
Documents Synopses by Series

The documents listed in these synopses are organized according to their letter series, a system of classification that refers to the specific purpose of each document.

A Series

A101™–2007 (formerly A101™–1997) Standard Form of Agreement Between Owner and Contractor where the Basis of Payment is a Stipulated Sum

A101–2007 is a standard form of agreement between owner and contractor for use where the basis of payment is a stipulated sum (fixed price). A101 adopts by reference, and is designed for use with, A201™–2007, General Conditions of the Contract for Construction. A101 is suitable for large or complex projects. For projects of a more limited scope use of A107™–2007, Agreement Between Owner and Contractor for a Project of Limited Scope, should be considered. For even smaller projects, consider A105™–2007, Agreement Between Owner and Contractor for a Residential or Small Commercial Project.

A101™CMa–1992 Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Construction Manager-Adviser Edition

A101CMa–1992 is a standard form of agreement between owner and contractor for use on projects where the basis of payment is a stipulated sum (fixed price), and where, in addition to the contractor and the architect, a construction manager assists the owner in an advisory capacity during design and construction. The document has been prepared for use with A201CMa–1992, General Conditions of the Contract for Construction, Construction Manager-Adviser Edition. This integrated set of documents is appropriate for use on projects where the Construction Manager only serves in the capacity of an adviser to the owner, rather than as constructor (the latter relationship being represented in documents A121™CMc–1991 and A131™CMc–1991). A101CMa–1992 is suitable for projects where the cost of construction has been predetermined, either by bidding or by negotiation.

A102™–2007 (formerly A111™–1997) Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is the Cost of the Work Plus a Fee with a Negotiated Guaranteed Maximum Price

This standard form of agreement between owner and contractor is appropriate for use on large projects requiring a negotiated guaranteed maximum price, when the basis of payment to the contractor is the cost of the work plus a fee. A102–2007 is not intended for use in competitive bidding. A102–2007 adopts by reference and is intended for use with A201™–2007, General Conditions of the Contract for Construction.

A103™–2007 (formerly A114™–2001) Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price

A103–2007 is appropriate for use on large projects when the basis of payment to the contractor is the cost of the work plus a fee, and the cost is not fully known at the commencement of construction. A103–2007 is not intended for use in competitive bidding. A103–2007 adopts by reference, and is intended for use with, A201™–2007, General Conditions of the Contract for Construction.

A105™–2007 (formerly A105™–1993 and A205™–1993) Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project

A105–2007 is a stand-alone agreement with its own general conditions; it replaces A105–1993 and A205–1993. A105–2007 is for use on a project that is modest in size and brief in duration, and where payment to the Contractor is based on a stipulated sum (fixed price). For larger and more complex projects, other AIA agreements are more suitable, such as A107™–2007, Agreement Between Owner and Contractor for a Project of Limited Scope. A105–2007 and B105™–2007, Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project, comprise the Small Projects family of documents. Although A105–2007 and B105–2007 share some similarities with other agreements, the Small Projects family should NOT be used in tandem with agreements in other document families without careful side-by-side comparison of contents.

A107™–2007 (formerly A107™–1997) Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope

A107–2007 is a stand-alone agreement with its own internal general conditions and is intended for use on construction projects of limited scope. It is intended for use on medium-to-large sized projects where payment is based on either a stipulated sum or the cost of the work plus a fee, with or without a guaranteed maximum price. Parties using A107–2007 will also use A107, Exhibit A, if using a cost-plus payment method. B104™–2007, Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope, coordinates with A107–2007 and incorporates it by reference.

For more complex projects, parties should consider using one of the following other owner-contractor agreements: AIA Documents A101™–2007, A102™–2007 or A103™–2007. These agreements are written for a stipulated sum, cost of the work with a guaranteed maximum price, and cost of the work without a guaranteed maximum price, respectively. Each of them incorporates by reference A201™–2007, General Conditions of the Contract for Construction. For single family residential projects, or smaller and less complex commercial projects, parties may wish to consider A105™–2007, Agreement Between Owner and Contractor for a Residential or Small Commercial Project .

A121™CMc–2003 Standard Form of Agreement Between Owner and Construction Manager Where the Construction Manager is also the Constructor (AGC Document 565)

A121CMc–2003 is intended for use on projects where a construction manager, in addition to serving as adviser to the owner, assumes financial responsibility for construction of the project. The construction manager provides the owner with a guaranteed maximum price proposal, which the owner may accept, reject, or negotiate. Upon the owner's acceptance of the proposal by execution of an amendment, the construction manager becomes contractually bound to provide labor and materials for the project. The document divides the construction manager's services into two phases: the preconstruction phase and the construction phase, portions of which may proceed concurrently in order to fast track the process. A121CMc–2003 is coordinated for use with A201™–1997, General Conditions of the Contract for Construction, and B151™–1997, Standard Form of Agreement Between Owner and Architect.

A131™CMc–2003 Standard Form of Agreement Between Owner and Construction Manager Where the Construction Manager is also the Constructor and Where the Basis of Payment is the Cost Plus a Fee and there is no Guarantee of Cost (AGC Document 566)

Similar to A121™CMc–1991, this CM as constructor agreement is intended for use when the owner seeks a construction manager who will take on responsibility for providing the means and methods of construction. However, in A131CMc–2003 the construction manager does not provide a Guaranteed Maximum Price (GMP). A131CMc–2003 employs the cost-plus-a-fee method, wherein the owner can monitor cost through periodic review of a control estimate that is revised as the project proceeds. The agreement divides the construction manager's services into two phases: the preconstruction phase and the construction phase, portions of which may proceed concurrently in order to fast track the process.

