ARCHITECT / 01

DEFINE THE PROJECT, SITE, AND GOALS

Record known facts and desired outcomes. Mark assumptions and points a professional must verify.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Project type, property or site location, intended use, ownership or authorization status, and occupants or users

Existing buildings, site conditions, access, utilities, surveys, drawings, photos, reports, or other records available

Primary goals, must-haves, priorities, quality expectations, and problems the project should address

Spaces, approximate needs, relationships, capacity, accessibility goals, flexibility, and future-use considerations

Decision makers, users, stakeholders, communication contacts, approval path, and unresolved viewpoints

Target milestones, client-established budget range if shared, known constraints, unknowns, and facts to verify

Preparation only. Not architectural, engineering, structural, zoning, code, permit, accessibility, cost, schedule, construction, contract, or legal advice.

ARCHITECT / 02

MAP PHASES, DELIVERABLES, AND TEAM ROLES

Ask each architect to describe the proposed path rather than assuming a standard package.

Predesign, programming, site evaluation, feasibility, or existing-condition work proposed and deliverables

Concept, schematic, design-development, permit, construction-document, or other design phases proposed

Meetings, options, presentations, drawings, models, specifications, schedules, files, and revision rounds included

Owner, architect, structural, civil, MEP, landscape, interiors, survey, geotechnical, contractor, and other roles

Who selects, contracts with, manages, coordinates, reviews, and pays each consultant or participant

Bidding or contractor-selection support, construction-phase services, closeout work, assumptions, and exclusions

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ARCHITECT / 03

PLAN DECISIONS, APPROVALS, AND COORDINATION

Tick what is ready, then identify who confirms every project-specific requirement.

- [ ] Project goals, users, spaces, priorities, and desired outcome are described
- [ ] Available site and existing-condition records are organized but not treated as verified
- [ ] Unknown conditions and project-specific requirements are assigned for confirmation
- [ ] Proposed phases, deliverables, file formats, options, revisions, and meetings will be written
- [ ] Consultant selection, contracts, coordination, review, and payment responsibilities will be assigned
- [ ] Owner access, information, decisions, approvals, and other responsibilities will be scheduled
- [ ] Jurisdiction and construction-phase involvement will be defined only as actually offered
- [ ] Credentials, timing, price structure, document use, changes, suspension, and termination will be compared

Decision schedule, review milestones, owner signoffs, meeting records, change path, and open-question log

Existing-condition verification, jurisdiction contacts, approvals, permits, and specialist questions to assign

Contractor coordination, requests for information, submittals, site visits, observations, changes, and closeout if offered

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ARCHITECT / 04

QUESTIONS FOR THE ARCHITECT

Record the answer and the proposal, deliverable list, responsibility matrix, or agreement that supports it.

Discovery: how will you confirm the program, site information, existing conditions, constraints, and decisions needed?

Services: which phases, meetings, options, drawings or other deliverables, file formats, and revisions are included?

Team: which consultants or participants may be needed, who retains them, and how is their work coordinated?

Responsibilities: what information, access, decisions, approvals, payments, and other work belong to the owner?

Coordination: what jurisdiction, contractor-selection, construction-question, submittal, site-visit, change, and closeout work is offered?

Terms: who performs the work, what credentials apply, and how do timing, price structure, document use, changes, suspension, and termination work?

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ARCHITECT / 05

COMPARE THE SAME ARCHITECT SERVICES SCOPE

Use A and B in every box. Clarify different site, program, phase, or consultant assumptions first.

Architect A / Architect B / consultation dates / project, site, program, constraints, and records reviewed

Phases, meetings, options, deliverables, files, revisions, review points, approvals, and exclusions - A / B

Architect, owner, consultant, jurisdiction, contractor-selection, construction-phase, change, and closeout responsibilities - A / B

Team, credentials, timing, complete price structure, document use, changes, suspension, termination, and terms - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai and start an Architect request if you choose; this step is optional. Share non-sensitive project facts and the written outcome you want so participating pros can compete with proposals. Compare phases, deliverables, responsibilities, timing, complete price structure, exclusions, terms, and fit.

One request. Every pro's best offer.

Start a request

Participation varies. A site and program review may be needed before a final services proposal.

Planning guide: https://www.pickyourpro.ai/services/architect

AIA: Working with an Architect (official reference)

NCARB: Architecture Essentials (official reference)

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