

Sequence and Scope of Services Chart

Project Inception	Project Feasibility	Concept Approval	Development Permit	Building Permit	Award of Construction Contract	Substantial Performance Occupancy Permit	Warranty and Maintenance
1.0 Predesign	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	
Architect's Services <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 ○ Project Management ○ Presentations ○ Marketing Studies ○ Project Financing ○ Special Studies ○ Re-zoning Assistance ○ Project Promotion ○ OCP/Zoning Review ○ Obtain Consultants' Proposals Special Consultants' Services <ul style="list-style-type: none"> ○ Legal Survey ○ Land Survey ○ Geotechnical Analysis ○ Environmental ○ Urban Planning ○ Collect Site Data ○ Municipal Bylaw Review (Historic, Creeks, Hazardous Materials, etc.) ○ Foreign Practices Review ○ Project Scheduling 	Architect's Services <ul style="list-style-type: none"> ● Client-Supplied Data Coordination ● Program and Budget Evaluation/Review ● Review Site Characteristics ● Review Alternate Design Approaches ● Architectural Schematic Design ● Schematic Design Coordination ● Drawings & Documents ● Review Construction Contract Types ● Statement of Probable Construction Costs ● Client Consultation ● Agency Consultation ● Building Code Review ○ Interior Design Concepts ○ Special Studies; e.g. Future Facilities, Environmental Impact ○ Special Submissions or Promotional Presentations ○ Special Models or Perspectives ○ Project Management ○ Value Analysis ○ Building Envelope Professional Services Coordination of Normal Engineering Services <ul style="list-style-type: none"> ● Structural Design Concepts ● Mechanical Design Concepts ● Electrical Design Concepts ● Statements of Probable Costs ● Agency Consultation ● Building Code Review ○ Value Analysis Special Consultants' Services <ul style="list-style-type: none"> ○ Geotechnical Design Concepts ○ Civil Design Concepts ○ Landscape Concepts ○ Statements of Probable Costs ○ Building Code Review ○ Zoning Amendments ○ Zoning Variance ○ Municipal Bylaw Review ○ Foreign Practices Review ○ OCP/ Zoning Analysis ○ Traffic Studies ○ Urban Design/Streetscape ○ View/Sun/Shadow Studies ○ Area Analysis 	Architect's Services <ul style="list-style-type: none"> ● Client-Supplied Data Coordination ● Design Coordination ● Architectural Design Development ● Design Development Coordination ● Drawings & Documents ● Statement of Probable Construction Costs ● Client Consultation ● Agency Consultation ● Building Code Review ● Development Permit Submission ● Budget Review/Evaluation ○ Certified Professional Service ○ Interior Design Development ○ Special Studies Reports; e.g. Planning Tenant or Rental Spaces ○ Promotional Presentations ○ Models or Perspectives ○ Project Management ○ Rezoning Variance Submission ○ Value Analysis ○ Building Envelope Professional Services Coordination of Normal Engineering Services <ul style="list-style-type: none"> ● Structural Design Development ● Mechanical Design Development ● Electrical Design Development ● Budget Review/Evaluation ● Statements of Probable Costs ● Agency Consultation ● Building Code Review ○ Value Analysis Special Consultants' Services <ul style="list-style-type: none"> ○ Geotechnical Design Development ○ Civil Design Development ○ Landscape Design Development ○ Detailed Construction Cost Estimates, Quantity Surveys ○ Fire Protection ○ Acoustics ○ Building Code Equivalencies ○ Certified Professional Service ○ Energy Utilization Studies ○ Building Envelope Professional Services 	Architect's Services <ul style="list-style-type: none"> ● Client-Supplied Data Coordination ● Project Coordination ● Architectural Construction Documents (Working Drawings, Form of Contract and Specifications) ● Document Checking and Coordination ● Statement of Probable Construction Costs ● Client Consultation ● Agency Consultation ● Building Code Review ● Letters of Assurance ● Budget Review/Evaluation ● Coordinating Registered Professional Role ○ Certified Professional Service ○ Interior Construction Documents ○ Alternate Bid Details & Special Bid Documents ○ Project Management ○ Area Analysis ○ Project Lease Plans ○ Tenant Layout Drawings ○ Multiple Contracts Management ○ Phased Construction Management ○ Building Envelope