## **Appendix A - Table of Typical Design Services Provided by Architects and Engineers**

As the owner, you will find it will be helpful to review this chart with your A/E consultant to acquaint yourself with the various phases of design and construction and the services available for each.

Project Administration & Management Services	Pre-design Services	Site Development	Design Services
Project Administration	Programming	Site Analysis and Selection	Architectural Design/
Disciplines Coordination/ Document Checking Agency Consulting/	Space Schematics/ Flow Diagrams Existing Facilities Surveys	Site Development Planning Detailed Site Utilization Studies	Documentation Structural Design/ Documentation
Review/ Approval  Owner-Supplied Data	Marking Studies Economic Feasibility Studies Project Financing	On-Site Utility Studies Off-Site Utility Studies	Mechanical Design/ Documentation
Coordination Schedule Development/		Environmental Studies and Reports Zoning Processing Assistance Geotechnical Engineering	Electrical Design/ Documentation
Monitoring of the Work Preliminary Estimate of Cost of the Work			Civil Design/ Documentation
			Landscape Design/ Documentation
Presentation		Site Surveying	Interior Design/ Documentation
			Special Design/ Documentation
			Materials Research/ Specifications

Bidding or Negotiation Services	Contract Admin. Services	Post-contract Services	
Bidding Material	Submittal Services	Maintenance and Operational Programming	
Addenda	Observation Services		
Bidding/Negotiation	Project Representation	Startup Assistance	
Analysis of Alternates/ Substitutions	Testing & Inspection Administration	Record Drawing	
Special Bidding	Commissioning	Warranty Review	
Bid Evaluation	Supplemental Documentation	Post-contract Evaluation	
Contract Award	Quotation Requests/ Change Orders		
	Contract Cost Accounting	Basic Services Contained in AIA's	
	Furniture & Equipment Installation Administration	Standard owner architect agreement (B141)	
	Interpretations and Decisions Project Closeout	Additional Services contained in expanded list of services (B163)	

Refer to AIA Document B163, Standard Form of Agreement between Owner and Architect for Designated Services for an expansive listing of available services.