

# Landscape Architects Accreditation Handbook

*For the profession of Landscape Architecture*

Singapore

# Landscape Architects Accreditation Handbook

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Colophon

First Edition. [www.la-accreditation.org.sg](http://www.la-accreditation.org.sg)

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# Preface

Our landscape architects in Singapore have undoubtedly made immense contributions in moulding urban Singapore into a verdant Garden City. A uniquely distinct profession, while easily mistaken and simplistically perceived as gardening, landscape architecture in fact, is strongly founded upon the principles of environmental architecture. These principles integrate science and art to create the complex connection between our built and natural environments, whilst enhancing them with fresh perspectives.

We are now ready to take the next step forward. The growing recognition of the profession of Landscape Architecture now means greater responsibility and public accountability - for what we design and practise has an impact on our people, and the environment. It has an even stronger influence in shaping Singapore into a world-class liveable city with a flourishing biodiversity.

The Landscape Architects Accreditation Programme aims to be a formal avenue for the constant evaluation and improvement of our landscape architectural practices and professional development outcomes. Our accreditation is testament to our professionalism, public accountability and environmental stewardship.

We are also looking forward to the programme being an opportunity for the industry and all associated professionals to work together to advance the institution's mission towards an optimally designed city and a well-balanced ecological habitat.

**Damian Tang**  
President of SILA

# Acknowledgements

The Landscape Architects Accreditation Programme is made possible by a group of landscape architects who wish to increase recognition and competence of our profession in Singapore. I would like to acknowledge the following individuals and organisations for their contributions to the accreditation programme and this handbook:

Firstly, I would like to thank SILA president Damian, who led the SILA Council and first established the accreditation programme in 2012. Damian is the key driving force behind the programme. I would also like to express my gratitude to the previous Accreditation Subcommittee Chairperson Emily, who developed and implemented the CPD scheme from scratch.

Jason, Suya and Melissa have been our advisors on the framework and have supported by taking on tedious administrative work for years. Leonard and Wi Ming have been helping to develop the CPD programme which will support the longevity of the accreditation programme.

The SILA council has been supporting the Accreditation team and the setting up of the Accreditation office, which is now run by Paulina. I would like to thank Ronnie, Sri, Maria, Terrence, Pauline, Siying and Fangwei.

Without Yazid, Rebecca, Syuhada and Lehana, we could not have conceptualised this handbook and the webpages. They gathered fragments of the accreditation concepts and gave it a form.

Henry, Helen and Peter have done enormous favours for the programme. Their advice has helped us build its foundation which will reflect the quality and competency of the accredited individual. SILA has been warming up to the idea of accreditation for years. The concept of landscape architect licencing scheme was spelt out in the members' handbook written in 1998. DesignSingapore Council, which started the design accreditation programme gave us a chance to materialise the idea. I would like to thank the DesignSingapore Council staff who shared critical advice that added value to the programme.

Lastly, I would like to extend my appreciation to all landscape architects who support the accreditation programme for the better future of our profession.

Fumiko Sano  
Chair of Accreditation Subcommittee

# Photography and Illustrations

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*\*by editorial team*



Bishan-Ang Mo Kio Park, Atelier Dreiseitl Asia Pte Ltd



# Programme Objectives

In order to set the benchmark for our profession in Singapore, the Landscape Architects Accreditation Programme has been set up to distinguish competent landscape architects, who ensure best practices when designing spaces by taking into consideration the health, safety and welfare of the public, as well as the conservation of flora and fauna in the environment.

The programme provides practical evaluation criteria and accredits individual landscape architects with the appropriate skills and knowledge. It will also define the responsibilities of a landscape architect and assure the right professional for further progression.

SILA introduced the Continuous Professional Development (CPD) scheme for members in 2012, and it has since been developed into the current Accreditation Programme with support from the DesignSingapore Council.

The Accreditation Programme will be enhanced further in the future to enhance the foundation and acumen of our profession, which contributes to the transformation of cities making them sustainable and yet comfortable.



