

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

● Basic Services as per Base Percentage Fees shown on page 11
○ additional services