Professional Services Coordination of Normal Engineering Services <ul style="list-style-type: none"> ● Structural Construction Documents ● Mechanical Construction Documents ● Electrical Construction Documents ● Statements of Probable Costs ● Building Code Review ● Letters of Assurance ● Budget Review/Evaluation ● Building Permit Submissions Special Consultants' Services <ul style="list-style-type: none"> ○ Geotechnical Documents ○ Civil Construction Documents ○ Detailed Construction Cost Estimates, Quantity Surveys ○ Fire Protection ○ Acoustics ○ Building Code Equivalencies ○ Certified Professional Service ○ Energy Utilization Analysis ○ Security System Design ○ Existing Condition Surveys ○ Building Envelope Professional Services 	Architect's Services <ul style="list-style-type: none"> ● Client-Supplied Data Coordination ● Coordinate Issue of Bid Documents ● Coordinate/Issue Addenda ● Bid Evaluation ● Client Consultation ○ Prepare Contracts ○ Separate Bids or Negotiated Bids ○ Services Related to Bidders' Proposals ○ Project Management ○ Prepare Prequalification Criteria ○ Prequalify Contractors Coordination of Normal Engineering Services <ul style="list-style-type: none"> ● Prepare Bid Documents ● Prepare Addenda ● Bid Evaluation Special Consultants' Services <ul style="list-style-type: none"> ○ Prepare Bid Documents ○ Prepare Addenda ○ Bid Evaluation ○ Prepare Prequalification Criteria ○ Prequalify Contractors 	Architect's Services <ul style="list-style-type: none"> ● Construction Inspection/Field Review ● Progress Reports' Evaluation ● Certificates for Payment ● Interpretation of Contract Documents ● Shop Drawing/Product Data/ Sample Review ● Change Orders & Change Directives ● Review of Warranties (1) ● Client Consultation ● Letters of Assurance ● Coordinating Registered Professional Role ● Substantial Performance Report and Certification (1) ● Deficiency Assessment (1) ● Instructions for Correction of Deficiencies (1) ● Final Inspection and Certification for Payment (1) ● Agency Consultation ○ Interior Construction Inspection/ Field Review ○ Full-Time Project Rep ○ Admin. of Separate Contracts ○ Project Management ○ Promotional Material ○ Record (As-Built) Drawings ○ Certification re: Financing ○ Alternate Dispute Resolution Services ○ Certified Professional Service ○ Multiple Contracts Management ○ Phased Construction Management ○ Building Envelope Professional Services ○ Payment certifier role for subcontracts (Lien legislation) Coordination of Normal Engineering Services <ul style="list-style-type: none"> ● Structural Inspection/ Field Review Reports ● Mechanical Inspection/ Field Review Reports ● Electrical Inspection/ Field Review Reports ● Certification of Progress ● Letters of Assurance Record (As-Built) Drawings Special Consultants' Services <ul style="list-style-type: none"> ○ Civil Construction Inspection/ Field Review ○ Landscape Inspection/Field Review ○ Detailed Cost Accounting ○ Fire Protection Inspection/Field Review ○ Acoustical Inspection/Field Review ○ Building Code Equivalencies ○ Certified Professional Service ○ Building Envelope Professional Services 	Architect's Services <ul style="list-style-type: none"> ○ Project Inspection/Field Review ○ Deficiency Assessment ○ Instructions for Correction of Deficiencies ○ Start-up Assistance ○ Services Provided After Substantial Performance Date ○ Fine Arts/Crafts/Graphics/Non-Building Equipment Selection ○ Building Analysis and Reports ○ Services Related to Alterations and Demolition ○ Life Cycle Cost Monitoring ○ Environmental Monitoring ○ Project Management ○ Commissioning ○ Alternate Dispute Resolution Services ○ Expert Witness Services ○ Post-Occupancy Evaluation Coordination of Engineering and Special Consultants Services <ul style="list-style-type: none"> ○ Start-Up Assistance ○ Services Provided After Substantial Performance Date ○ Non-Building Equipment Selection ○ Building Analysis and Reports ○ Services Related to Alterations and Demolition ○ Life Cycle Cost Monitoring ○ Systems Performance Review ○ Commissioning 	

● Basic Services: normally provided as integrated set by architect under Standard Forms Agreement; form basis of fees in section 3.5.3

○ Additional Services: provided to meet specific project needs