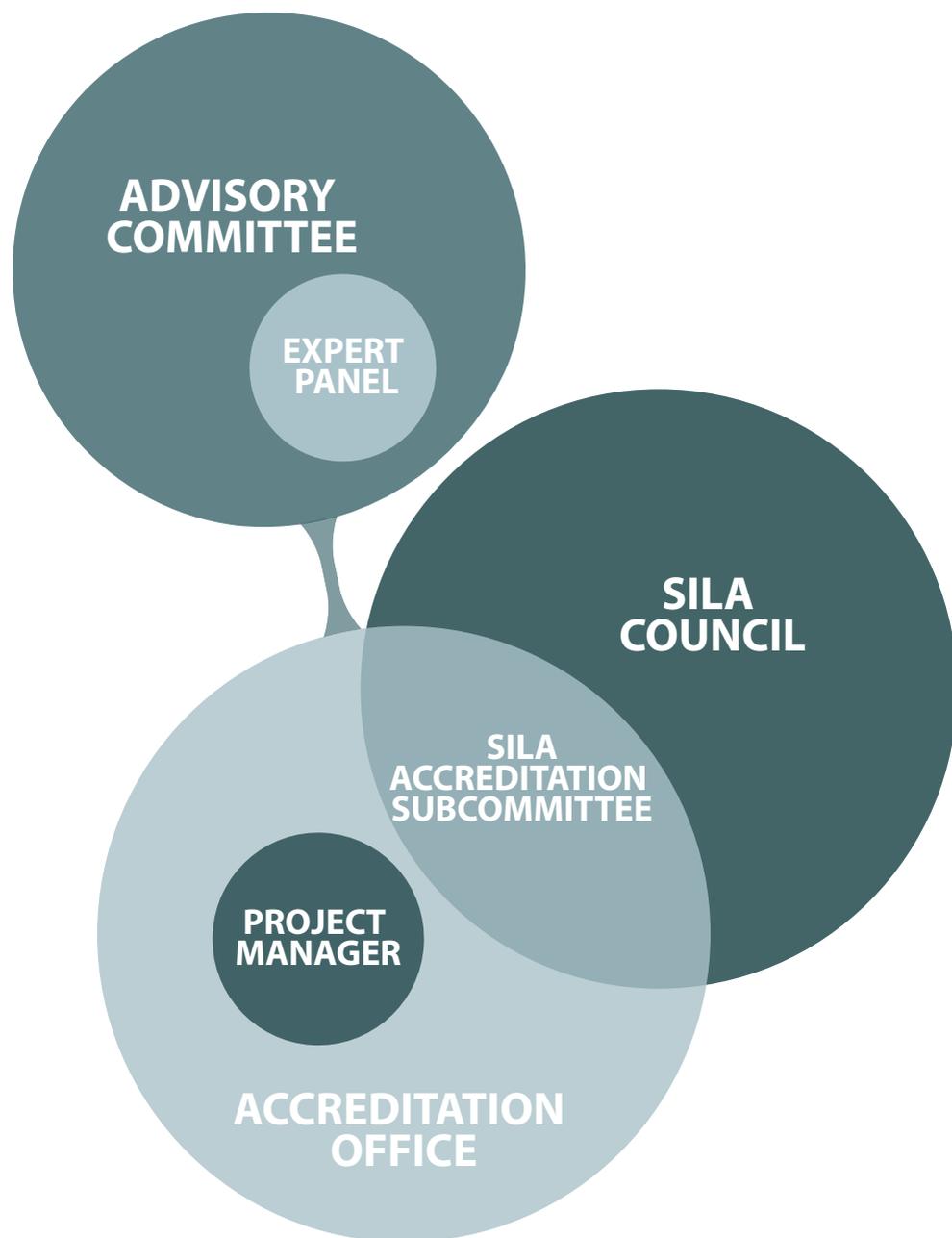
# Accreditation Office

The Landscape Architects Accreditation Programme is supported by the DesignSingapore Council, which is part of the Ministry of Communications and Information. The Council aims to raise the bar for the design industry through accreditation. SILA has developed the Landscape Architect Accreditation framework in conjunction with DesignSingapore Council's objectives and set up the Accreditation Programme for Landscape Architects.

The Accreditation Office, which is a part of SILA was set up in March 2015 to undertake the Accreditation Programme independently. The office is thus a member of the International Federation of Landscape Architects (IFLA) and supports the IFLA Asia Pacific Region Landscape Charter 2015.

The office is responsible for holding an updated list of accredited landscape architects and administering matters related to accreditation application, examination and certification. Both SILA and non-SILA members are to be treated equally to maintain the characteristics of the programme that are open to public. The accreditation training courses are conceptualised and will be conducted by SILA in conjunction with accreditation objectives.

# Structure of the Accreditation Office



The Landscape Architects Accreditation Office comprises the Accreditation Project Manager(s) and Accreditation Subcommittee (ASC) of SILA.

An independent Advisory Committee (AC) will advise on the strategic development of the Accreditation Programme and promote good landscape architectural practices and professionalism. It is made up of representatives from government authorities, interdisciplinary professional organisations and established professionals from SILA, whose contribution to the landscape architectural industry is recognised by SILA members.

The Expert Panel in the Advisory Committee (AC-EP), made of established professional landscape architects nominated by SILA, advises on the examination and evaluation of Accredited Landscape Architects. ASC will develop examinations and course related material based on the Expert Panel's advice.

Accreditation Committee	Accreditation Subcommittee
President of SILA Executive Director of DSG 6 key appointment holders from industry and governmental agencies related to the built environment* 3 established professional landscape architects in the Expert Panel**	4 SILA council members 4 SILA members
2-year term	
Nominated by SILA council **Nominated by SILA members	Nominated by SILA members
Appointment by SILA president	Appointment by SILA council

Table 1  
Composition of accreditation body

\* To be confirmed

### Advisory Committee

Advise the Accreditation Office on matters such as:

- a. Strategic development of the Accreditation Programme;
- b. Framework of the Accreditation Programme; and
- c. Framework of the Continuous Professional Development programme.

### Expert Panel

- a. Advise on standards of professional conduct and ethics;
- b. Evaluate the competency of accreditation candidates; by examining the exam application documents, written examination and interviews;
- c. Advise on Accreditation examination and evaluation of;
- d. Accreditation candidate; and
- e. Conduct interviews as part of Accreditation examination.

### Accreditation Office

- a. Keep and maintain a listing of accredited landscape architects;
- b. Maintains oversight of the accreditation scheme;
- c. Review feedbacks related to the accreditation scheme
- d. Appoint arbitrators in the event of disputes; and
- e. Study the effectiveness of the accreditation program by conducting surveys

### Accreditation Subcommittee

- a. Develop Core CPD programmes based on the 3 domains of accreditation training;
- b. Develop Accreditation examination and evaluation criteria with support of Advisory Committee Expert Panel; and
- c. Advice on administration of the accreditation office.



