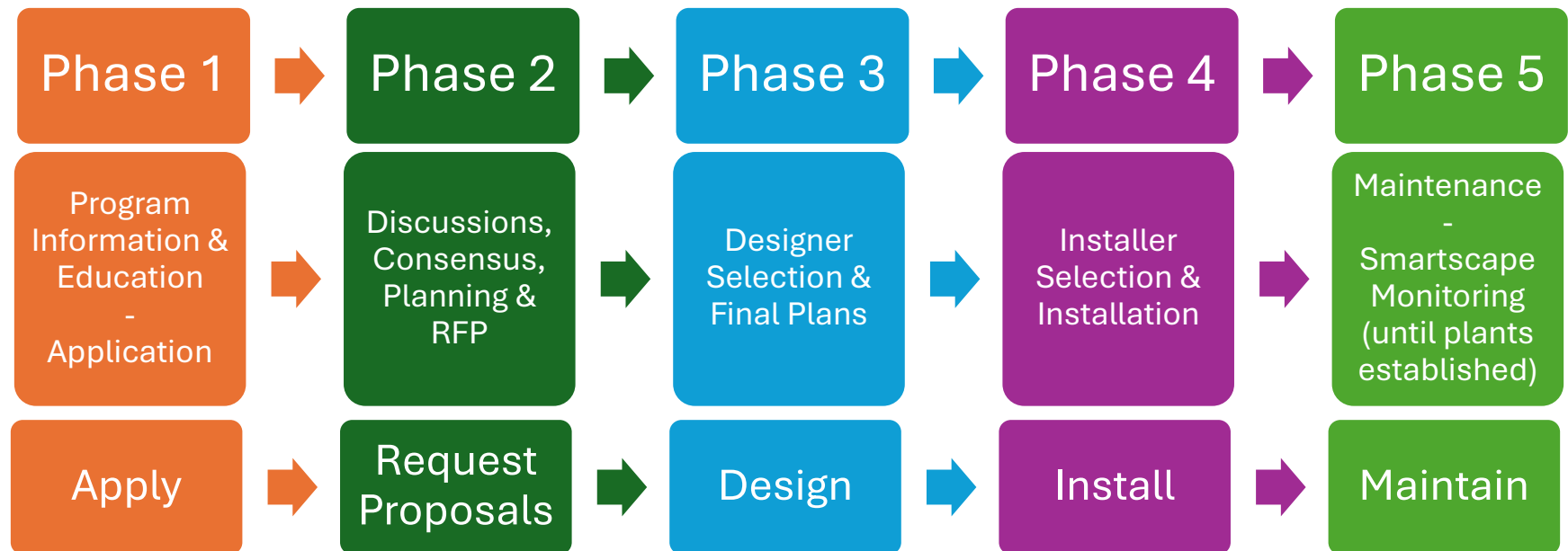
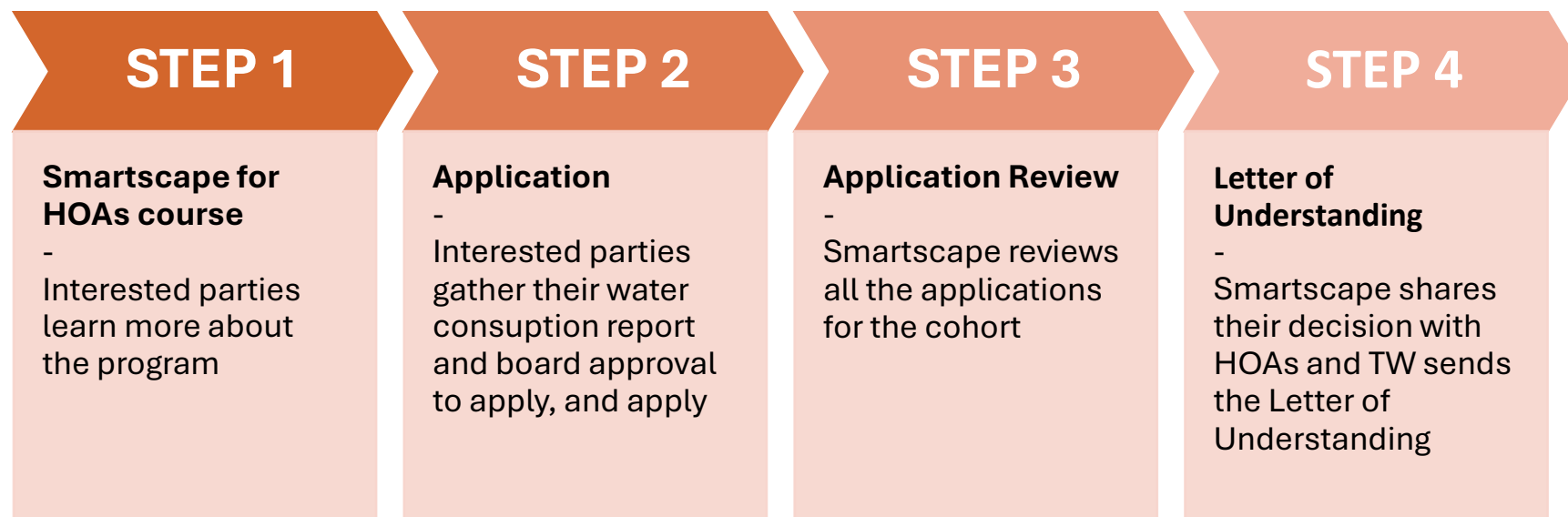