A131CMc–2003 is coordinated for use with A201™–1997, General Conditions of the Contract for Construction, and B151™–1997, Standard Form of Agreement Between Owner and Architect.

A141™–2004 Agreement Between Owner and Design-Builder

A141–2004 replaces A191™–1996 and consists of the Agreement and three exhibits, Exhibit A, Terms and Conditions, Exhibit B, Determination of the Cost of the Work, and Exhibit C, Insurance and Bonds. Exhibit B is not applicable if the parties select to use a Stipulated Sum. A141–2004 obligates the Design-Builder to execute fully the Work required by the Design-Build Documents, which include A141–2004 with its attached exhibits, the project criteria and the design-builder's proposal, including any revisions to those documents accepted by the owner, supplementary and other conditions, addenda and modifications. The Agreement requires the parties to select the payment type from three choices: (1) Stipulated Sum, (2) Cost of the Work Plus Design-Builder's Fee, and (3) Cost of the Work Plus Design-Builder's Fee with a Guaranteed Maximum Price. A141–2004 with its attached exhibits forms the nucleus of the Design-Build Contract. Because A141–2004 includes its own Terms and Conditions, it does not use A201™–1997.

A142™–2004 Agreement Between Design-Builder and Contractor

A142™–2004 replaces A491™–1996 and consists of the Agreement and five exhibits: Exhibit A, Terms and Conditions; Exhibit B, Preconstruction Services; Exhibit C, Contractor's Scope of Work; Exhibit D, Determination of the Cost of the Work; and Exhibit E, Insurance and Bonds. Unlike B491™–1996, A142–2004 does not rely on A201 for its general conditions of the contract. A142–2004 contains its own Terms and Conditions. A142–2004 obligates the contractor to perform the work in accordance with the Contract Documents, which include A142–2004 with its attached exhibits, supplementary and other conditions, drawings, specifications, addenda, and modifications. Like A141™–2004, A142–2004 requires the parties to select the payment type from three choices: (1) Stipulated Sum, (2) Cost of the Work Plus Design-Builder's Fee, and (3) Cost of the Work Plus Design-Builder's Fee with a Guaranteed Maximum Price.

A151™–2007 (formerly A175™ID–2003) Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum

A151–2007 is intended for use as the contract between Owner and Vendor for Furniture, Furnishings and Equipment (FF&E) where the basis of payment is a stipulated sum (fixed price) agreed to at the time of contracting. A151–2007 adopts by reference and is intended for use with A251™–2007, General Conditions of the Contract for Furniture, Furnishings, and Equipment. It may be used in any arrangement between the owner and the contractor where the cost of FF&E has been determined in advance, either through bidding or negotiation.

A201™–2007 (formerly A201™–1997) General Conditions of the Contract for Construction

The General Conditions are an integral part of the contract for construction for a large project and they are incorporated by reference into the owner-contractor agreement. They set forth the rights, responsibilities, and relationships of the owner, contractor, and architect. Though not a party to the contract for construction between owner and contractor, the architect participates in the preparation of the contract documents and performs construction phase duties and responsibilities described in detail in the general conditions. A201–2007 is adopted by reference in owner-architect, owner-contractor, and contractor-subcontractor agreements in the A201 family of documents; thus, it is often called the "keystone" document.

A201™CMa–1992 General Conditions of the Contract for Construction, Construction Manager-Adviser Edition

A201CMa–1992 sets forth the rights, responsibilities, and relationships of the owner, contractor,

construction manager and architect. A201CMa–1992 is adopted by reference in owner-architect, owner-contractor, and owner-construction manager agreements in the A201CMa family of documents. Under A201CMa–1992, the construction manager serves as an independent adviser to the owner, who enters into multiple contracts with prime trade contractors.

Caution: Do not use A201CMa–1992 in combination with agreements where the construction manager takes on the role of constructor, gives the owner a guaranteed maximum price, or contracts directly with those who supply labor and materials for the project, such as A121TMCMc–2003 or A131TMCMc–2003.

A201TMSC–1999 Federal Supplementary Conditions of the Contract for Construction

A201SC–1999 is intended for use on certain federally assisted construction projects. For such projects, A201SC–1999 adapts A201TM–1997 by providing (1) necessary modifications of the General Conditions, (2) additional conditions, and (3) insurance requirements for federally assisted construction projects.

A251TM–2007 (formerly A275TMID–2003) General Conditions of the Contract for Furniture, Furnishings, and Equipment

A251–2007 provides general conditions for the A151TM–2007, Standard Form Agreement between Owner and Vendor for Furniture, Furnishings and Equipment where the Basis of Payment is a Stipulated Sum. A251–2007 sets forth the duties of the owner, architect, and vendor, just as the A201TM–2007, General Conditions of the Contract for Construction, does for building construction projects. Because the Uniform Commercial Code (UCC) governs the sale of goods and has been adopted in nearly every jurisdiction, A251–2007 recognizes the commercial standards set forth in Article 2 of the UCC, and uses certain standard UCC terms and definitions. A251–2007 was renumbered in 2007 and modified, as applicable, to coordinate with A201–2007.