# Accreditation Application

## Accreditation Criteria

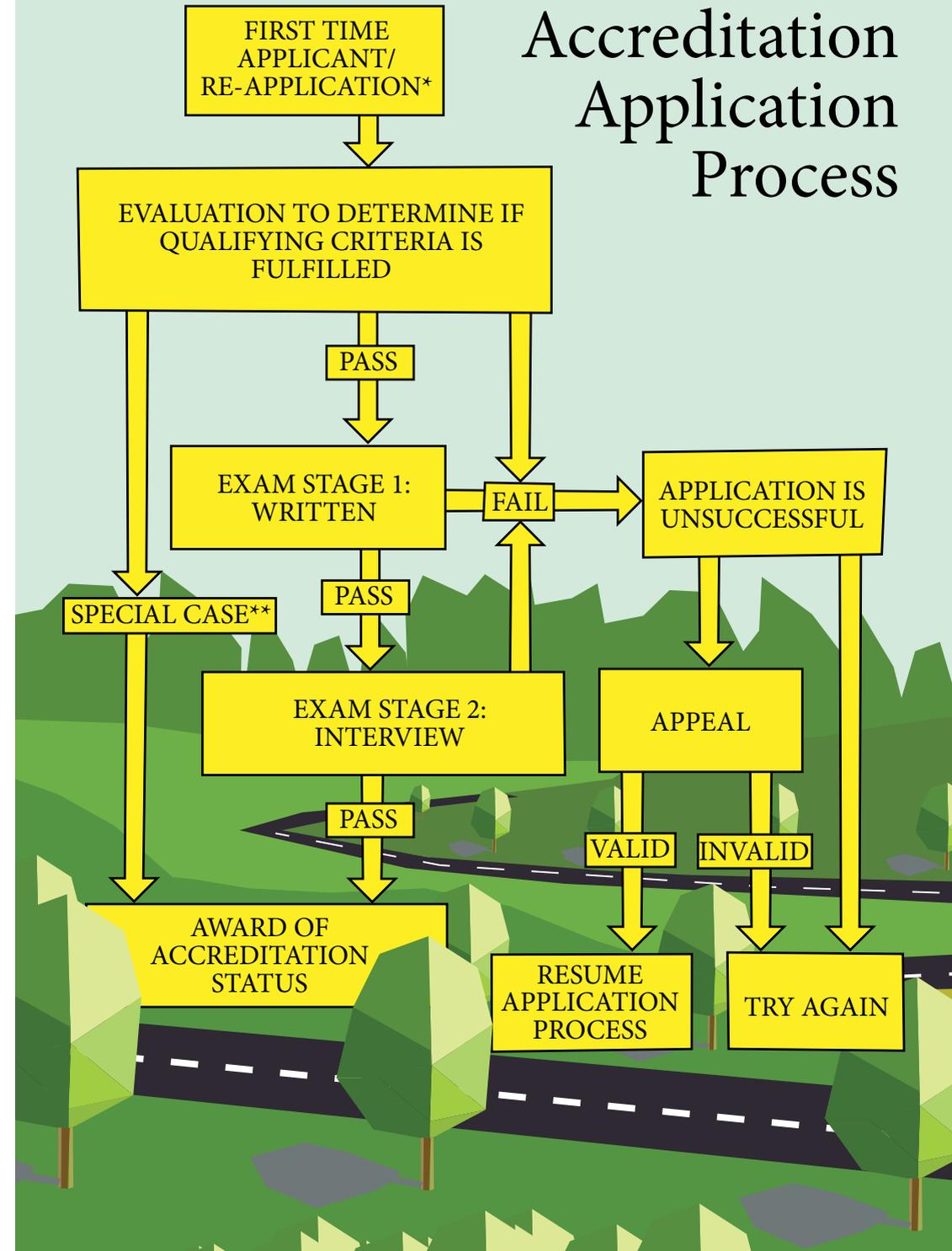
Landscape Architect Accreditation will be given to the person who has the ability to deliver landscape architectural services based on professional judgement, ethics and values set by the Accreditation Office.

Eligible applicants are individuals who have an appropriate academic background recognised by the Accreditation Office, and the necessary professional practice experience including work experience in Singapore. The applicants have to pass the examination comprising written and oral interview components, in order to be awarded Accreditation status. The examination permission will be issued to any individual who complies with the following criteria.

Accreditation criteria is as listed below:

- a. Academic background
- b. Working experience as a Landscape Architect
- c. Passing the accreditation examination

# Accreditation Application Process



Academic Criteria	Work Experience
Landscape Architecture Degree from universities recognised by IFLA/SILA	Minimum of 2 years, which includes a minimum of 1 year practice in Singapore
Landscape Architecture related university degree or equivalent recognised by IFLA/SILA	Minimum of 10 years, which includes a minimum of 1 year practice in Singapore
Landscape Architecture related Diploma	Minimum of 15 years, which includes a minimum of 5 years practice in Singapore

Table 2  
Examination application criteria

\* Application by the candidates whose accreditation status was revoked by the accreditation office

\*\* Applicants who hold SILA-recognised landscape architectural licenses

Period	Phase	Fees
April	Examination application	\$100
May	Examination permission by Accreditation Office	-
June	Examination Stage 1: Multiple choice and written questions Permission for 2nd stage examination by Accreditation Office	\$200 -
July	Examination Stage 2: Interview by Expert Panel	\$200
September	Announcement of Accreditation results by Accreditation Office	-
Following January	Award of Accreditation Accreditation Registration*	- \$350

Table 3  
Examination calendar

### Application Documents

The first accreditation examination will be conducted in 2016.

The following documents have to be mailed to the Landscape Architects Accreditation Office by the end of April:

- a. Application form can be downloaded from the accreditation website [www.la-accreditation.org.sg](http://www.la-accreditation.org.sg)
- b. Copy of educational certificate(s)
- c. Detailed list of working experience as a landscape architect
- d. Mentor's assessment report / log book / professional portfolio
- e. Exam application fee (\$100 – non-refundable)

The examination permission will be emailed to successful candidates by the end of May, and is valid for 2 years, taking into consideration any circumstances that prevent the applicant to take the exam in the same year.

