



Preagreement

Check
Box *

No.		Check Box *
01	Confirm expression of interest in project to client. Submit proposed fee agreement if invited by client.	
02	Confirm status of any other architects previously involved with project.	
03	Evaluate client financial and management capability to undertake project.	
04	Evaluate any known record of client's propensity for litigation.	
05	Determine whether project is speculative or committed for client.	
06	Obtain or develop, and have approved and dated a project brief; take initiative in development of brief where appropriate and possible.	
07	Obtain copy of title to client's property and legal opinion that title is clear and free of constraints.	
08	Determine identity of person empowered to bind corporate or governmental client.	
09	Obtain all site zoning information including easements, covenants, rights-of-way, flood plains etc. Determine if environmental impact statement is needed.	
10	Obtain and review all available previous studies and proposals for site.	
11	Obtain governmental record of any previous record of applications for use change, appeals etc.	
12	Prepare preliminary staffing and in-house cost plan (including subconsultants) for project.	
13	Prepare preliminary consultant needs plan for project.	
14	Obtain list of other consultants engaged by client or intended to be engaged by client.	
15	Confirm intended construction contract arrangements.	
16	Clarify in detail with client, intended responsibilities and cost obligations for inter-consultant coordination and for programming.	
17	Develop outline of subconsultants' briefs; obtain subconsultants' cost proposals to brief. Confirm whether as will issue Bill of Quantities or Specified BOQ.	
18	Determine if model is required and who shall pay for it.	
19	Prepare programme development task allocation list; confirm with client any listed tasks not included in Agreement. Note particularly limitations on appeals and arbitration.	
20	Prepare outline of consulting services' time schedule. Confirm with client.	
21	If client has set conditions of client/architect agreement, obtain and review with counsel. Be careful of clauses which imply a level of service that may not be possible to deliver.	
22	If in competition, query any doubts relating to brief. Keep written record of answers.	
23	If in price competition, develop min/max services/costs analysis to fit range of brief.	
24	Personally visit site or arrange for site inspection. Document visit.	
25	Prepare final services' offer and fee proposal, including, as appropriate, cashflow/billing scheme and any special payment provisions.	
26	Prepare client's agreement/review agreement, with conditions of engagement and termination.	
27	Compare terms of agreement with all prior understandings. Clarify any discrepancies.	
28	Execute agreement.	