A305TM–1986 Contractor's Qualification Statement

An owner preparing to request bids or to award a contract for a construction project often requires a means of verifying the background, references, and financial stability of any contractor being considered. These factors, along with the time frame for construction, are important for an owner to investigate. Using A305–1986, the contractor may provide a sworn, notarized statement and appropriate attachments to elaborate on important aspects of the contractor's qualifications.

A310TM–1970 Bid Bond

This simple, one-page form establishes the maximum penal amount that may be due to the owner if the selected bidder fails to execute the contract and/or fails to provide any required performance and payment bonds.

A312TM–1984 Performance Bond and Payment Bond

This form incorporates two bonds: one covering the contractor's performance, and the other covering the contractor's obligations to pay subcontractors and others for material and labor. In addition, A312–1984 obligates the surety to act responsively to the owner's requests for discussions aimed at anticipating or preventing a contractor's default.

A401TM–2007 (formerly A401TM–1997) Standard Form of Agreement Between Contractor and Subcontractor

This agreement establishes the contractual relationship between the contractor and subcontractor. It sets forth the responsibilities of both parties and lists their respective obligations, which are written to parallel A201TM–2007, General Conditions of the Contract for Construction, which A401–2007 incorporates by reference. A401TM–2007 may be modified for use as an agreement between the subcontractor and a sub-subcontractor, and must be modified if used where A107TM–2007 or A105TM–2007 serves as the owner-contractor agreement.

A503™–2007 (formerly A511™–1999) Guide for Supplementary Conditions

A503–2007 is not an agreement, but is a guide containing model provisions for modifying and supplementing A201™–2007, General Conditions of the Contract for Construction. It provides model language with explanatory notes to assist users in adapting A201–2007 to specific circumstances. A201–2007, as a standard form document, cannot cover all the particulars of a project. Thus, A503–2007 is provided to assist A201–2007 users either in modifying it, or developing a separate supplementary conditions document to attach to it.

A511™CMA–1993 Guide for Supplementary Conditions, Construction Manager-Adviser Edition

Similar to A503™–2007, A511CMA–1993 is a guide for amending or supplementing the general conditions document A201™CMA–1992. A511CMA–1993 should only be employed, as should A201CMA–1992, on projects where the construction manager is serving in the capacity of adviser to the owner (as represented by the CMA document designation), and not in situations where the Construction Manager is also the constructor (CMc document-based relationships). Like A503–2007, this document contains suggested language for supplementary conditions, along with notes on appropriate usage.

A701™–1997 Instructions to Bidders

This document is used when competitive bids are to be solicited for construction of the project. Coordinated with A201, General Conditions of the Contract for Construction, and its related documents, A701–1997 provides instructions on procedures, including bonding requirements, for bidders to follow in preparing and submitting their bids. Specific instructions or special requirements, such as the amount and type of bonding, are to be attached to, or inserted into, A701–1997

A751™–2007 (formerly A775™ID–2003) Invitation and Instructions for Quotation for Furniture, Furnishings and Equipment

A751–2007 provides (1) the Invitation for Quotation for Furniture, Furnishings and Equipment (FF&E) and (2) Instructions for Quotation for Furniture, Furnishings and Equipment. These two documents define the owner's requirements for a vendor to provide a complete quotation for the Work. The purchase of FF&E is governed by the UCC, and A751–2007 has been developed to coordinate with the provisions of the UCC.

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B Series

B101TM-2007 (formerly B151TM-1997) Standard Form of Agreement Between Owner and Architect

B101TM-2007 is a one-part standard form of agreement between owner and architect for building design and construction contract administration. B101-2007 was developed to replace AIA Documents B141TM-1997, Parts 1 and 2, and B151TM-1997, but it more closely follows the format of B151-1997. Services are divided traditionally into Basic and Additional Services. Basic Services are performed in five phases: Schematic Design, Design Development, Construction Documents, Bidding and Negotiation, and Construction. This agreement may be used with a variety of compensation methods, including percentage of construction cost and stipulated sum.

B101-2007 is intended to be used in conjunction with A201TM-2007, General Conditions of the Contract for Construction, which it incorporates by reference.

B102TM-2007 (formerly B141TM-1997 Part 1) Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services

B102-2007 replaces and serves the same purpose as B141-1997 Part 1. B102-2007 is a standard form of agreement between owner and architect that contains terms and conditions and compensation details. B102-2007 does not include a scope of Architect's services, which must be inserted in Article 1 or attached as an exhibit. The separation of the scope of services from the owner-architect agreement allows users the freedom to append alternative scopes of services. AIA standard form scopes of services documents that may be paired with B102-2007 include B203TM-2007, Site Evaluation and Planning; B204TM-2007, Value Analysis; B205TM-2007, Historic Preservation; B206TM-2007, Security Evaluation and Planning; B209TM-2007, Construction Contract Administration; B210TM-2007, Facility Support Services; B211TM-2007, Commissioning; B214TM-2007, Leed® Certification; B252TM-2007, Architectural Interior Design; and B253TM-2007, Furniture, Furnishings and Equipment Design.