\* Hardcopy accreditation certificate will be issued for first successful application only. PDF certificate will be provided for the subsequent years.

# Instant Accreditation

Academic Criteria	Work Experience
Landscape Architecture Degree from universities recognised by IFLA/SILA	Minimum of 5 years, which includes a minimum of 3 years practice in Singapore
SILA Full Member	Minimum of 5 years, which includes a minimum of 3 years practice in Singapore

*Table 4  
Criteria for instant accreditation, valid till 31st December 2015*

## Application Documents

Any person who satisfies the following criteria in 2015 will be given Instant Accreditation status. The Instant accreditation exercise is effective only in 2015. The following documents have to be mailed to the Landscape Architects Accreditation Office:

- a. 2015 Instant Accreditation Application Form
- b. Copy of educational certificate (for non-SILA member)
- c. Comprehensive details of working experience as a landscape architect
- d. Registration fee of \$350

Applicants have to confirm that one's practice as an Accredited LA will be in accordance with the Code of Professional Conduct and Ethics (page 27) and Basic Scope of Services (Page 37). Successful applicants will be announced during the Accreditation launch ceremony in 2015. Instant accreditation is valid until 31st December 2015.

# Renewal of Accreditation

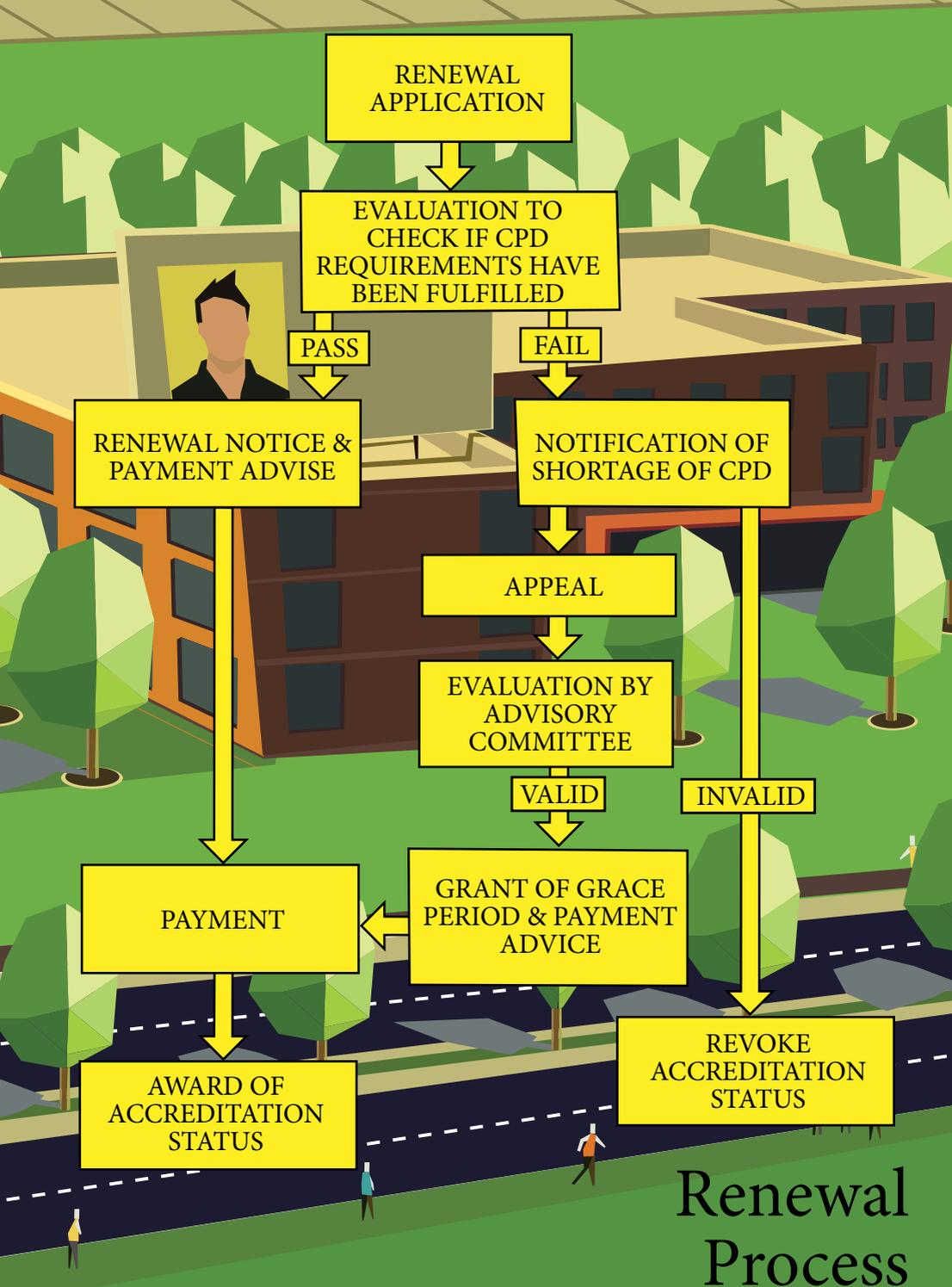
## Renewal Criteria

Landscape Architect Accreditation is valid for 1 year and annual fee shall be paid by 31<sup>st</sup> January. If the requirement is not satisfactory, accreditation status will be revoked. In order to regain accreditation status, the individual will have to take the accreditation exam and fulfill the associated requirements. Appeals can be made to the Accreditation Office, in the event of any objection to the Accreditation office's decision regarding suspension/ revoking of the accreditation status.