HOA Landscape Transformation Program Phases and Timeline

Last updated January 2025



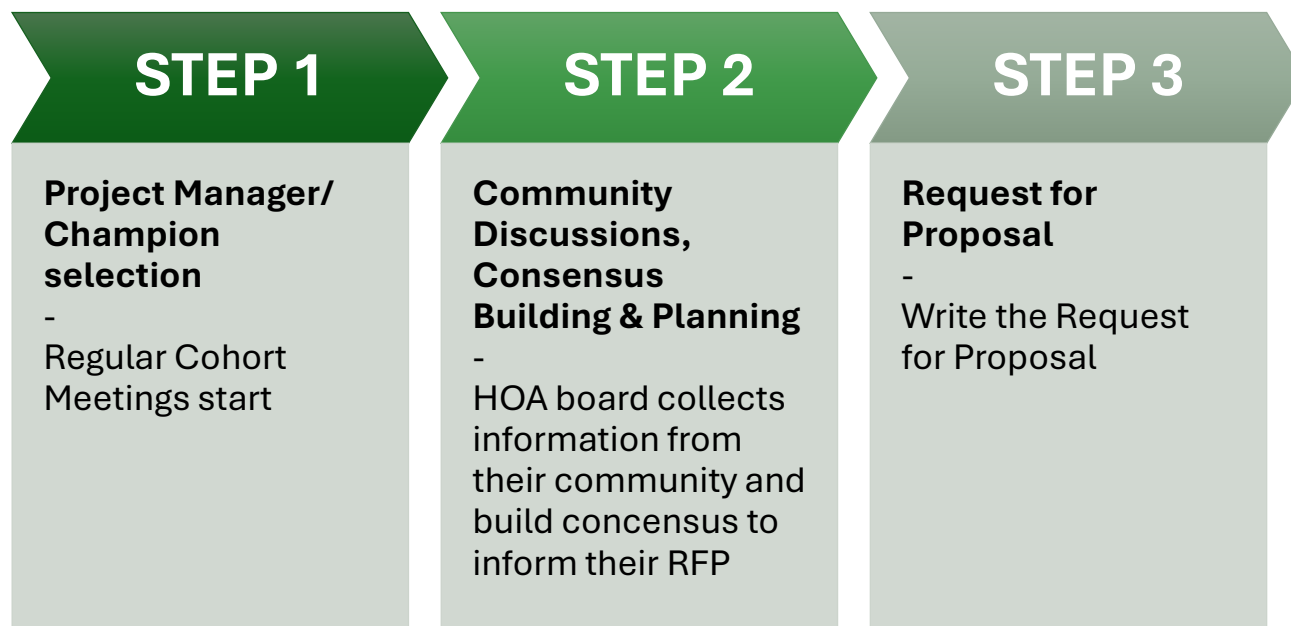
Phase 1: Program Information & Education - Application



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|----------------|--|----------|
| STEP 1: | Interested parties attend the Smartscape 2- or 3-part Smartscape for HOA course Because processing may take a few weeks, interested parties should request their Consumption Report ASAP, even before taking the HOA course | 3 months |
| STEP 2: | HOA board or authorized representative gather needed documents: <ul style="list-style-type: none"> • Consumption Report from Tucson Water • Proof of board approval to apply for the program And complete the HOA Landscape Transformation application | |
| STEP 3: | Smartscape reviews all the applications for the cohort, informs TW | 1 month |
| STEP 4: | Smartscape shares their decision with HOAs TW sends the Memorandum of Understanding | |