B103TM-2007 Standard Form of Agreement Between Owner and Architect for a Large or Complex Project

B103-2007 is a standard form of agreement between owner and architect intended for use on large or complex projects. B103-2007 was developed to replace AIA Documents B141TM-1997, Parts 1 and 2, and B151TM-2007 specifically with respect to large or complex projects. B103-2007 assumes that the owner will retain third parties to provide cost estimates and project schedules, and may implement fast-track, phased or accelerated scheduling. Services are divided along the traditional lines of Basic and Additional Services. Basic Services are based on five phases: Schematic Design, Design Development, Construction Documents, Bidding and Negotiation, and Construction. The architect does not prepare cost estimates, but designs the project to meet the owner's budget for the cost of the work at the conclusion of the Design Development Phase Services. This document may be used with a variety of compensation methods. B103-2007 is intended to be used in conjunction with A201TM-2007, General Conditions of the Contract for Construction, which it incorporates by reference.

B104™–2007 Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope

B104–2007 is a standard form of agreement between owner and architect intended for use on medium-sized projects. B104–2007 is an abbreviated version of B101™–2007. B104–2007 contains a compressed form of Basic Services with three phases: Design, Construction Documents, and Construction. This document may be used with a variety of compensation methods. B104–2007 is intended to be used in conjunction with A107™–2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope, which it incorporates by reference.

B105™–2007 (formerly B155™–1993) Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project

B105–2007 is a standard form of agreement between owner and architect intended for use on a residential or small commercial project that is modest in size and brief in duration. B105–2007 and AIA Document A105™–2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project, comprise the Small Projects family of documents. B105–2007 is intended for use with A105–2007, which it incorporates by reference. B105–2007 is extremely abbreviated and is formatted more informally than other AIA agreements. Although A105–2007 and B105–2007 share some similarities with other AIA agreements, the Small Projects family should NOT be used with other AIA document families without careful side-by-side comparison of contents.

B141™CMA–1992 Standard Form of Agreement Between Owner and Architect, Construction Manager-Adviser Edition

B141CMA–1992 is a standard form of agreement between owner and architect for use on building projects where construction management services are to be provided under a separate contract with the owner. It is coordinated with B801™CMA–1992, an owner-construction manager-adviser agreement where the construction manager is an independent, professional adviser to the owner throughout the course of the project. Both B141CMA–1992 and B801CMA–1992 are based on the premise that one or more separate construction contractors will also contract with the owner. The owner-contractor agreement is jointly administered by the architect and the construction manager under A201™CMA–1992, General Conditions of the Contract for Construction, Construction Manager-Adviser Edition.

B142™–2004 Agreement Between Owner and Consultant where the Owner Contemplates using the Design-Build Method of Project Delivery

B142–2004 provides a standard form for the upfront services an owner may require when considering design-build delivery. The consultant, who may or may not be an architect or other design professional, may perform a wide ranging array of services for the owner, including programming and planning, budgeting and cost estimating, project criteria development services, and many others, commencing with initial data gathering and continuing through to post occupancy. B142–2004 consists of the Agreement portion and two exhibits, Exhibit A, Initial Information, and Exhibit B, Standard Form of Consultant's Services. Exhibit B provides a menu of briefly described services that the parties can select and augment to suit the needs of the project.

B143™–2004 Agreement Between Design-Builder and Architect

B143–2004 replaces B901™–1996 and establishes the contractual relationship between the design-builder and its architect. B143–2004 consists of the Agreement, Exhibit A, Initial Information and Exhibit B, Standard Form of Architect's Services. Exhibit B provides a menu of briefly described services that the parties can select and augment to suit the needs of the project.

B144™ARCH-CM–1993 Standard Form of Amendment to the Agreement Between Owner and Architect Where the Architect Provides Construction Management Services as an Adviser to the Owner

B144ARCH-CM-1993 is an amendment to B141™-1997 for use in circumstances where the architect, already under contract to perform architectural services for the owner, agrees to provide the owner with a package of construction management services to expand upon, blend with, and supplement the architect's design and construction contract administration services described in B141-1997.

B152™-2007 (formerly B171™ID-2003) Standard Form of Agreement Between Owner and Architect for Architectural Interior Design Services

B152-2007 is a standard form of agreement between the owner and architect for design services related to Furniture, Furnishings and Equipment (FF&E) as well as to architectural interior design. B152-2007 divides the architect's services into eight phases: Programming, Pre-lease Analysis and Feasibility, Schematic Design, Design Development, Contract Documents, Bidding and Quotation, Construction Phase Services, and FF&E Contract Administration. B152-2007 was re-numbered in 2007 and modified to align, as applicable, with B101-2007 and A201-2007. B152-2007 is intended for use in conjunction with A251™-2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, and A201™-2007, General Conditions of the Contract for Construction, both of which it incorporates by reference.

B153™-2007 (formerly B175™ID-2003) Standard Form of Agreement Between Owner and Architect for Furniture, Furnishings and Equipment Design Services

B153-2007 is a standard form of agreement between the owner and architect for design services related solely to Furniture, Furnishings and Equipment (FF&E). B153-2007 divides the architect's services into six phases: Programming, Schematic Design, Design Development, Contract Documents, Quotation, and FF&E Contract Administration. B153-2007 was renumbered in 2007 and modified to align, as applicable, with B101-2007. B153-2007 is intended for use in conjunction with A251™-2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, which it incorporates by reference.