CPD requirement	Annual Fee
Minimum 20 CPD points, including minimum 10 Core-CPD, in the past year	\$150 (SILA Members) \$250 (non-SILA Members)

Table 5

Renewal criteria to maintain accreditation status





# Continuous Professional Development

## Types of CPD Programmes

1. Core - CPD
  - Organised by SILA or in collaboration with other organisations as requested by SILA
  - Comprises of the following 3 domains:
    - a. Professional Practice
    - b. Urban Ecology
    - c. Landscape Design & Management
2. Elective - CPD
  - Professional knowledge programmes prepared by SILA
  - Interdisciplinary courses / seminars / workshops approved by SILA
  - Landscape architectural courses / seminars organised by other institutes

Core - CPD events	Number of points			
	Half-day	Full day	Two days	Three days
Core seminar organised by SILA	3	4	8	10
SILA certified core course organised by other organisation	2 to 3	4	8	10
Workshops organised by SILA	2 to 3			
Conducting a tour or lecture for SILA	2 to 4	4		
Presenting a paper @ IFLA conference	8 10 (keynote speaker)			
Presenting a paper @ ASLA / AILA / NZLA / other similar conferences related to the profession	4			
Guest critique / examiner @ universities	3 4 (head examiner)			
Guest critique / examiner @ polytechnics	1			
Guest speaker @ institutions	4 6 (main speaker)			
Publication in landscape architectural design book or journal	4 (project/office portfolio) 8 (article) 10 (research paper)			

Core - CPD events	Number of points			
	Half-day	Full day	Two days	Three days
Publication in book or journal in related fields	3 (project - points for one main person) 5 (landscape architectural article)			
Advisory Committee appointment	5			
Part-time teaching / lecturing @ university	4 per year (landscape architectural degree courses)			
Part-time teaching / lecturing @ polytechnic	2 per year (landscape design related diploma courses)			
Supervision of log book	8 (per LA taking exam that year)			
Landscape architects holding a SILA appointment	6 (council member) 8 (president)			

Table 6  
Core - CPD points allocation summary

Core- and Elective- CPD events	Number of points			
	Type	Full day	Two days	Three days
Attending IFLA Regional conference	Core	3		
	Elective	6		
Attending IFLA World Congress	Core	4		
	Elective	8		
Attending ASLA/AILA/NZLA or other similar conferences related to the profession	Core	3		
	Elective	6		
Presence at relevant trade shows (promoting profession)	Core	2		
	Elective	2	4	6

Table 7

Core - and Elective - CPD Events points allocation summary

Elective - CPD events	Number of points			
	Half- day	Full day	Two days	Three days
SILA Annual General Meeting	6			
Attending relevant trade shows		2	4	6
Attending direct relevant course by other organisation	2	4	8	10
Attending indirect inter-disciplinary course	1 to 2	2 to 3	2 to 4	4 to 6
Attending Architects' or Engineers' conferences	2	4	6	8

Table 8

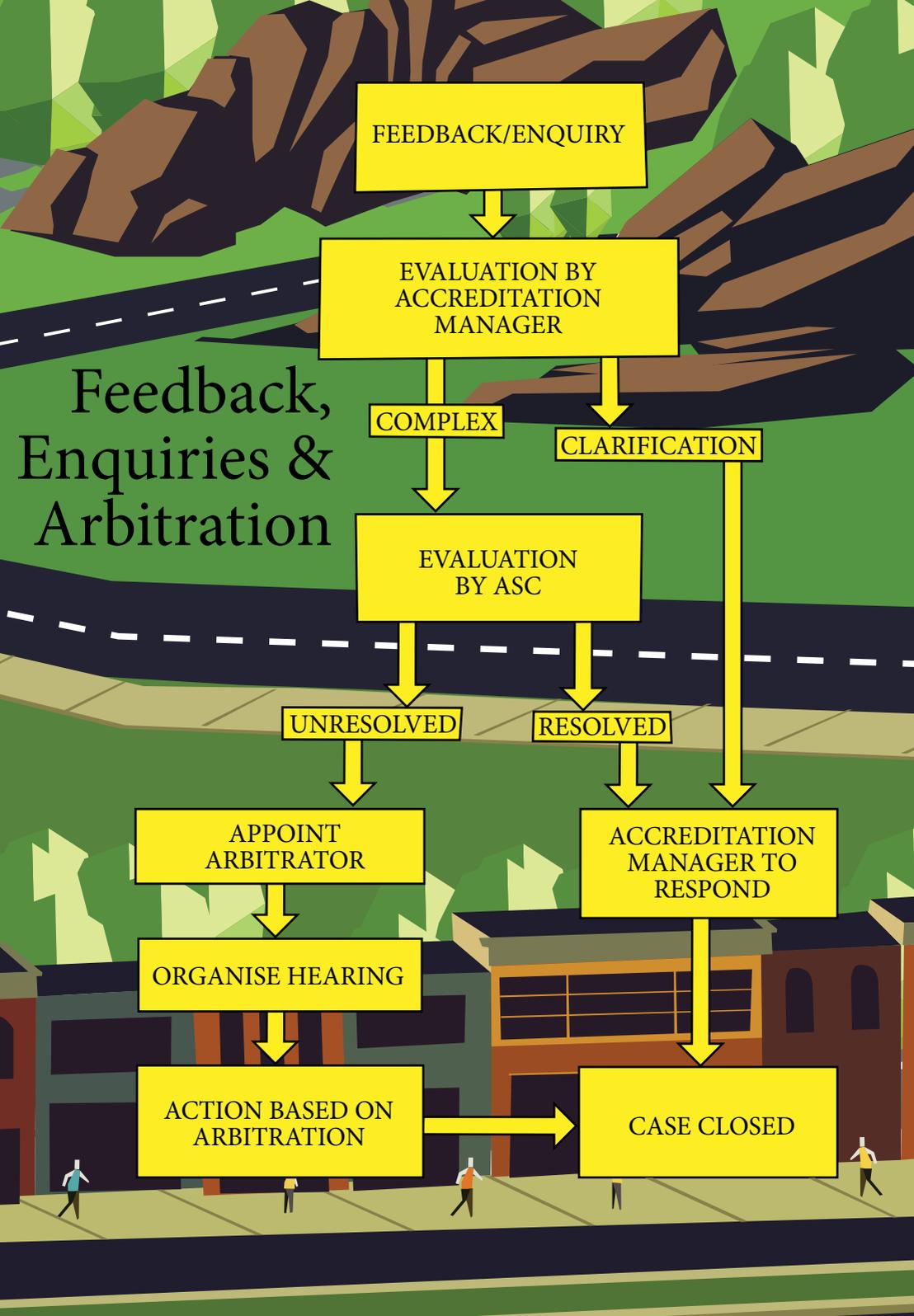
Elective - CPD points allocation summary

