Potential golf course developers may not be fully aware of the complexity and extent of services required to take a project to completion. Neither are many developers aware of the full range of services that EIGCA members may provide.

This schedule of services is for information only. Every golf course project is unique and it is unlikely that all of the services would be required on any given project. However all golf course projects will require a combination of many of these services.

Only services expressly indicated in the Schedule of Services are within the scope of the golf course architect’s engagement. The golf course architect will not be called upon to provide a service or advise upon the matter nor be liable in any way in respect of it unless specifically indicated below.

Fill in box with the appropriate letter to indicate responsibility for the given task.

Examples:

- A - Architect
- C - Client/Owner
- B - Contractor
- GK - Greenkeeper

I  PRELIMINARY (A)
1. Obtain the clients requirements financial limits and rough timetable.
2. Obtain information about the site from the Client.
3. Visit site and carry out preliminary appraisal.
4. General advice on how to proceed.
5. Discuss requirements for topographical survey of the site
6. Preliminary information regarding budgets and timetable.
7. Analyse constraints and assets of the site on work carried out in A2, A3, B3 & B4.

II  FEASIBILITY & ROUTING (B)
1. Advise on needs for consultants/specialists.(e.g. Planning, agronomist, ecologist, soil analysis, irrigation designer, drainage consultant).
2. Assist in selection of consultants/specialists.
3. Carry out studies to determine feasibility of client's requirements.
4. Research further information about the site from libraries, archives, local authorities.
5. Review methods of proceeding with project.
6. Review permits, statutory requirements and other administrative procedures.
7. Study Client requirements in relation to the site.
8. ___ Advise on siting of access, buildings, car park, Club House, residential developments, hotel etc.
9. ___ Produce site analysis highlighting constraints of layout.
10. ___ Produce Draft Layout Plan.
11. ___ Produce Final Layout Plan.
12. ___ Appoint Consultants
13. ___ Prepare unit rates for cost estimates
14. ___ Produce Cost Estimate.
15. ___ Make enquiries with the statutory authorities.
16. ___ Discuss site, its constraints and requirements for planning application with Local Planning Authority (LPA)
17. ___ Discuss site and its constraints with Highways Authority.
18. ___ Discuss site and its constraints with Ecological/Landscape Consultants.

III DETAILED SCHEME DESIGN AND PLANNING PERMISSION (C)
1. ___ Review and check generally topo plan provided.
2. ___ Discuss Draft Layout Plan with the Client, LPA, Highways Authority, Ecological Consultants etc.
3. ___ Produce amended Layout plan.
5. ___ Discuss with Client Planning Authority’s requirements.
6. ___ Prepare Layout Plan for submission to Planning Authority.
7. ___ Prepare Earthworks Plan cut and fill, re-contouring, erosion control
8. ___ Submit full application with plan (above) and any others (* described below) which may be required by LPA.
9. ___ Consult with landscape or ecological consultant/specialist re Landscape Plan
10. ___ Discuss application with LPA
11. ___ Prepare Environmental Planting and Habitat Plan showing grassing, tree planting, habitat creation and water features.
12. ___ Comment on above plans if prepared by others.
13. ___ Liaise with client and /or other consultants/specialists about non-golf aspects of the application that may relate to the golf course project.
14. ___ Liaise with irrigation consultant, hydraulic engineer, irrigation designer.
15. ___ Develop detailed design from approved project designs.
16. ___ Revise cost estimates.
17. ___ Prepare detailed construction plans in liaison with other design work for the project. Examples include:
   a. ___ Individual Greens.
   b. ___ Tees.
   c. ___ Bunkers.
   d. ___ General earthwork.
   e. ___ Setting Out.
   f. ___ Site Clearance.
   g. ___ Main Drainage Infrastructure.
   h. ___ Seeding.
   i. ___ Water features.
   j. ___ Sprinkler head layout
18. ___ Refine any drawings in the light of client’s requirements, discussions with LPA or other specialists.
19. ___ Advise the client to make timely provision for water and power to the irrigation pump station location.

IV SPECIFICATIONS, BILLS OF QUANTITIES, TENDER DOCUMENTS (D)
1. ___ Prepare the Specifications.
2. ___ Prepare Schedule of Quantities.
3. ___ Prepare Bills of Quantities.
4. Prepare Tender Documents.
5. Co-ordinate preparation of drawings by consultants/specialists when they are to be included in the golf course construction works tender.
6. Invite tenders from approved list of tenderers.
7. Negotiate with lowest or selected tenderer to produce acceptable cost for the job.
8. Advise Client on procedure for appointing contractor.
9. Prepare contracts for signature.
10. Administer terms of contract.

V PROJECT INSPECTION AND CONSTRUCTION PHASE (E)
1. Check staking out to ensure compliance with drawings.
2. Visit site at appropriate or agreed intervals to inspect generally and report on progress and quality of the works.
3. Health and safety construction regulations.
4. Conduct meetings with the contractor to review progress.
5. Make periodic financial reports to the client, assessing the effect of any variations to the final cost.
6. Inspect specified materials generally and all certificates of compliance with specifications.
7. Instruct samples to be taken or tests to be made on specified materials, installations, and workmanship and examine and report on these tests and keep such tests under review during the progress of the works.
8. When appropriate, order the opening up of works to establish that it is generally in accordance with the specification.
9. Monitor progress against Contractor’s programme.
10. Prepare interim valuations of works completed and issue certificates.
11. Prepare list of defects.
12. Approve shaping levels before topsoil respread.
13. Approve sub base levels before drainage layer installation on greens.
14. Approve levels before RZM installation on greens and tees.
15. Approve final levels before seeding.
16. Provide as laid drawing of completed works.
17. Give general advice on maintenance.
18. Prepare detailed schedules or manuals for maintenance of the project to cover an agreed period.
19. Visit the site during Growing in Period and control Defects Liability Period and give general advice.
20. Instruct and Monitor Contractors rectification of defects.
21. Prepare and agree Final Account for construction works.
22. Issue Final Certificate.

* See Section C13, above

Examples of Types of Plans that may be provided as necessary by the architect and his consultants:

- CFP Cut and Fill Plan
- CPP Cart Path Plan
- DLOP Draft Layout Plan
- DP Drainage Plan
- EP Earthworks Plan
- FLOP Final Layout Plan
- HRP Haul Roads Plan
- IP Irrigation Plan
- IHP Irrigation Hydraulic Design Plan
- ICSP Irrigation Control System Plan
- LMP Management Plan
- LOP Layout Plan
- LPP Landscape Planting Plan
- LPA Local Planning Authority.
- MP Master Plan
- SHP Sprinkler Head Layout Plan
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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>SP</td>
<td>Staking Plan</td>
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<tr>
<td>SWMP</td>
<td>Surface Water Management Plan</td>
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<tr>
<td>TCP</td>
<td>Tree Clearance Plan</td>
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<td>SP</td>
<td>Seeding plan</td>
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<tr>
<td>TSSP</td>
<td>Top-soil stripping plan</td>
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<td>SOMP</td>
<td>Stockpilling of materials plan</td>
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