

Phase		Project Manager	Grounds	LA	Contractor
Planning & Design	Programming	<ul style="list-style-type: none"> • Soil/Percolation test results • Distribute existing as built location information to A, E, and C for all utilities, existing trees and irrigation systems 	<ul style="list-style-type: none"> • Provide information about site conditions affecting size and type of plant material 	<ul style="list-style-type: none"> • Design Services • Finalized design 	<ul style="list-style-type: none"> • Instructions for maintenance of plant material • Provide availability of stock and suggested substitutes
	Material Sourcing	<ul style="list-style-type: none"> • Schedule dates for nursery visits • Schedule preconstruction meeting 	<ul style="list-style-type: none"> • Tag trees at Nursery • Authorize substitutions • Approve plants, organic and soil material types 	<ul style="list-style-type: none"> • Tag trees at Nursery • Authorize substitutions 	<ul style="list-style-type: none"> • Nursery list with materials sourced • Plant inspection documentation • Photographs of plants • Test results of all materials to be used
Construction	Installation	<ul style="list-style-type: none"> • Schedule delivery of plant material • Schedule inspections of trees onsite prior and post planting • Schedule inspections of subgrade, subsoils, top soil and fine grading prior to planting • Schedule date for turn over 	<ul style="list-style-type: none"> • Inspection of trees on site before planting • Review preparation of subgrade, subsoil and top soil • Approval of tree stakes and truck wrapping of trees in the field • Review fine grading prior to installation 	<ul style="list-style-type: none"> • Flag location of trees 	<ul style="list-style-type: none"> • Percolation test results • List of conditions encountered (if any) detrimental to plant growth
	Turn Over and Acceptance	<ul style="list-style-type: none"> • Schedule post planting inspection walkthrough • Schedule date for substantial complete inspection (development of punch list) • Schedule date for final inspection (after completion of punch list) • Instructions for maintenance of plant material • Electronic (CAD and ArcGIS) as built for landscape and irrigation installation 	<ul style="list-style-type: none"> • Punch list • Written acceptance of landscape turnover 	<ul style="list-style-type: none"> • Punch list 	<ul style="list-style-type: none"> • Instructions for maintenance of plant material • Electronic (CAD and ArcGIS) as built for landscape and irrigation installation • Geolocation of trees and landscape features
Close Out	Guarantee and Replacement	<ul style="list-style-type: none"> • Contact information and contract specification for Guarantee 	<ul style="list-style-type: none"> • Periodic inspections of plant material • Requests for Replacement 		<ul style="list-style-type: none"> • Immediate treatment of plant material immediately upon notification of disease • Replacement of plant material upon notification on an agreed upon date • Written observations of maintenance practices that need adjusting to maintain the guarantee