# Feedback & Enquiries

## Process for Feedback, Enquiries & Arbitration

The Accreditation Office will hear and determine disputes relating to professional conduct or ethics of accredited landscape architects (refer to pages 26 to 31). Feedback and enquiries can be sent to the Accreditation Office via email or through the feedback form found on the web page at the following address [www.la-accreditation.org.sg](http://www.la-accreditation.org.sg), and it will be processed as indicated in the flowchart.

The Accreditation Office cannot process complaints related to contractual issues.



# Code of Professional Conduct and Ethics

*Based on Singapore Institute of Landscape Architects, Members' Handbook, Section V - Code of Professional Conduct and Ethics, revised in December 1998.*

## Preamble

The accredited landscape architects are governed by the Constitution, By-Laws and Code of Professional Conduct and Ethics and in addition to the general law. They should bear in mind that their conduct must always be based on their obligations to their clients, their professional colleagues and the landscape industry.

This Code expresses the Institute's expectations of the level of professional conduct of the accredited landscape architects. The Code acts as a guide to the moral behaviour of the accredited landscape architects.

## 1 The Code

- 1.1 Accredited landscape architects will make every effort to preserve and protect our environment and natural resources, and to understand how economic and social forces interact with these resources.
- 1.2 In reconciling the public's needs with environmental protection and enrichment, the accredited landscape architects have a social and economic responsibility to ensure that the natural ecological system is protected as far as possible.
- 1.3 Accredited landscape architects will strive to advance the welfare of the profession by providing the highest possible level of professional services. In all professional matters, accredited landscape architects will make the best use of all his or her knowledge, expertise and creative ability.

- 1.4 An accredited landscape architect will at all times, faithfully carry out the duties which he or she undertakes and have due regard to the interest of his or her clients, and shall act with loyalty towards his or her professional colleagues. He or she shall act with integrity and understanding and must not act in any morally reprehensible manner.
- 1.5 An accredited landscape architect shall avoid any action or situation which is inconsistent with his or her professional obligations or is likely to raise doubts as to his or her integrity as an accredited landscape architect.
- 1.6 Accredited landscape architects shall rely only on ability and achievement as the basis for his or her advancement in practice.
- 1.7 Accredited landscape architects will encourage educational research into the fields of planning, design and construction of the physical environment.
- 1.8 Accredited landscape architect should recognise and protect the cultural and historical context and the ecosystem to which the landscape belongs when generating design, planning and management proposals.

## 2 Guidelines For Professional Conduct

- 2.1 If an accredited landscape architect is approached or instructed to proceed with any professional work in respect of any project for which the client has engaged another landscape architect, he or she shall communicate in writing the fact to such landscape architect to seek agreement on terms of reference.
- 2.2 An accredited landscape architect shall not accept any work which involves the giving to or receiving from him or her of discounts or commissions, nor shall he or she accept any discount, gift or commission from contractors or tradesmen, whether employed upon his works or not.
- 2.3 No accredited landscape architect shall accept payment or other consideration from any source other than his or her client or employer in connection with the works and duties entrusted to him or her nor shall he or she permit any member of his staff to receive such payment or consideration.
- 2.4 An accredited landscape architect shall not assume or knowingly accept a position in which his or her interest is in conflict with his or her professional duty.

- 2.5 If an accredited landscape architect has any financial interest (no matter how remotely) connected with the services, project or turkey project, he or she must make a full disclosure of such interest to the client or employer.
- 2.6 If a client selects a bidding method which is price-competitive, e.g. a tender, an accredited landscape architect is free to participate. However, the accredited landscape architect is encouraged to advise the client of the public benefit derived from a selection method which is primarily concerned with the accredited landscape architect's professional ability and competence to carry out the required services.
- 2.7 An accredited landscape architect shall recognise the contribution of others who are engaged in the planning, design and construction of the physical environment. He or she will not knowingly make false statements regarding their professional work and will not maliciously injure or attempt to injure the prospects, practice and employment position of those so engaged.
- 2.8 An accredited landscape architect will not tout for business by submitting plans to possible clients without being requested to do so, or by any other method.
- 2.9 An accredited landscape architect shall provide free designs only when a client is prepared to remunerate all competing members on an equal and fair basis.

- 2.10 An accredited landscape architect must be truthful in disclosing to the client or employed, his or her professional qualifications, experience and ability to perform the required task or service; he or she must not make exaggerated, misleading, deceptive or false statements or claims to the public about his or her professional qualifications, experience or performance.

# Nature of Services

*Based on SILA Member's Handbook Section V  
– Professional Practice, revised in December 1998*

The scope and nature of the services to be provided by the accredited landscape architect either directly or in conjunction with other consultants will vary according to the particular planning and design requirements of the client.

