
4 How do you want to FEEL as you move through your new space?	
5 Who are the important people this landscape needs to be designed for?	
6 What is your budget, timeframes and boundaries we need to work within?	
7 Do you plan to do any of the construction yourself?	
8 How and Who will be maintaining this garden as it grows into maturity?	

To download our helpful 'Vision Finder Guide', to clarify your ideas, visit our free resources www.by-design.co.nz

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#8. Readiness Slider

ARE YOU READY TO MOVE TO - THE DESIGN PROCESS

Do you need a Landscape Architect?

This exercise allows you to assess how ready you are to move to the **Design Phase**.

If you are not close to 10 on ALL scales, then it's best to seek help from an expert to do this research.

If you rush into the design phase without this information available, you'll run the risk of making too many assumptions, which is the # 1 reason projects go over budget and over time.

"Measure twice, cut once," Builders Mantra

Question	Slider (0-10, zero = low, 10 = high)
On a 1-10 scale, how clear are you on exactly what you need?	<input type="range" value="0"/>
On a 1-10 scale, how aware are you of all the various options your site will accommodate?	<input type="range" value="0"/>
On a 1-10 scale, how confident are you that you are aware of all the legal requirements?	<input type="range" value="0"/>
On a 1-10 scale, how aware are you of the process you will need to have in place to get the project completed on time and on budget?	<input type="range" value="0"/>
On a 1-10 scale, how confident are you that your budget will achieve your needs?	<input type="range" value="0"/>
Give yourself a current overall rating for readiness.	<input type="range" value="0"/>

Don't worry if you are not at 10 on all scales yet. Our **Needs and Options Review** process allows you to fill in the knowledge gaps and gets you ready to move to the **Design Phase**.

Our 'Needs & Options Review' is the process designed to get you to 10 on ALL sliders above. Email or call us >>

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ByDesign

LANDSCAPE ARCHITECTS



Accredited member GDSNZ
Bachelor Landscape Architecture (Hons)
Bachelor Horticulture.

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LANDSCAPES FOR LIVING - BY DESIGN