B161™-2002 (formerly B611™INT-2002) Standard Form of Agreement Between Client and Consultant for use where the Project is located outside the United States

B161-2002 is designed to assist U.S. architects involved in projects based in foreign countries, where the U.S. architect is hired on a consulting basis for design services and the owner will retain a local architect in the foreign country. The document is intended to clarify the assumptions, roles, responsibilities, and obligations of the parties; to provide a clear, narrative description of services; and to facilitate, strengthen, and maintain the working and contractual relationship between the parties. Because of foreign practices, the term Owner has been replaced with Client throughout the document. Also, since it is assumed that the U.S. architect is not licensed to practice architecture in the foreign country where the project is located, the term Consultant is used throughout the document to refer to the U.S. architect. B161-2002 was re-numbered only in 2007; its content remains the same as in B611™INT-2002.

B162™-2002 (formerly B621™INT-2002) Abbreviated Standard Form of Agreement Between Client and Consultant for use where the Project is located outside the United States

B162-2002 is an abbreviated version of B161™-2002, Standard Form of Agreement between Client and Consultant.

The document is designed to assist U.S. architects involved in projects based in foreign countries where the U.S. architect is hired on a consulting basis for design services and a local architect will be retained. The document is intended to clarify the assumptions, roles, responsibilities, and obligations of the parties; to provide a clear, narrative description of services; and to facilitate, strengthen, and maintain the working and contractual relationship between the parties. Because of foreign practices, the term Owner has been replaced with Client throughout the document. Also, since it is assumed that the U.S. architect is not licensed to practice architecture in the foreign country where the project is located, the

term Consultant is used throughout the document to refer to the U.S. architect. B162–2002 was renumbered only in 2007; its content remains the same as in B621TMINT–2002.

B163TM–1993 Standard Form of Agreement Between Owner and Architect for Designated Services

B163–1993 is discontinued and will be available only until May 31, 2009. This three-part document contains a thorough list of 83 possible services divided among nine phases, covering pre-design through supplemental services. This detailed classification allows the architect to estimate more accurately the time and personnel costs required for a particular project. Owner and architect benefit from the ability to establish clearly the scope of services required for the project as responsibilities and compensation issues are negotiated and defined. The architect's compensation may be calculated on a time/cost basis through use of the worksheet provided in the instructions to B163–1993.

B181TM–1994 Standard Form of Agreement Between Owner and Architect for Housing Services

This document, developed with the assistance of the U.S. Department of Housing and Urban Development and other federal housing agencies, is primarily intended for use in multiunit housing design. B181–1994 requires that the owner (and not the architect) furnish cost-estimating services. B181–1994 is coordinated with and adopts by reference A201TM–1997, General Conditions of the Contract for Construction.

B188TM–1996 Standard Form of Agreement Between Owner and Architect for Limited Architectural Services for Housing Projects

B188–1996 is intended for use in situations where the architect will provide limited architectural services for a development housing project. It anticipates that the owner will have extensive control over the management of the project, acting in the capacity of a developer or speculative builder of a housing project. As a result, the owner or consultants retained by the owner will likely provide the engineering services, specify the brand names of materials and equipment, and administer payments to contractors, among other project responsibilities. B188–1996 is not coordinated for use with any other AIA standard form documents.

B201TM–2007 (formerly B141TM–1997 Part 2) Standard Form of Architect's Services: Design and Construction Contract Administration

B201–2007 replaces AIA Document B141–1997 Part Two. B201–2007 defines the architect's traditional scope of services for design and construction contract administration in a standard form that the owner and architect can modify to suit the needs of the project. The services set forth in B201–2007 parallel those set forth in AIA Document B101TM–2007: the traditional division of services into Basic and Additional Services, with five phases of Basic Services. B201–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect's sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802TM–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B201–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement.

B203TM–2007 (formerly B203TM–2005) Standard Form of Architect's Services: Site Evaluation and Planning

B203–2007 is intended for use where the architect provides the owner with services to assist in site selection for a project. Under this scope, the architect's services may include analysis of the owner's program and alternative sites, site utilization studies, and other analysis, such as planning and zoning requirements, site context, historic resources, utilities, environmental impact, and parking and circulation. B203–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect's sole scope of services or in conjunction with other scope of services documents, or (2)

attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B203–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B203–2007 was revised in 2007 to align, as applicable, with B101–2007.

B204™–2007 (formerly B204™–2004) Standard Form of Architect’s Services: Value Analysis

B204–2007 establishes duties and responsibilities when the owner has employed a Value Analysis Consultant. This document provides the architect’s services in three categories: Pre-Workshop Services, Workshop Services and Post-Workshop Services. The services include presenting the project’s goals and design rationale at the Value Analysis Workshop, reviewing and evaluating each Value Analysis Proposal, and preparing a Value Analysis Report for the owner that, among other things, advises the owner of the estimate of the cost of the work resulting from the implementation of the accepted Value Analysis Proposals. B204–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B204–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B204–2007 was revised in 2007 to align, as applicable, with B101–2007.