The landscape architectural services cover five distinct areas as follows:

## 1 Master Planning and Site Planning

This involves identifying and resolving fundamental site layout issues relating to the selection and location of land uses, activities, structures and pattern of circulation, landforms, water bodies and planting.

## 2 Design Documentation and Contract Administration

This involves preliminary design drawings which then leads to design development. The developed design will illustrate the size and character of the entire project with sufficient details which may include design reports, and the co-ordination of schematic design of other specialist services. Documentation involves all necessary preparation of tendering document as required for the calling of tenders, the co-ordination of documents. Contract administration is the evaluation and recommendation of tenders; general administration of the contract involving site inspections on quality and progress of work, attending meetings with the contract and to clarification of matters

arising from interpretation of the documents and overseeing that works carried out are in accordance with the contract documents.

### 3 Landscape Planning and Related Activities

This involves the process of setting landscape goals, objectives and policies for action at local, national and regional scales. Landscape planning may involve landscape inventories, landscape valuation, evaluation of landscape and development options, recommendation of strategies for implementation of landscape policies and the management of disciplinary projects for Site Selection Studies, Environmental Impact Assessments, and Feasibility Studies.

### 4 Landscape Management

This is the management of a particular landscape to meet specific objectives in relation to the needs of the landscape and the user. It includes the preparation of Landscape Management Plans covering analysis, recommendations, master plans and research. It may include preservation, restoration, rehabilitation and enhancement of the landscape.

### 5 Research

This is undertaken to bring about improvements in approaches, techniques and the cost and effectiveness of landscape planning, design and management. It may include valuation, behavioural, environmental, maintenance and tourism studies in relations to the planning, design, and management of landscapes.

### Other Services

This may include the preparation of a project landscape brief, production of specific drawings and models, etc.

# Basic Scope of Services

## Preamble

All accredited landscape architects in Singapore should be able to provide basic landscape architectural services listed in the following table. The service contents offered by the landscape architect should reflect as closely as possible the services required by the client. This means that before any work is undertaken, full understanding of the scope of the landscape architect's involvement in a project, together with a payment schedule reflecting the different service stages, should be agreed upon in writing.

## Use of Terms

The term *hardscape* refers to hard landscape - this being all aspects of the construction works that are involved in landscape schemes. This includes the physical design of water features, but not the mechanical and electrical systems.

The term *softscape* refers to soft landscape - this being all aspects of the planting works for landscape schemes. This includes all aspects of soil bodies, but does not include landscape irrigation.

<b>1</b>	<b>Preliminary Design Stage</b>
1.1	Strategic Definition
1.1.1	Review the brief provided by the Client and establish a set of requirements and design objectives based on information that influences the development or management of the project.
1.2	Site Analysis - Identify opportunities and constraints
1.2.1	Analyse existing site conditions that will affect and influence the design and arrangement of landscape features in the context of proposed buildings and site infrastructure shown in planning documents and work by other professions. Study site characteristics and conditions to evaluate the strengths, weaknesses, constraints and opportunities related to subject development site.
1.2.2	Develop sketch design proposals, zoning plans, and initial concepts, and coordinate information with the architect and/or other project team members.

<b>2</b>	<b>Design Stage</b>
2.1	Concept Proposal
2.1.1	Develop the landscape concept proposal including overall layout plan(s) showing the location of landscape spaces and relationships to other built elements within the site. Designs and supporting graphics may include landform, circulation and facilities with more elaborated concept for the proposed main landscape spaces; overall planting strategy, and materials with information and images on unique features and visual appearance, if necessary.
2.1.2	Coordinate with the architect and any other relevant consultants on the site planning issues that might affect the resultant landscape design. Prepare illustrative drawings to demonstrate the design concepts for the hardscape, softscape and special features such as play areas, water features, (and where applicable) furniture, rockworks, art works and landscape accessories. These are illustrative concepts which do not contain details at this stage.
2.1.3	Evaluate and incorporate the formal comments on the concept proposal from the client and other project team members, and obtain the client's approval for the concept, then proceed to the next design stage.

<b>2.2</b>	<b>Schematic Design</b>
2.2.1	This stage provides the necessary information required to illustrate the design intent of the landscape elements for coordination amongst the consultants and for the client's approval.
2.2.2	Comments from the Concept Proposal Stage will be incorporated, and in progress coordination drawings will be issued to the client and all relevant consultants for their final input and coordination. These drawings are intended to convey the character and relationships between various site elements for detailed coordination. The drawings will also help to prepare for more detailed designs (draft plans, sections, elevations and/or preliminary details) of the critical areas, including plans for overall grading intent, planting intent, material selection and soil depth.
2.2.2	The landscape architect will provide the costing for the softscape works only. All other cost information for preparation of overall project cost plans shall be provided by the project quantity surveyor, with assistance by the landscape architect for hardscape works where applicable.
2.1.3	Review with and assist the Qualified Person (QP) in the landscape related matters that are required for the respective authorities, such as inputs to planning submissions.  Note: BCA-Greenmark Assessment - Green Provisional Section, ABC Waters, LEED, LEAF and other environmental certification schemes are not part of the main authority submissions and are additional scope of work items if they are required by the developers. These works are not included in the landscape architect's fee. Separate quotes can be provided if these are required.

