



**ARCHITECTS' ASSOCIATION OF NEW BRUNSWICK  
GENERAL BY-LAWS  
APPENDIX C – SEQUENCE OF SERVICES**

The following chart is a typical checklist of services offered by the architect and his or her consultants and indicates the sequential phasing of services common to most building projects.

In addition to the core of basic services described in the Canadian Standard Form of Contract for Architectural Services, Document Six, 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.

- Basic services normally provided under the Standard Form of Agreement are preceded by a blackened circle.
- Additional services.

Only those persons in possession of a current Certificate of Practice stamp issued by the Architects' Association of New Brunswick may offer architectural services to the public.

1.0 PRE-DESIGN		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		ARCHITECT'S SERVICES		ARCHITECT'S SERVICES		ARCHITECT'S SERVICES		ARCHITECT'S SERVICES		ARCHITECT'S SERVICES		ARCHITECT'S SERVICES	
<input type="radio"/>	Facility Programming	<input checked="" type="radio"/>	Client-supplied Data Coordination	<input checked="" type="radio"/>	Client-supplied Data Coordination	<input checked="" type="radio"/>	Client-supplied Data coordination	<input checked="" type="radio"/>	Client-supplied Data Coordination	<input checked="" type="radio"/>	Field Review	<input checked="" type="radio"/>	Field Review
<input type="radio"/>	Space Relationships / Flow Diagrams	<input checked="" type="radio"/>	Program and Budget Evaluation	<input checked="" type="radio"/>	Design Coordination	<input checked="" type="radio"/>	Project coordination	<input checked="" type="radio"/>	Project Coordination	<input checked="" type="radio"/>	Progress Reports/ Evaluation	<input checked="" type="radio"/>	Deficiency Assessment
<input type="radio"/>	Project Development Scheduling	<input checked="" type="radio"/>	Review of Alternative Design Approaches	<input checked="" type="radio"/>	Architectural Design Development	<input checked="" type="radio"/>	Architectural Construction Documents (Working Drawings, Form of Construction Contract and Specifications)	<input checked="" type="radio"/>	Issue Bidding Documents	<input checked="" type="radio"/>	Process Certificates for Payment	<input checked="" type="radio"/>	Review of Warranties
<input type="radio"/>	Project Budgeting	<input checked="" type="radio"/>	Architectural Schematic Design	<input checked="" type="radio"/>	Design Development Drawings and Documents	<input checked="" type="radio"/>	Document Checking and Coordination	<input checked="" type="radio"/>	Issue Addenda	<input checked="" type="radio"/>	Interpretation of Contract Documents	<input checked="" type="radio"/>	Total Performance Inspection and Certification
<input type="radio"/>	Life Cycle Cost Studies	<input checked="" type="radio"/>	Schematic Design Drawings and Documents	<input checked="" type="radio"/>	Statement of Probable Construction Costs	<input checked="" type="radio"/>	Statement of Probable Construction Costs	<input checked="" type="radio"/>	Bid Evaluation	<input checked="" type="radio"/>	Review of Shop Drawings Product Data/Sample	<input checked="" type="radio"/>	Client Consultation
<input type="radio"/>	Economic Feasibility Studies	<input checked="" type="radio"/>	Statement of Probable Construction Costs	<input checked="" type="radio"/>	Client Consultation	<input checked="" type="radio"/>	Client Consultation	<input checked="" type="radio"/>	Construction Contract	<input checked="" type="radio"/>	Change Orders	<input checked="" type="radio"/>	Start-Up Assistance
<input type="radio"/>	Agency Consulting/ Review/Approval	<input checked="" type="radio"/>	Client Consultation	<input checked="" type="radio"/>	Site Planning	<input type="radio"/>	Interior Construction Documents	<input checked="" type="radio"/>	Client Consultation	<input checked="" type="radio"/>	Substantial Performance Report and Certification	<input checked="" type="radio"/>	One-year Warranty Inspections
<input type="radio"/>	Site Selection/Analysis Utilization	<input checked="" type="radio"/>	Site Planning	<input type="radio"/>	Interior Design Development	<input type="radio"/>	Alternative Bid Details and Special Bid Documents	<input type="radio"/>	Separate Bids or Negotiated Bids	<input checked="" type="radio"/>	Client Consultation	<b>OTHER SERVICES</b>	
<input type="radio"/>	Environmental Studies	<input type="radio"/>	Interior Design Concepts	<input type="radio"/>	Special Studies/Reports (Planning Tenant or Rental Spaces, etc.)	<input type="radio"/>	Project Management	<input type="radio"/>	Services Related to Bidders' Proposals	<input type="radio"/>	Interior Construction review	<input type="radio"/>	Fine Arts/Crafts/Graphics