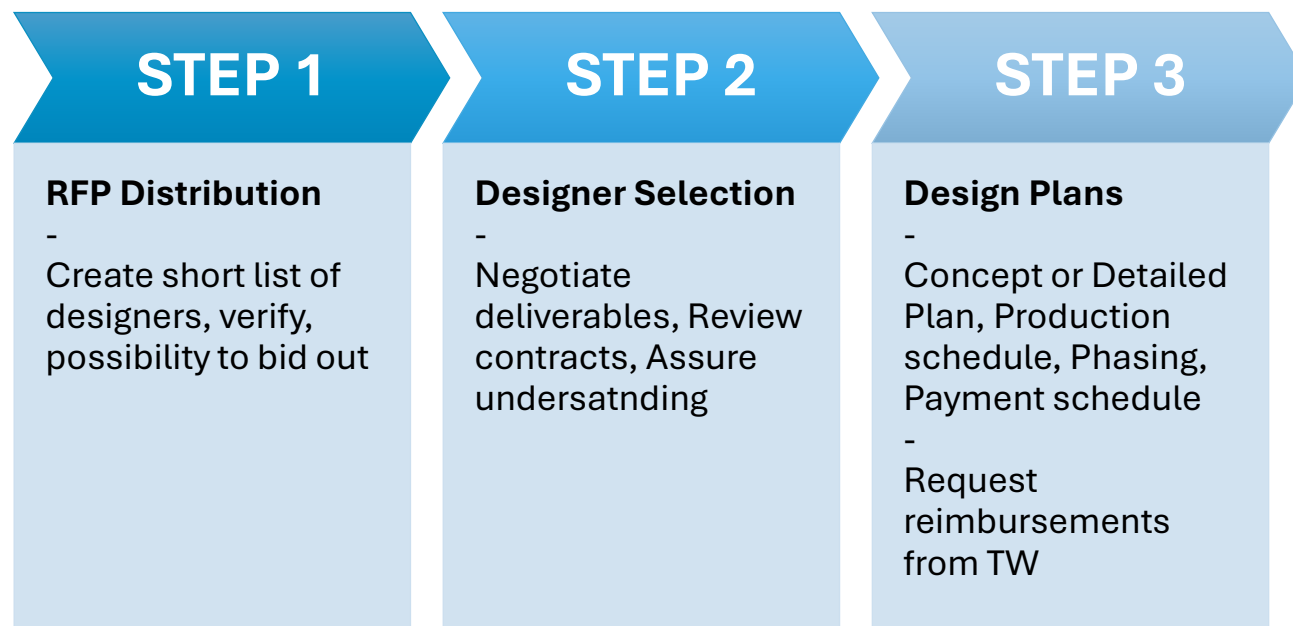
Phase 2: Discussions, Consensus, Planning & RFP



| | | |
|----------------|---|--------------|
| STEP 1: | HOA board chooses a project champion or hires a Project Manager (PM) <i>**Monthly cohort meetings start here</i> | 3 months |
| STEP 2: | Smartscape leads the Community Consensus workshop* Champion, PM, and HOA board use the Smartscape Community Survey to collect community wishes to inform their design goals and create consensus in their community, Smartscape assists <u>NOTE:</u> some design firms will do more planning and consensus building as part of their design work | |
| STEP 3: | Smartscape leads the Request for Proposal workshop* Champion/PM writes the RFP, Smartscape reviews and assists | 1 – 3 months |



