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.

### Architect's Services
- Facility Programming
- Space Relationships/Flow Diagrams
- Project Development
- Scheduling
- Project Budgeting
- Life Cycle Cost Studies
- Economic Feasibility Studies
- Agency Consulting/Review/Approval
- Site Selection/Analysis Utilization
- Environmental Studies
- Energy Studies
- Existing Facilities Surveys
- Client-Supplied Data Coordination
- Services Related to Project Management
- Presentations
- Marketing Studies
- Project Financing
- Special Studies
- Re-Zoning Assistance
- Project Promotion

### Consultants' Services
- Legal Survey
- Geotechnical Analysis

### Special Consultants' Services
- Civil Design Concepts
- Landscape Concepts
- Statements of Probable Costs

### Project Inception
<table>
<thead>
<tr>
<th>1.0 Pre-design</th>
<th>2.0 Schematic Design</th>
<th>3.0 Design Development</th>
<th>4.0 Construction Documents</th>
<th>5.0 Bidding or Negotiation</th>
<th>6.0 Construction — Contract Administration</th>
<th>7.0 Post-construction</th>
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<tbody>
<tr>
<td>• Client-supplied Data Coordination</td>
<td>• Architectural Design Development</td>
<td>• Design Development</td>
<td>• Architectural Design Development</td>
<td>• Client-supplied Data Coordination</td>
<td>• Structural Design Development</td>
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<tr>
<td>• Program and Budget Evaluation</td>
<td>• Drawings and Documents</td>
<td>• Design Development</td>
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<tr>
<td>• Review of Alternative Design Approaches</td>
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<td>• Design Development</td>
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<td>• Mechanical Construction Documents</td>
<td>• Process Certificates for Payment</td>
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<tr>
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<td>• Drawings and Documents</td>
<td>• Interior Design Development</td>
<td>• Architectural Construction Documents</td>
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<td>• Interpretation of Contract Documents</td>
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<tr>
<td>• Schematic Design Drawings and Documents</td>
<td>• Statement of Probable Construction Costs</td>
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<td>• Special Studies/Reports (Planning Tenant or Rental Spaces, etc.)</td>
<td>• Structural Design Concepts</td>
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<tr>
<td>• Client Consultation</td>
<td>• Interior Design Development</td>
<td>• Review of Design</td>
<td>• Promotional Presentations</td>
<td>• Structural Design Concepts</td>
<td>• Electrical Construction Documents</td>
<td>• Product Data/Sample</td>
</tr>
<tr>
<td>• Interior Design Concepts</td>
<td>• Statement of Probable Construction Costs</td>
<td>• Coordination</td>
<td>• Special Models, Perspectives or Computer Presentations</td>
<td>• Electrical Design Concepts</td>
<td>• Electrical Construction Documents</td>
<td>• Change Orders</td>
</tr>
<tr>
<td>• Special Studies (Future Facilities, Environmental Impact, etc.)</td>
<td>• Client Consultation</td>
<td>• Separation</td>
<td>• Project Management</td>
<td>• Structural Design Concepts</td>
<td>• Lighting Electrical Services</td>
<td>• Substantial Performance</td>
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<tr>
<td>• Special Submissions or Promotional Presentations</td>
<td>• Interior Design Development</td>
<td>• Negotiation</td>
<td>• Agency Consultation</td>
<td>• Mechanical Design Concepts</td>
<td>• Elevators</td>
<td>• Report and Certification</td>
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<td></td>
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</tr>
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<td>• Project Management</td>
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<td></td>
<td>• Special Consultants' Services</td>
<td>• Elevators</td>
<td>• Inspection</td>
</tr>
</tbody>
</table>

### Awards of Construction Contract
- Construction Review
- Progress Reports/Evaluation
- Process Certificates for Payment
- Interpretation of Contract Documents
- Review of Shop Drawings
- Product Data/Sample
- Change Orders
- Substantial Performance
- Report and Certification
- Client Consultation
- Interior Construction
- Inspection
- Full-time Project
- Administration of Separate Contracts
- Project Management
- Promotional Material
- Record Drawings
- Agency Consultation

### Substantial Performance of Construction/Occupancy Permit
- Construction Review
- Progress Reports/Evaluation
- Process Certificates for Payment
- Interpretation of Contract Documents
- Review of Shop Drawings
- Product Data/Sample
- Change Orders
- Substantial Performance
- Report and Certification
- Client Consultation
- Interior Construction
- Inspection
- Full-time Project
- Administration of Separate Contracts
- Project Management
- Promotional Material
- Record Drawings
- Agency Consultation

### Other Services
- Fine Arts/Crafts/Graphics
- Non-building Equipment Selection
- Building Analysis and Reports
- Services Related to Alterations and Demolition
- Life Cycle Cost Monitoring
- Environmental Monitoring
- One-year Warranty Inspections

### Special Consultants' Services
- Construction Review
- Progress Reports/Evaluation
- Process Certificates for Payment
- Interpretation of Contract Documents
- Review of Shop Drawings
- Product Data/Sample
- Change Orders
- Substantial Performance
- Report and Certification
- Client Consultation
- Interior Construction
- Inspection
- Full-time Project
- Administration of Separate Contracts
- Project Management
- Promotional Material
- Record Drawings
- Agency Consultation

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