B205™–2007 (formerly B205™–2004) Standard Form of Architect’s Services: Historic Preservation

B205–2007 establishes duties and responsibilities where the architect provides services for projects that are historically sensitive. The range of services the architect provides under this scope spans the life of the project and may require the architect to be responsible for preliminary surveys, applications for tax incentives, nominations for landmark status, analysis of historic finishes, and other services specific to historic preservation projects. B205–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B205–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B205–2007 was revised in 2007 to align, as applicable, with B101–2007.

B206™–2007 (formerly B206™–2004) Standard Form of Architect’s Services: Security Evaluation and Planning

B206–2007 establishes duties and responsibilities where the architect provides services for projects that require greater security features and protection than would normally be incorporated into a building design. This scope requires the architect to identify and analyze the threats to a facility, survey the facility with respect to those threats, and prepare a Risk Assessment Report. Following the owner’s approval of the Report, the architect prepares design documents and a Security Report. B206–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B206–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B206–2007 was revised in 2007 to align, as applicable, with B101–2007.

B209™–2007 (formerly B209™–2005) Standard Form of Architect’s Services: Construction Phase Administration

B209–2007 establishes duties and responsibilities when an architect provides only Construction Phase services and the owner has retained another architect for design services. This scope requires the architect to perform the traditional contract administration services while design services are provided

by another architect. B209–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B209–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B209–2007 was revised in 2007 to align, as applicable, with B101–2007.

B210™–2007 (formerly B210™–2004) Standard Form of Architect’s Services: Facility Support Services

B210–2007 focuses attention on providing the owner with means and measures to ensure the proper function and maintenance of the building and site after final completion. This scope provides a menu of choices of services, including initial existing condition surveys of the building and its systems, evaluation of operating costs, and code compliance reviews. B210–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scopes of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B210–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B210–2007 was revised in 2007 to align, as applicable, with B101–2007.

B211™–2007 (formerly B211™–2004) Standard Form of Architect’s Services: Commissioning

B211–2007 requires that the architect, based on the owner’s identification of systems to be commissioned, develop a Commissioning Plan, a Design Intent Document, and Commissioning Specifications. It also requires that the architect review the contractor’s submittals and other documentation related to the systems to be commissioned, observe and document performance tests, train operators, and prepare a Final Commissioning Report. B211–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B211–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B211–2007 was revised in 2007 to align, as applicable, with B101–2007.

B214™–2007 (formerly B214™–2004) Standard Form of Architect’s Services: LEED® Certification

B214–2007 establishes duties and responsibilities when the owner seeks certification from the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED®). Among other things, the architect’s services include conducting a pre-design workshop where the LEED rating system will be reviewed and LEED points will be targeted, preparing a LEED Certification Plan, monitoring the LEED Certification process, providing LEED specifications for inclusion in the Contract Documents and preparing a LEED Certification Report detailing the LEED rating the project achieved. B214–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B214–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B214–2007 was revised in 2007 to align, as applicable, with B101–2007.

B252™–2007 (formerly B252™–2005) Standard Form of Architect’s Services: Architectural Interior Design

B252–2007 establishes duties and responsibilities where the architect provides both architectural interior design services and design services for Furniture, Furnishings and Equipment (FF&E). The scope of services in B252–2007 is substantially similar to the services described in B152™–2007. Unlike B152–

2007, B252–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B252–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B252–2007 was revised in 2007 to align, as applicable, with B101–2007.

B253™–2007 (formerly B253™–2005) Standard Form of Architect’s Services: Furniture, Furnishings and Equipment Design

B253–2007 establishes duties and responsibilities where the architect provides design services for Furniture, Furnishings and Equipment (FF&E). The scope of services in B253–2007 is substantially similar to the services described in B153™–2007. Unlike B153–2007, B253–2007 is a scope of services document only and may not be used as a stand-alone owner-architect agreement. B253–2007 may be used in two ways: (1) incorporated into the owner-architect agreement as the architect’s sole scope of services or in conjunction with other scope of services documents, or (2) attached to G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner-architect agreement. B253–2007 was revised in 2007 to align, as applicable, with B101–2007.

B305™–1993 (formerly B431™–1993) Architect's Qualification Statement

B305–1993 is a standardized outline form on which the architect may enter information that a client may wish to review before selecting the architect. The owner may use B305–1993 as part of a Request for Proposal or as a final check on the architect's credentials. Under some circumstances, B305–1993 may be attached to the owner-architect agreement to show, as for example, the team of professionals and consultants expected to be employed on the project. B305–1993 was renumbered only in 2007; its content remains the same as in B431–1993.

B352™–2000 Duties, Responsibilities and Limitations of Authority of the Architect's Project Representative

When and if the owner wants additional project representation at the construction site on a full- or part-time basis, B352–2000 establishes the project representative's duties, responsibilities, and limitations of authority. The project representative is employed and supervised by the architect.

B503™–2007 (formerly B511™–2001) Guide for Amendments to AIA Owner-Architect Agreements

B503™–2007 is not an agreement, but is a guide containing model provisions for amending owner-architect agreements. Some provisions, such as a limitation of liability clause, further define or limit the scope of services and responsibilities. Other provisions introduce a different approach to a project, such as fast-track construction. In all cases, these provisions are provided because they deal with circumstances that are not typically included in other AIA standard form owner-architect agreements.

