

APPENDIX 1

Sequence of Basic Services

This chart is a typical checklist of services offered by the architect and his consultants, and indicates the sequential phasing of work common to most building projects.

In addition to the care of basic services described in the Standard Form of Client/Architect Agreement (RAIC Document 6), the chart lists additional services for which the Architect is frequently retained. The nature of the individual project will determine the scope of additional services required.

√ Part of Basic Services as defined in the RAIC #6 Standard Agreement.
 + Additional services that may be provided by the Architect if requested.

PROJECT INSPECTION	PROJECT ASSESSMENT	CONCEPT APPROVAL	DEVELOPMENT PERMIT	BUILDING PERMIT	AWARD OF CONSTRUCTION CONTRACT	SUBSTANTIAL PERFORMANCE OF CONSTRUCTION
1.0 PREDESIGN	2.0 SCHEMATIC DESIGN	3.0 DESIGN DEVELOPMENT	4.0 CONSTRUCTION DOCUMENTS	5.0 BIDDING OR NEGOTIATING	6.0 CONSTRUCTION-CONTRACT ADMIN.	7.0 POST-CONSTRUCTION
<ul style="list-style-type: none"> 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 + Environmental Studies + Energy Studies + Existing Facilities Survey + Client-Supplied Data Coordination + Services Related to Project Presentations + Marketing Studies + Project Financing + Special Studies + Re-Zoning Assistance + Project Promotion 	<ul style="list-style-type: none"> Architect's Services √ Client-Supplied Data Coordination √ Program and Budget Evaluation √ Review of Alternate Design Approaches √ Architectural Schematic Design √ Schematic Design Drawings and Documents √ Statement of Probable Construction Costs √ Client Consultation √ Agency/Authority Consultation √ Interior Development Studies/Reports √ Agency/Authority Consultation + Special Studies such as Planning Tenant or Rental Spaces + Promotional Presentation Models or Perspective Renderings + Project Management + Environment Impact + Special Submissions of Promotional Presentations + Models or Perspective Renderings + Project Management Consultants' Services √ Structural Design Development √ Mechanical Design Development √ Electrical Design Development √ Statement of Probable Costs √ Statements of Probable Costs Special Consultants' Services + Civil Design Development + Landscape Development + Detailed Construction Cost Estimates, Quantity Surveys + Interior Design Services Special Consultants' Services + Civil Design Concepts + Landscape Concepts + Statements of Probable Costs + Interior Design Services 	<ul style="list-style-type: none"> Architect's Services √ Client-Supplied Data Coordination √ Project Coordination Documents (Working Drawings, Form of Contract and Specifications) √ Document Checking and Coordination √ Statement of Probable Construction Costs √ Agency/Authority Consultation √ Interior Development Studies/Reports √ Agency/Authority Consultation + Alternate Bid Details and Special Bid Documents + Project Management Consultants' Services √ Structural Construction Documents √ Mechanical Design Documents √ Electrical Construction Documents √ Statements of Probable Costs Special Consultants' Services + Civil Construction Documents + Detailed Construction Cost Estimates, Quantity Surveys + Interior Design Services 	<ul style="list-style-type: none"> Architect's Services √ Client-Supplied Data Coordination √ Issue Bidding Documents √ Issue Addenda √ Bid Evaluation √ Construction Contract √ Client Consultation + Separate Bids or Negotiated Bids + Services Related to Bidders' Proposals + Project Management Consultants' Services √ Issue Bidding Documents √ Issue Addenda √ Bid Evaluation Special Consultants' Services + Issue Bidding Documents + Issue Addenda + Bid Evaluation 	<ul style="list-style-type: none"> Architect's Services √ Construction Inspection and Review √ Progress Reports/Evaluation √ Process Certificates for Payment √ Interpretation of Contract Drawings √ Shop Drawing/Product Data/Sample Review √ Change Orders √ Substantial Performance Report and Certification √ Client Consultation √ Interior Construction Inspection √ Agency/Authority Consultation + Full-Time Project Rep + Admin. of Separate Contracts + Project Management + Promotional Material + Record (As-Built) Drawings Consultants' Services √ Structural Inspection/Reports √ Mechanical Inspection/Reports √ Electrical Inspection/Reports √ Certification of Progress + Record (As-Built) Drawings Special Consultants' Services + Civil Inspection + Landscape Inspection 	<ul style="list-style-type: none"> + Detailed Cost Accounting Architect's Services √ Project Inspection √ Deficiency Assessment √ Instructions for Correction of Deficiencies √ Review of Warranties √ Total Performance Inspection and Certification √ Client Consultation + 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 Consultants' Services + 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 	