



E I G C A
EUROPEAN INSTITUTE OF
GOLF COURSE ARCHITECTS

SCHEDULE OF SERVICES

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 courses 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)

- Obtain the clients requirements financial limits and rough timetable.
- Obtain information about the site from the Client.
- Visit site and carry out preliminary appraisal.
- General advice on how to proceed.
- Discuss requirements for topographical survey of the site
- Preliminary information regarding budgets and timetable.
- Analyse constraints and assets of the site on work carried out in A2, A3, B3 & B4.

II FEASIBILITY & ROUTING (B)

- Advise on needs for consultants/specialists.(e.g. Planning, agronomist, ecologist, soil analysis, irrigation designer, drainage consultant).
- Assist in selection of consultants/specialists.
- Carry out studies to determine feasibility of client's requirements.
- Research further information about the site from libraries, archives, local authorities.
- Review methods of proceeding with project.
- Review permits, statutory requirements and other administrative procedures.
- 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.
4. Agree amended Layout Plan with above Authorities and Consultants/Specialists.
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

SP	Staking Plan
SWMP	Surface Water Management Plan
TCP	Tree Clearance Plan
SP	Seeding plan
TSSP	Top-soil stripping plan
SOMP	Stockpiling of materials plan