

Checklist: Scope of Services

This chart is a typical checklist of services offered by the architect and his or her sub-consultants. The nature of the individual project and the services customized to the client's needs will determine the scope of services required.

| Project Inception | Project Assessment | Concept Approval | Approvals from Authorities | Awards of Construction Contract | Substantial Performance of Construction/Occupancy Permit | |
|---|--|--|--|--|---|---|
| 1.0 Pre-design | 2.0 Schematic Design | 3.0 Design Development | 4.0 Construction Documents | 5.0 Bidding or Negotiation | 6.0 Construction — Contract Administration | 7.0 Post-construction |
| Architect's Services <ul style="list-style-type: none">Facility ProgrammingSpace Relationships/Flow DiagramsProject Development SchedulingProject BudgetingAgency Consulting/Review/ApprovalExisting Facilities SurveysClient-Supplied Data CoordinationPresentationsRe-Zoning AssistanceProject Promotion Special Consultants' Services <ul style="list-style-type: none">Legal SurveyGeotechnical AnalysisLife Cycle Cost StudiesEconomic Feasibility StudiesSite Selection/Analysis UtilizationEnvironmental StudiesEnergy StudiesServices Related to Project ManagementMarketing StudiesProject FinancingSpecial Studies | Architect's Services <ul style="list-style-type: none">Client-supplied Data CoordinationProgram and Budget EvaluationReview of Alternative Design ApproachesArchitectural Schematic DesignSchematic Design Drawings and DocumentsEstimate of Probable Construction CostsClient ConsultationInterior Design ConceptsSpecial Submissions or Promotional PresentationsSpecial Models, Perspectives or Computer PresentationsProject ManagementAgency Consultation Consultants' Services <ul style="list-style-type: none">Structural Design ConceptsMechanical Design ConceptsElectrical Design ConceptsEstimate of Probable Costs Special Consultants' Services <ul style="list-style-type: none">Special Studies (Future Facilities, Environmental Impact, etc.)Civil Design ConceptsLandscape ConceptsEstimate of Probable Costs | Architect's Services <ul style="list-style-type: none">Client-supplied Data CoordinationDesign CoordinationArchitectural Design DevelopmentDesign Development Drawings and DocumentsStatement of Probable Construction CostsClient ConsultationInterior Design DevelopmentSpecial Studies/Reports (Planning Tenant or Rental Spaces, etc.)Promotional PresentationsModels, Perspectives or Computer PresentationsProject ManagementAgency Consultation Consultants' Services <ul style="list-style-type: none">Structural Design DevelopmentMechanical Design DevelopmentElectrical Design DevelopmentEstimate of Probable Costs Special Consultants' Services <ul style="list-style-type: none">Civil Engineering Design DevelopmentLandscape DevelopmentDetailed Construction Cost Estimates or Quantity SurveysAcoustics/Illumination | Architect's Services <ul style="list-style-type: none">Client-supplied Data CoordinationProject CoordinationArchitectural Construction Documents (Working Drawings, Form of Construction Contract and Specifications)Document Checking and CoordinationStatement of Probable Construction CostsClient ConsultationInterior Construction DocumentsAlternative Bid Details and Special Bid DocumentsProject ManagementAgency Consultation Consultants' Services <ul style="list-style-type: none">Structural Construction DocumentsMechanical Construction DocumentsElectrical Construction DocumentsEstimate of Probable Costs Special Consultants' Services <ul style="list-style-type: none">Civil Engineering Construction DocumentsLandscape DocumentsDetailed Construction Cost Estimates or Quantity Surveys | Architect's Services <ul style="list-style-type: none">Client-supplied Data CoordinationProject CoordinationIssue Bidding DocumentsIssue AddendaBid EvaluationConstruction ContractClient ConsultationSeparate Bids or Negotiated BidsServices Related to Bidders' ProposalsProject Management Consultants' Services <ul style="list-style-type: none">Issue Bidding DocumentsIssue AddendaBid Evaluation Special Consultants' Services <ul style="list-style-type: none">Issue Bidding DocumentsIssue AddendaBid Evaluation | Architect's Services <ul style="list-style-type: none">Construction ReviewProgress Reports/EvaluationProcess Certificates for PaymentInterpretation of Contract DocumentsReview of Shop Drawing Product Data/SampleChange OrdersSubstantial Performance Report and CertificationClient ConsultationInterior Construction InspectionFull-time Project RepresentationAdministration of Separate ContractsProject ManagementPromotional MaterialRecord DrawingsAgency Consultation Consultants' Services <ul style="list-style-type: none">Structural Inspection/ReportsMechanical Inspection/ReportsElectrical Inspection/ReportsRecord DrawingsCertification of Progress Special Consultants' Services <ul style="list-style-type: none">Civil Construction InspectionLandscape InspectionDetailed Cost AccountingAcoustics/Illumination | Architect's Services <ul style="list-style-type: none">Field ReviewDeficiency AssessmentInstructions for Correction of DeficienciesReview of WarrantiesTotal Performance Inspection and CertificationClient ConsultationStart-up AssistanceOne-year Warranty Inspections Other Services <ul style="list-style-type: none">Fine Arts/Crafts/GraphicsNon-building Equipment SelectionBuilding Analysis and ReportsServices Related to Alterations and DemolitionOne-year Warranty Inspections Consultants' Services <ul style="list-style-type: none">Start-up AssistanceSystems Performance ReviewNon-building Equipment SelectionLife Cycle Cost MonitoringServices related to Alterations and DemolitionLife Cycle Cost MonitoringEnvironmental Monitoring |