B727™–1988 Standard Form of Agreement Between Owner and Architect for Special Services

B727–1988 provides only the terms and conditions of the agreement between the owner and architect--the description of services is left entirely to the parties, and must be inserted in the agreement or attached in an exhibit. Otherwise, the terms and conditions are similar to those found in B151™–1997. B727–1988 is often used for planning, feasibility studies, and other services that do not follow the phasing sequence of services set forth in B151–1997 and other AIA documents. If construction administration services are to be provided using B727–1988, which is not recommended, care must be taken to coordinate it with the appropriate general conditions of the contract for construction.

B801™CMA–1992 Standard Form of Agreement Between Owner and Construction Manager

B801™CMA–1992 provides the agreement between the Owner and the Construction Manager, a single

entity who is separate and independent from the architect and the contractor, and who acts solely as an adviser (CMA) to the owner throughout the course of the project. B801CMA–1992 is coordinated for use with B141TMCMA–1992, Standard Form of Agreement Between Owner and Architect, Construction Manager-Adviser Edition. Both B801CMA–1992 and B141CMA–1992 are based on the premise that there will be a separate, and possibly multiple, construction contractor(s) whose contracts with the owner will be jointly administered by the architect and the construction manager under A201TMCMA–1992. B801CMA–1992 is not coordinated with, and should not be used with, documents where the construction manager acts as the constructor for the project, such as A121TMCMc–1991 or A131TMCMc–1991.

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Documents Synopses by Series

The documents listed in these synopses are organized according to their letter series, a system of classification that refers to the specific purpose of each document.

C Series

C101™–1993 (formerly C801™–1993) Joint Venture Agreement for Professional Services

This document is intended to be used by two or more parties to provide for their mutual rights and obligations in forming a joint venture. It is intended that the joint venture, once established, will enter into an agreement with the owner to provide professional services. The parties may be all architects, all engineers, a combination of architects and engineers, or another combination of professionals. The document provides a choice between two methods of joint venture operation. The "Division of Compensation" method assumes that services provided and the compensation received will be divided among the parties in the proportions agreed to at the outset of the project. Each party's profitability is then dependent on individual performance of pre-assigned tasks and is not directly tied to that of the other parties. The "Division of Profit and Loss" method is based on each party performing work and billing the joint venture at cost plus a nominal amount for overhead. The ultimate profit or loss of the joint venture is divided between or among the parties at completion of the project, based on their respective interests. C101–1993 was renumbered only in 2007; its content remains the same as in C801–1993.

C105™–2005 Standard Form of Agreement Between Architect and Consulting Architect

C105–2005 is discontinued and available only through May 31, 2009; C401–2007 may be used for the same purpose. C105–2005 is a standard form of agreement between the architect and another architect that provides services as a consultant. C105–2005 assumes and references a preexisting owner-architect agreement known as the Prime Agreement. C105–2005 does not describe a fixed scope of services for the consulting architect but instead provides a location in the agreement for inserting a description of those services. This document may be used with a variety of compensation methods, including multiple of direct personnel expense and stipulated sum.

C106™–2007 Digital Data Licensing Agreement

C106–2007 serves as a licensing agreement between two parties who otherwise have no existing licensing agreement for the use and transmission of digital data, including instruments of service. C106–2007 defines digital data as information, communications, drawings, or designs created or stored for a specific project in digital form. C106–2007 allows one party to (1) grant another party a limited non-exclusive license to use digital data on a specific project, (2) set forth procedures for transmitting the digital data, and (3) place restrictions on the license granted. In addition, C106–2007 allows the party transmitting digital data to collect a licensing fee for the recipient's use of the digital data.

C142™–1997 Abbreviated Standard Form of Agreement Between Architect and Consultant

C142–1997 is discontinued in 2007 and available only through May 31, 2009. It is an abbreviated standard form of agreement between architect and consultant. This document may be used with a variety of compensation methods, including multiple of direct personnel expense and stipulated sum. C142 – 1997 is intended to be used with B141™–1997, Standard Form of Agreement Between Owner and Architect, or B151™–1997, Abbreviated Standard Form of Agreement Between Owner and Architect, may be used. Both B141–1997 and B151–1997 are discontinued in 2007 and available only through

May 31, 2009.

C401™-2007 (formerly C141™-1997) Standard Form of Agreement Between Architect and Consultant

C401–2007 is a standard form of agreement between the architect and the consultant providing services to the architect. C401–2007 is suitable for use with all types of consultants, including consulting architects. This document may be used with a variety of compensation methods. C401–2007 assumes and incorporates by reference a preexisting owner-architect agreement known as the Prime Agreement. B101™–2007, B103™–2007, B104™–2007, B105™–2007 and B152™–2007 are the documents most frequently used to establish the Prime Agreement. C401–2007 was modified in 2007 to be shorter and more flexible by “flowing down” the provisions of the Prime Agreement, except as specifically stated in C401–2007.

C727™-1992 Standard Form of Agreement Between Architect and Consultant for Special Services

C727–1992 provides only the terms and conditions of the agreement between the architect and the consultant--the description of services is left entirely to the parties, and must be inserted in the agreement or attached in an exhibit. It is often used for planning, feasibility studies, post-occupancy studies, and other services that require specialized descriptions.

