



RJ HORTICULTURE  
GARDEN DESIGN & CONSULTANCY

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## GARDEN DESIGN FEE PROPOSAL

**Client Name:** XXXXXXXXXXXXX

**Address:** XXXXXXXXXXXXXXX

The following document will summarise the works and fees pertaining to the above property. This is also accompanied by my terms of engagement and should be fully read and understood by the client before instructing the designer.

RJ Horticulture tries to be as sustainable and climate aware as possible in business operation. The majority of work and communication with the client will be submitted electronically. Where necessary hard copies of documents are provided as detailed in the table. Other hard copies can be provided on request, please see additional cost table.

**Summary:** After discussion at our initial meeting, I feel you have a good understanding and desire to engage in a design of your garden. From that meeting I believe a contemporary inspired design, that is sympathetic to the local landscape would be a good starting point.

**Design Process:** The table at the end of this document details the services I can provide in developing and creating a design for your garden. This includes development of a client brief and survey of the garden. This creates an information pack about yourselves, the garden as it is now and the aspirations you have for it. It is a point of reference for me throughout the entire design process.

This will be followed by a concept process in which we will discuss a variety of options for the garden, from singular material and plant choices through to complete garden themes and layouts. This leads to the creation of concept ideas and layouts that then move towards a final design choice.

The final design process takes the elements and concepts you have chosen and places them into a final design for the garden. There is usually a 2 or 3 draft process to this. This point is also where we would usually begin communication with a contractor for the works, However, I will probably research and contact some earlier in the process to confirm if they provide the required level of service. Once the first draft is complete, I would recommend a meeting with them on site to discuss the design and to see if any changes need to be made. After the second draft any further changes may incur costs at additional design hours rate.

**Landscaping:** On our initial meeting, some hard landscaping features were discussed. Due to the size of garden and general features required I do not believe construction drawings will be necessary. Where layout, positions and spacings of materials are integral to the design, this will be specified. The contractor instructed to construct the garden should be more than capable of industry standard techniques required in this type of build. However, if desired by the client construction drawings can be provided at extra cost, charged at additional design hours.

If in concept/development stages it becomes apparent that more complex features or builds are happening, e.g. bespoke oak pergola frame, I would recommend I engaged with a skilled professional for advice e.g. timber framer. This communication would not incur any extra cost. However if this led to additional site meetings or additional working time outside of the stated services table below then extra costs would incur.

I will source hard landscaping feature materials and provide estimated costs and quantities. It should be unnecessary to estimate aggregate or construction mix quantities. A skilled contractor working to industry standards will have their own practical expertise in these areas, and these materials will form part of their quote. This may also apply to their supply of the feature materials as their knowledge and suppliers can often be more cost effective than those stated in the design specification.

If for any reason a full materials specification is requested this can be provided at additional research rate hours.

I will also provide project inspection as noted in the services table and provide a return visit to the garden, usually 12 months after completion.

**Plants/Planting:** I cannot quote for planting at the moment but once the design and planting plan are established I will be able to. I can source, supply and install the plants if needed. Payment for plants will be required before they are delivered to site. If this service or part of it can be provided by the contractor at a more competitive rate, I am happy for my role to be reduced or removed.

**Services:** Detailed below are the recommended services and fees and payment scheduling. The bullet point lists outline major works within the stages, research and other working time are not detailed but are include in the pricing. All timelines are estimated and subject to change. Once instructed I will provide estimated dates relating to the timelines.

Upon completion of each stage a certificate of completed works and invoice will be issued. Please note all payments are due within **10 days** of invoicing, work will not begin on a new stage until payment is received.

**Design Brief – 2 Weeks.**

- Client questionnaire with x1 follow up meeting
- Electronic and Telephone communication.
- Site survey and analysis of site.
- Digital Site plan created.
- Additional research following client information before brief completed.

**£350.00**

**Development, Research, Concepts – 3 Weeks.**

- X3 meetings with clients over whole process.
- Email and phone communication.
- X2 Hard copy. Individual concept layout plans.
- Various digital content and drawings created including listings and plans for plants and materials.
- Digital layouts and presentation and vision boards.
- X2 Hard copy. Individual concept image boards.
- X1 Hard copy. Production of final concept plan and image board.
- Initial communications with potential landscapers.

**£850.00**

**Final Design – 2 Weeks.**

- X1 client meeting for each draft up to 3 drafts.
- Email and phone communication
- Up to 3 drafts including final design.
- X2 meetings of potential contractors on site.
- X1 Follow up meeting with contractor when selected.
- Hard landscape feature materials specification.
- Plant list.
- x1 Hard copy. First draft of garden layout and plant plan.
- X1 Hard Copy. Second draft with changes from first draft client meeting. Up to 3 additional changes overall for final draft documents (further changes charged at additional design rate).
- Final Draft created. This includes x2 Hard copies of: Hard Landscape plan, planting plan, garden layout plan. (Any changes charged at additional time rate).

**£550.00**

**Project Inspection – 2 Weeks:**

- X4 site visits over project duration.
- Phone and email contact.
- Return visit in 6-12months of completion

**£420.00**

<b>Plant Sourcing and Planting – 2 weeks.</b> <ul style="list-style-type: none"> <li>• Sourcing and budgeting of plants for design.</li> <li>• Arrangement of timings, pick-up and deliveries of plants.</li> <li>• Supply of nutrients and growing media to enable plant establishment.</li> <li>• Labour and planting of plants following plant plan.</li> </ul>	<b>£750.00</b>
<b>Overall Total:</b>	<b>£2920.00</b>

**Additional charges:**

Hard copies of work - A3	B&W £2.00 – Colour £3.00 per copy
Hard copies of work - A4	B&W £0.00 – Colour £1.00 per copy
Additional research hours	£35.00 per hour
Additional design hours	£45.00 per hour
Plant profile (info and basic maintenance)	£100 per five species
General maintenance schedule	£15 per m <sup>2</sup> of planting
Travel over 1hour	£30 per extra hour of travel
Additional meeting or site visit	£75 max. 2 hours

Please contact me if there are any questions or queries. Once you are happy I will make any agreed changes, add dates and re-send this document for you to sign.