

Scope of Architectural Services

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 Phase – Contract Administration	7.0 Post-construction
<p>ARCHITECT'S SERVICES</p> <ul style="list-style-type: none"> • 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 <p>SPECIAL CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Legal survey • Geotechnical analysis 	<p>ARCHITECT'S SERVICES</p> <ul style="list-style-type: none"> • Client-supplied data coordination • Program and budget evaluation • Review of alternative design approaches • Architectural schematic design • Schematic design drawings and documents • Statement of probable construction costs • Client consultation • Interior design concepts • Special studies (future facilities, environmental impact, etc.) • Special submissions or promotional presentations • Special models, perspectives or computer presentations • Project management • Agency consultation <p>CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Structural design concepts • Mechanical design concepts • Electrical design concepts • Statements of probable costs <p>SPECIAL CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Civil design concepts • Landscape concepts • Statements of probable costs 	<p>ARCHITECT'S SERVICES</p> <ul style="list-style-type: none"> • Client-supplied data coordination • Design coordination • Architectural design development • Design development drawings and documents • Statement of probable construction costs • Client consultation • Interior design development • Special studies/reports (planning tenant or rental spaces, etc.) • Promotional presentations • Models, perspectives or computer presentations • Project management • Agency consultation <p>CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Structural design development • Mechanical design development • Electrical design development • Statements of probable costs <p>SPECIAL CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Civil engineering design development • Landscape development • Detailed construction cost estimates or quantity surveys 	<p>ARCHITECT'S SERVICES</p> <ul style="list-style-type: none"> • Client-supplied data coordination • Project coordination • Architectural construction documents (working drawings, form of construction contract and specifications) • Document checking and coordination • Statement of probable construction costs • Client consultation • Interior construction documents • Alternative bid details and special bid documents • Project management • Agency consultation <p>CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Structural construction documents • Mechanical construction documents • Electrical construction documents • Statements of probable costs <p>SPECIAL CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Civil engineering construction documents • Landscape documents • Detailed construction cost estimates or quantity surveys 	<p>ARCHITECT'S SERVICES</p> <ul style="list-style-type: none"> • Client-supplied data coordination • Project coordination • Issue bidding documents • Issue addenda • Bid evaluation • Construction contract • Client consultation • Separate bids or negotiated bids • Services related to bidders' proposals • Project management <p>CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Issue bidding documents • Issue addenda • Bid evaluation <p>SPECIAL CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Issue bidding documents • Issue addenda • Bid evaluation 	<p>ARCHITECT'S SERVICES</p> <ul style="list-style-type: none"> • Construction review • Progress reports/evaluation • Process Certificates for Payment • Interpretation of contract documents • Review of shop drawing product data/sample • Change orders • Substantial Performance Report and certification • Client consultation • Interior construction inspection • Full-time project representation • Administration of separate contracts • Project management • Promotional material • Record drawings • Agency consultation <p>CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Structural inspection/reports • Mechanical inspection/reports • Electrical inspection/reports • Record drawings • Certification of progress <p>SPECIAL CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Civil construction inspection • Landscape inspection • Detailed cost accounting 	<p>ARCHITECT'S SERVICES</p> <ul style="list-style-type: none"> • Field review • Deficiency assessment • Instructions for correction of deficiencies • Review of warranties • Total performance inspection and certification • Client consultation • Start-up assistance • One-year warranty inspections <p>OTHER SERVICES</p> <ul style="list-style-type: none"> • 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 <p>CONSULTANTS' SERVICES</p> <ul style="list-style-type: none"> • Start-up assistance • Systems performance review • Non-building equipment selection • Life cycle cost monitoring • Services related to alterations and demolition