

# 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
<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>Facility Programming</li> <li>Space Relationships/Flow Diagrams</li> <li>Project Development Scheduling</li> <li>Project Budgeting</li> <li>Life Cycle Cost Studies</li> <li>Economic Feasibility Studies</li> <li>Agency Consulting/Review/Approval</li> <li>Site Selection/Analysis Utilization</li> <li>Environmental Studies</li> <li>Energy Studies</li> <li>Existing Facilities Surveys</li> <li>Client-Supplied Data Coordination</li> <li>Services Related to Project Management</li> <li>Presentations</li> <li>Marketing Studies</li> <li>Project Financing</li> <li>Special Studies</li> <li>Re-Zoning Assistance</li> <li>Project Promotion</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Legal Survey</li> <li>Geotechnical Analysis</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>Client-supplied Data Coordination</li> <li>Program and Budget Evaluation</li> <li>Review of Alternative Design Approaches</li> <li>Architectural Schematic Design</li> <li>Schematic Design Drawings and Documents</li> <li>Statement of Probable Construction Costs</li> <li>Client Consultation</li> <li>Interior Design Concepts</li> <li>Special Studies (Future Facilities, Environmental Impact, etc.)</li> <li>Special Submissions or Promotional Presentations</li> <li>Special Models, Perspectives or Computer Presentations</li> <li>Project Management</li> <li>Agency Consultation</li> </ul> <p><b>Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Structural Design Concepts</li> <li>Mechanical Design Concepts</li> <li>Electrical Design Concepts</li> <li>Statements of Probable Costs</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Civil Design Concepts</li> <li>Landscape Concepts</li> <li>Statements of Probable Costs</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>Client-supplied Data Coordination</li> <li>Design Coordination</li> <li>Architectural Design Development</li> <li>Design Development Drawings and Documents</li> <li>Statement of Probable Construction Costs</li> <li>Client Consultation</li> <li>Interior Design Development</li> <li>Special Studies/Reports (Planning Tenant or Rental Spaces, etc.)</li> <li>Promotional Presentations</li> <li>Models, Perspectives or Computer Presentations</li> <li>Project Management</li> <li>Agency Consultation</li> </ul> <p><b>Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Structural Design Development</li> <li>Mechanical Design Development</li> <li>Electrical Design Development</li> <li>Statements of Probable Costs</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Civil Engineering Design Development</li> <li>Landscape Development</li> <li>Detailed Construction Cost Estimates or Quantity Surveys</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>Client-supplied Data Coordination</li> <li>Project Coordination</li> <li>Architectural Construction Documents (Working Drawings, Form of Construction Contract and Specifications)</li> <li>Document Checking and Coordination</li> <li>Statement of Probable Construction Costs</li> <li>Client Consultation</li> <li>Interior Construction Documents</li> <li>Alternative Bid Details and Special Bid Documents</li> <li>Project Management</li> <li>Agency Consultation</li> </ul> <p><b>Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Structural Construction Documents</li> <li>Mechanical Construction Documents</li> <li>Electrical Construction Documents</li> <li>Statements of Probable Costs</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Civil Engineering Construction Documents</li> <li>Landscape Documents</li> <li>Detailed Construction Cost Estimates or Quantity Surveys</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>Client-supplied Data Coordination</li> <li>Project Coordination</li> <li>Issue Bidding Documents</li> <li>Issue Addenda</li> <li>Bid Evaluation</li> <li>Construction Contract</li> <li>Client Consultation</li> <li>Separate Bids or Negotiated Bids</li> <li>Services Related to Bidders' Proposals</li> <li>Project Management</li> </ul> <p><b>Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Issue Bidding Documents</li> <li>Issue Addenda</li> <li>Bid Evaluation</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Issue Bidding Documents</li> <li>Issue Addenda</li> <li>Bid Evaluation</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>Construction Review</li> <li>Progress Reports/Evaluation</li> <li>Process Certificates for Payment</li> <li>Interpretation of Contract Documents</li> <li>Review of Shop Drawing Product Data/Sample Change Orders</li> <li>Substantial Performance Report and Certification</li> <li>Client Consultation</li> <li>Interior Construction Inspection</li> <li>Full-time Project Representation</li> <li>Administration of Separate Contracts</li> <li>Project Management</li> <li>Promotional Material</li> <li>Record Drawings</li> <li>Agency Consultation</li> </ul> <p><b>Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Structural Inspection/Reports</li> <li>Mechanical Inspection/Reports</li> <li>Electrical Inspection/Reports</li> <li>Record Drawings</li> <li>Certification of Progress</li> </ul> <p><b>Special Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Civil Construction Inspection</li> <li>Landscape Inspection</li> <li>Detailed Cost Accounting</li> </ul>	<p><b>Architect's Services</b></p> <ul style="list-style-type: none"> <li>Field Review</li> <li>Deficiency Assessment</li> <li>Instructions for Correction of Deficiencies</li> <li>Review of Warranties</li> <li>Total Performance Inspection and Certification</li> <li>Client Consultation</li> <li>Start-up Assistance</li> <li>One-year Warranty Inspections</li> </ul> <p><b>Other Services</b></p> <ul style="list-style-type: none"> <li>Fine Arts/Crafts/Graphics</li> <li>Non-building Equipment Selection</li> <li>Building Analysis and Reports</li> <li>Services Related to Alterations and Demolition</li> <li>Life Cycle Cost Monitoring</li> <li>Environmental Monitoring</li> <li>One-year Warranty Inspections</li> </ul> <p><b>Consultants' Services</b></p> <ul style="list-style-type: none"> <li>Start-up Assistance</li> <li>Systems Performance Review</li> <li>Non-building Equipment Selection</li> <li>Life Cycle Cost Monitoring</li> <li>Services related to Alterations and Demolition</li> </ul>