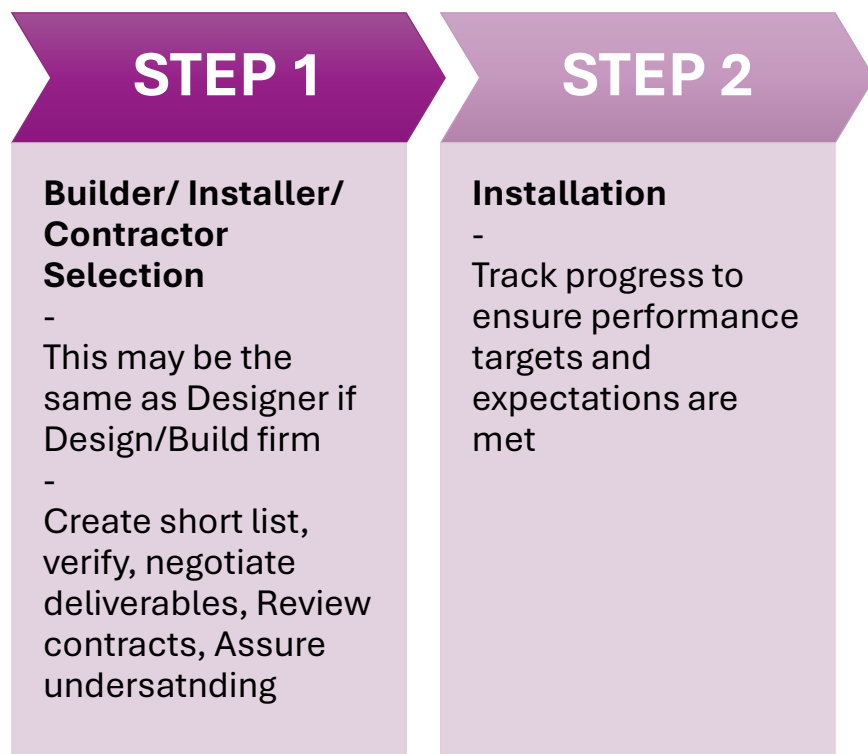
Phase 3: Designer Selection



| | | |
|----------------|---|--|
| STEP 1: | Champion/PM creates a short list of designers they wish to work with. They distribute the RFP and follow up with designers to maximize RFP responses | 1 month |
| STEP 2: | Champion/PM receives bids. Smartscape helps review bids. Negotiation over RFP is possible Champion/PM selects the designer they wish to work with | 1 – 2 months |
| STEP 3: | Smartscape leads the Working with Designers workshop* Consultations and site visits by design team Designer produces deliverables, these may include Concept or Detailed Plan, Production schedule, Phasing plan <u>NOTE:</u> As noted in Phase 2 Step 3, some designers may do more community demo/input/feedback Champion/PM requests reimbursements from Tucson Water following guidelines in MOU | 4 to 12 months <i>(depending on size and scope of work)</i> |



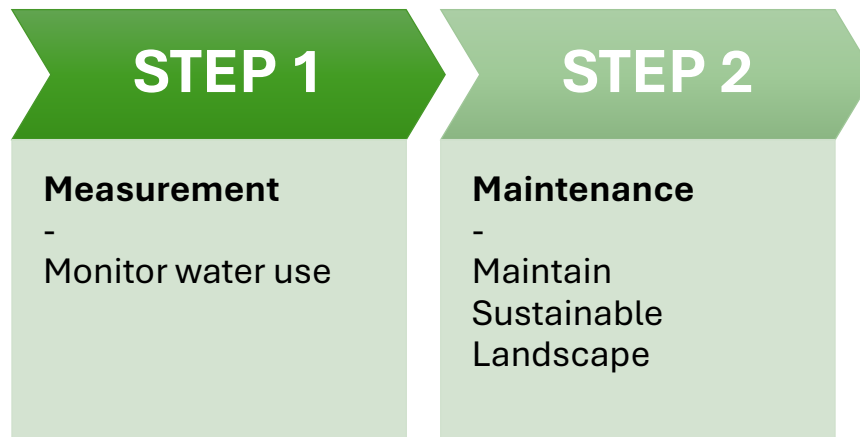
Phase 4: Installer Selection & Installation



| | | |
|----------------|--|---------------------------------------|
| STEP 1: | Smartscape leads the Working with Builder/Installer workshop* If designer is not a design/build firm: champion/PM creates a short list of installers/contractors they wish to work with. They distribute the RFP and follow up with designers to maximize RFP responses <i>**Monthly cohort meetings end here</i> | 1 month |
| STEP 2: | Champion/PM tracks Installation progress to ensure performance targets and expectations are met <i>**Progress report is done by email or online form</i> | <i>Dependent on scope and phasing</i> |



Phase 5: Landscape Maintenance



| | | |
|----------------|---|---------------------------------|
| STEP 1: | Smartscape leads the Working with Landscape Maintenance contractor workshop* Champion/PM requests a water consumption report yearly. Smartscape compares water consumption report for up to 5 years (until the landscape is deemed “established” and establishment irrigation is no longer needed) Smartscape compares pre-installation water consumption to post-installation, post-establishment period water consumption. | Establishment = 2 to 5 years |
| STEP 2: | Maintenance of the landscape follows Smartscape principles (as described in Smartscape Maintenance Manual) | Continuous |

***Workshops** and **courses** are written in bold. These are intended to take place during the monthly cohort meetings. If needed, additional meetings can be scheduled to accommodate these.