<input type="radio"/>	Energy Studies	<input type="radio"/>	Special Studies (Future Facilities, Environmental Impact, etc.)	<input type="radio"/>	Promotional Presentations	<input type="radio"/>	Agency Consultation	<input type="radio"/>	Project Management	<input type="radio"/>	Full-time Project Representation	<input type="radio"/>	Non-building Equipment Selection
<input type="radio"/>	Existing Facilities Surveys	<input type="radio"/>	Special Submissions or Promotional Presentations	<input type="radio"/>	Models, Perspectives or Computer Presentations	<b>CONSULTANTS' SERVICES</b>		<b>CONSULTANTS' SERVICES</b>		<input type="radio"/>	Administration of Separate Contracts	<input type="radio"/>	Building Analysis and Reports
<input type="radio"/>	Client-Supplied Data Coordination	<input type="radio"/>	Special Models, Perspectives or Computer Presentations	<input type="radio"/>	Project Management	<input checked="" type="radio"/>	Structural Construction Documents	<input checked="" type="radio"/>	Issue Bidding Documents	<input type="radio"/>	Project Management	<input type="radio"/>	Services Related to Alterations and Demolition
<input type="radio"/>	Services Related to Project Management	<input type="radio"/>	Project Management	<input type="radio"/>	Agency Consultation	<input checked="" type="radio"/>	Mechanical Construction Documents	<input checked="" type="radio"/>	Issue Addenda	<input type="radio"/>	Promotional Material	<input type="radio"/>	Life Cycle Cost Monitoring
<input type="radio"/>	Presentations	<input type="radio"/>	Agency Consultation	<b>CONSULTANTS' SERVICES</b>		<input checked="" type="radio"/>	Electrical Construction Documents	<input checked="" type="radio"/>	Bid Evaluation	<input type="radio"/>	Record Drawings	<input type="radio"/>	Environmental Monitoring
<input type="radio"/>	Marketing Studies	<b>CONSULTANTS' SERVICES</b>		<input checked="" type="radio"/>	Structural Design Development	<input checked="" type="radio"/>	Statements of Probable Costs	<b>SPECIAL CONSULTANTS' SERVICES</b>		<input type="radio"/>	Agency Consultation	<input type="radio"/>	One-year Warranty Inspections
<input type="radio"/>	Special Studies	<input checked="" type="radio"/>	Structural Design Concepts	<input checked="" type="radio"/>	Mechanical Design Development	<b>SPECIAL CONSULTANTS' SERVICES</b>		<input type="radio"/>	Issue Bidding Documents	<b>CONSULTANTS' SERVICES</b>		<b>CONSULTANTS' SERVICES</b>	
<input type="radio"/>	Re-Zoning Assistance	<input checked="" type="radio"/>	Mechanical Design Concepts	<input checked="" type="radio"/>	Electrical Design Development	<input type="radio"/>	Civil Engineering Construction Documents	<input type="radio"/>	Issue Addenda	<input checked="" type="radio"/>	Structural review/Reports	<input checked="" type="radio"/>	Start-up Assistance
<input type="radio"/>	Project Promotion	<input checked="" type="radio"/>	Electrical Design Concepts	<input checked="" type="radio"/>	Statements of Probable Costs	<input type="radio"/>	Landscape Documents	<input type="radio"/>	Bid Evaluation	<input checked="" type="radio"/>	Mechanical review/Reports	<input checked="" type="radio"/>	Systems Performance Review
<b>SPECIAL CONSULTANTS' SERVICES</b>		<input checked="" type="radio"/>	Statements of Probable Costs	<b>SPECIAL CONSULTANTS' SERVICES</b>		<input type="radio"/>	Detailed Construction Cost Estimates or Quantity Surveys	<input type="radio"/>	Others	<input checked="" type="radio"/>	Electrical review/Reports	<input type="radio"/>	Non-building Equipment Selection
<input type="radio"/>	Legal Survey	<b>SPECIAL CONSULTANTS' SERVICES</b>		<input type="radio"/>	Civil Engineering Design Development	<input type="radio"/>	Others			<input type="radio"/>	Record Drawings	<input type="radio"/>	Life Cycle Cost Monitoring
<input type="radio"/>	Geotechnical Analysis	<input type="radio"/>	Civil Design Concepts	<input type="radio"/>	Landscape Development					<input type="radio"/>	Certification of Progress	<input type="radio"/>	Services related to Alterations and Demolition
<input type="radio"/>	Project Financing	<input type="radio"/>	Landscape Concepts	<input type="radio"/>	Detailed Construction Cost Estimates or Quantity Surveys					<b>SPECIAL CONSULTANTS' SERVICES</b>		<input type="radio"/>	Others
<input type="radio"/>	Others	<input type="radio"/>	Statements of Probable Costs	<input type="radio"/>	Others					<input type="radio"/>	Civil Construction review		
		<input type="radio"/>	Others							<input type="radio"/>	Landscape Inspection		
										<input type="radio"/>	Detailed Cost Accounting		
<input checked="" type="radio"/>	Basic Services as per Base Percentage Fees												
<input type="radio"/>	Additional Services												