

# 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
<b>ARCHITECT'S SERVICES</b> <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> <b>SPECIAL CONSULTANTS' SERVICES</b> <ul style="list-style-type: none"> <li>• Legal survey</li> <li>• Geotechnical analysis</li> </ul>	<b>ARCHITECT'S SERVICES</b> <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> <b>CONSULTANTS' SERVICES</b> <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> <b>SPECIAL CONSULTANTS' SERVICES</b> <ul style="list-style-type: none"> <li>• Civil design concepts</li> <li>• Landscape concepts</li> <li>• Statements of probable costs</li> </ul>	<b>ARCHITECT'S SERVICES</b> <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> <b>CONSULTANTS' SERVICES</b> <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> <b>SPECIAL CONSULTANTS' SERVICES</b> <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>	<b>ARCHITECT'S SERVICES</b> <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> <b>CONSULTANTS' SERVICES</b> <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> <b>SPECIAL CONSULTANTS' SERVICES</b> <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>	<b>ARCHITECT'S SERVICES</b> <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> <b>CONSULTANTS' SERVICES</b> <ul style="list-style-type: none"> <li>• Issue bidding documents</li> <li>• Issue addenda</li> <li>• Bid evaluation</li> </ul> <b>SPECIAL CONSULTANTS' SERVICES</b> <ul style="list-style-type: none"> <li>• Issue bidding documents</li> <li>• Issue addenda</li> <li>• Bid evaluation</li> </ul>	<b>ARCHITECT'S SERVICES</b> <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</li> <li>• 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> <b>CONSULTANTS' SERVICES</b> <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> <b>SPECIAL CONSULTANTS' SERVICES</b> <ul style="list-style-type: none"> <li>• Civil construction inspection</li> <li>• Landscape inspection</li> <li>• Detailed cost accounting</li> </ul>	<b>ARCHITECT'S SERVICES</b> <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> <b>OTHER SERVICES</b> <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> <b>CONSULTANTS' SERVICES</b> <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>