2.3	<b>Design Development</b>
2.3.1	<p>Develop landscape detailed proposals including technical details; planting specification; detailed design drawings of landscape structures, furniture, finishes; pavement and material plans; and lighting plan and details. Small architectural elements such as a clubhouse, guard house, gym, lounge, roofed pavilions and site boundary walls are considered architectural items and are not part of the landscape architect's scope of works. Coordination with the project engineers for their inputs are expected, but any structural, mechanical and electrical engineering design and details including those required for automatic irrigation and water features are not part of landscape architect's expertise or scope.</p> <p>Note: Landscape external lighting, except to guide the intent, and integration on location of fittings, should not be included where a Lighting Consultant has been appointed to the project.</p>
2.3.2	<p>Provide the outline specifications and schedules of both hardscape and softscape materials and services for the preparation of the estimates of the construction cost by the quantity surveyor.</p>

3	<b>Tender Stage</b>
3.1	<b>Landscape Submission and Tender Preparation</b>
3.1.1	<p>Study the impact of statutory requirements, and work with the architect to seek clearances and refer to the submission guidelines for landscape elements by the relevant authorities, if provided by the authorities.</p>
3.1.2	<p>Prepare softscape and hardscape technical drawings, schedules and specifications of materials, and landscape grading indicating layout, dimensions, and profiles. Accompanying notes for workmanship should be added where required for the tender and construction.</p> <ol style="list-style-type: none"> <li>a. The water feature details will be for the physical design of the water feature, and the intent of 'water play', and will include only the design intent profiles, layouts and performance specifications.</li> <li>b. The landscape lighting plans, if there is no lighting consultant, will include only plans for locations and types of fittings inclusive of cut sheet specifications.</li> <li>c. The surface drainage design includes up to the design intent schematic and visual treatment only.</li> </ol>

cont.	<p>Landscape Related Works and Design by Others:</p> <p>The following works fall under the scope of engineers and architects. The landscape architect's role in these is collaborative to ensure integration. But, these items are not designed by the landscape architect.</p> <ol style="list-style-type: none"> <li>a. All parts of the waterproofing system;</li> <li>b. The surface drainage network and hydraulic calculations for collection and discharge calculations and external connections;</li> <li>c. Electrical wiring diagrams and photometric calculations;</li> <li>d. and any other structure and mechanical &amp; electrical engineering designs and specifications including those required for the automatic irrigation and the water features.</li> </ol> <p>The water features mechanical and electrical systems are not designed by landscape architects but by the qualified specialist water features designers or the contractors. This work is not included in the landscape architect's fee.</p> <p>The irrigation system layouts and the design/specification for mechanical and electrical systems are not carried out by the landscape architects but are done by the qualified specialist Irrigation designers or contractors. This work is not included in the landscape architect's fee.</p> <p>The signage design is not carried out by landscape architects, though the landscape architect will coordinate with the signage designer. The design of landscape lighting will only be done by the landscape architect if it is clearly stated in their brief that there is no lighting consultant, and the landscape architect has agreed to include landscape lighting in their scope and fee.</p>
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3.1.3	Provide information for preparation of pricing documents/ bills of quantities to assist the quantity surveyor or others in sufficient detail for tender purposes. For softscape works, the landscape architect will provide the planting plans, the measured bills of quantities and the softscape written specifications to the project quantity surveyor. The quantity surveyor shall compile the actual tender document for the calling of the softscape tender.
3.1.4	Evaluate the landscape related tenders, issue the tender questionnaires for hardscape, softscape, and if applicable for the ancillary sub-contract tenders such as irrigation, play areas and water feature works, providing these requirements have been covered in the initial brief.
3.1.5	Advise the client and make recommendations on the appointment of the landscape contractor. Arithmetic checks for the returned tenders shall be done by the project quantity surveyor.
4	<b>Construction Stage</b>
4.1	<b>Construction</b>
4.1.1	Administer the contract during construction including reviewing the contractor's programme and shop drawings for the landscape portion of the works. This may include issuing information and instructions; checking and certifying progress; inspecting and checking hard and soft landscape works done on site; recommending payments due for works done on site and identifying any variation works.

4.1.2	<p>Attend site meetings for items relevant to the landscape works and visit the site at intervals appropriate to the contractor's programmed activities and/or to an inspection schedule agreed with the client. This should be to inspect the progress and quality of the works, and the compliance with the design and construction information shown in the landscape architect's drawings.</p> <p>Full time or continuous weekly supervision of the landscape works will be not provided in the landscape architect's scope. If site staffs are requested by the client, this will be an additional service not covered by the consultant's fee and paid for by the client separately.</p> <p>Provide inspection reports to the client specific to the landscape work items reviewed at site.</p> <p>Inspections of the contract works will continue until completion of the main contract, temporary occupation permit, or acceptance by the client that works are complete and a date of completion is agreed.</p> <p>Note: Monthly financial reports or weekly site progress reports, which are to be done by others are not part of the landscape architect's scope.</p>
4.1.3	<p>Liaise with other appointed consultants to enable decisions to be made regarding the contract.</p>
4.1.4	<p>Provide information for change control procedures where necessary, or to assist in the decision making on the cost and time control during the construction period.</p>

4.2	<p>Handover and Close out</p>
4.2.1	<p>Prepare the schedule of defects and certify completion of defects made good prior to and immediately after the certification of completion of contract works. Set a programme for contractors making good of the defects.</p>
4.2.2	<p>During defect liability period, visit the site at intervals appropriate to an inspection schedule agreed with the client to inspect the quality of the landscape maintenance works.</p>
4.2.3	<p>Administer the terms of the contract relating to the completion of works dictated by the schedule of services in softscape specification.</p> <p>Attend the final inspection of all other landscape related works for the job certification. Assist in the preparation of the project Final Accounts for softscape works by certifying the work done and defects completed at site. This excludes the recommendation of the final sum to be paid which is subject to project quantity surveyors' arithmetic checks and the assessment for the applicable discounts, retention, performance bond and applicable taxes for their recommendation of the final monies to be paid.</p>

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