



PROJECT TEAMS: STATEMENT OF EXPECTATIONS

The purpose of this statement is to clarify, as project scopes and teams are developed, the expectations of Heritage Landscapes LLC, Preservation Planners & Landscape Architects when working as a team leader, partner, or subconsultant to collaborate with other team members. We appreciate the opportunity to work with you and request that you review this statement to determine if it is acceptable to your office and appropriate to the anticipated projects. We are team players and hope that by setting out these expectations, teaming will begin from a shared understanding that will enable all members to fully contribute to the project.

1. Our expertise is in research, inventory, assessment, evaluation, planning, treatment, design, construction documents and administration, as well as management of cultural landscapes of all types. We expect to work with other professionals in an atmosphere of mutual respect. We strive to reconcile landscape preservation goals with other project goals. Creative attention to "win-win" solutions can generally reach preferred outcomes. We are fully willing and able to work toward these collaborative integrated solutions. Project efforts must respect and effectively preserve historic resources in accordance with the US Secretary of the Interior's Historic Preservation Standards and Guidelines where they are applicable.
2. Heritage Landscapes staff prefers to collaborate effectively on projects as full team members. One proven approach to schedule of a series of intensive work sessions or charrettes online or at project sites where we work together with team members in a collaborative manner. These cooperative sessions can be planned to include client interaction, workshops and meetings, fieldwork, and progress on project tasks.
3. As professionals and effective team players we have experience in both lead and subconsultant roles in interdisciplinary groups. It is our expectation that the full team, including names of all firms, will appear on appropriate project correspondence and products of the project, including submittals and reports credits. The names of principal authors and firms should be listed on project documents. Our official name is Heritage Landscapes LLC. After project completion we expect that project credits, as expressed in publications, website, marketing materials, will include our name along with team members and client.
4. Heritage Landscapes' role in the project reporting and submittals is often substantial. We participate in relevant project submittals as lead contributor, shared contributor, or reviewer, based on the contracted work scope. In order to collaborate effectively, draft and preliminary versions of client submittals should be prepared and distributed within the team for review, comment, and additional efforts prior to submittal to the client. This review process can be timely and efficient if schedules are clear in advance. We reserve the right to disagree with the work of other team members and to collaboratively engage to develop a modified and agreed resolution. Agreement should be achieved prior to submittal to the client.
5. Heritage Landscapes utilizes electronic exchange of files through e-mail and other transfer platforms. Our offices appreciate sending and receiving copies of inter-team correspondence and relevant submittals to the client. When telephone or in-person conversations have taken place that affect the work scope, schedule, project responsibilities, or project direction, a record of such changes will be provided. We expect to promulgate and/or receive project meeting minutes and updates in a timely manner to allow for input.
6. We appreciate the opportunity to team with you on projects that creatively approach the stewardship of cultural and natural heritage assets in accord with professional standards and guidelines.

Heritage Landscapes LLC

Preservation Landscape Architects & Planners

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