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Documents Synopses by Series

The documents listed in these synopses are organized according to their letter series, a system of classification that refers to the specific purpose of each document.

D Series

D101™–1995 Methods of Calculating Areas and Volumes of Buildings

This document establishes definitions for methods of calculating the architectural area and volume of buildings. D101–1995 also covers interstitial space and office, retail, and residential areas.

D200™–1995 Project Checklist

The project checklist is a convenient listing of tasks a practitioner may perform on a given project. This checklist will assist the architect in recognizing required tasks and in locating the data necessary to fulfill assigned responsibilities. By providing space for notes on actions taken, assignment of tasks, and time frames for completion, D200–1995 may also serve as a permanent record of the owner's, contractor's, and architect's actions and decisions.

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Docs Synopses

The documents listed in these synopses are organized according to their letter series, a system of classification that refers to the specific purpose of each document.

E Series

E201™–2007 Digital Data Protocol Exhibit

E201–2007 is not a stand-alone document, but must be attached as an exhibit to an existing agreement, such as the B101™–2007, Standard Form of Agreement Between Owner and Architect, or A101™–2007, Agreement Between Owner and Contractor. Its purpose is to establish the procedures the parties agree to follow with respect to the transmission or exchange of digital data, including instruments of service. E201–2007 defines digital data as information, communications, drawings, or designs created or stored for a specific project in digital form. E201 does not create a separate license to use digital data, because AIA documents for design or construction, to which E201–2007 would be attached, already include those provisions. Parties not covered under such agreements should consider executing AIA Document C106™–2007, Digital Data Licensing Agreement.

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Documents Synopses by Series

The documents listed in these synopses are organized according to their letter series, a system of classification that refers to the specific purpose of each document.

G Series

G601™–1994 Request for Proposal-Land Survey

G601–1994 allows owners to request proposals from a number of surveyors based on information deemed necessary by the owner and architect. G601–1994 allows owners to create a Request for Proposal through checking appropriate boxes and filling in project specifics, thus avoiding the costs associated with requesting unnecessary information. G601–1994 may be executed to form the agreement between the owner and the land surveyor once an understanding is reached.

G602™–1993 Request for Proposal-Geotechnical Services

Similar in structure and format to G601™–1994, G602–1993 can form the agreement between the owner and the geotechnical engineer. It allows the owner to tailor the proposal request to address the specific needs of the project. In consultation with the architect, the owner establishes the parameters of service required and evaluates submissions based on criteria such as time, cost, and overall responsiveness to the terms set forth in the Request for Proposal. When an acceptable submission is selected, the owner signs the document in triplicate, returning one copy to the engineer and one to the architect, thus forming the agreement between owner and geotechnical engineer.

G612™–2001 Owner's Instructions to the Architect Regarding the Construction Contract, Insurance and Bonds, and Bidding Procedures

G612–2001 is a questionnaire, drafted to elicit information from the owner regarding the nature of the construction contract.

G612–2001 is divided into three parts. Part A relates to contracts, Part B relates to insurance and bonds, and Part C deals with bidding procedures. The order of the parts follows the project's chronological sequence to match the points in time when the information will be needed. Because many of the items relating to the contract will have some bearing on the development of construction documents, it is important to place Part A in the owner's hands at the earliest possible phase of the project. The owner's responses to Part A will lead to a selection of the appropriate delivery method and contract forms, including the general conditions. Part B naturally follows after selection of the general conditions because insurance and bonding information is dependent upon the type of general conditions chosen. Answers to Part C will follow as the contract documents are further developed.

G701™–2001 Change Order

G701–2001 is for implementing changes in the Work agreed to by the owner, contractor, and architect. Execution of a completed

G701–2001 indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time. The form provides space for the signatures of the owner, architect, and contractor, and for a complete description of the change.

G701TMCMa-1992 Change Order, Construction Manager-Adviser Edition

G701TMCMa-1992 is for implementing changes in the Work agreed to by the owner, contractor, construction manager adviser, and architect. Execution of a completed G701TM-2000 indicates

agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time. It provides space for the signatures of the owner, contractor, construction manager adviser, and architect, and for a complete description of the change. The major difference between G701TMCMA–1992 and G701™–2001 is that the signature of the construction manager adviser, along with those of the owner, architect, and contractor, is required to validate the change order.

G702™–1992 Application and Certificate for Payment, and G703™–1992 Continuation Sheet

These two documents provide convenient and complete forms on which the contractor can apply for payment and the architect can certify that payment is due. The forms require the contractor to show the status of the contract sum to date, including the total dollar amount of the work completed and stored to date, the amount of retainage (if any), the total of previous payments, a summary of change orders, and the amount of current payment requested. G703–1992, Continuation Sheet, breaks the contract sum into portions of the work in accordance with a schedule of values prepared by the contractor as required by the general conditions. (Note: The AIA does not publish a standard schedule of values form.) G702–1992 serves as both the contractor's application and the architect's certification. Its use can expedite payment and reduce the possibility of error. If the application is properly completed and acceptable to the architect, the architect's signature certifies to the owner that a payment in the amount indicated is due to the contractor. The form also allows the architect to certify an amount different than the amount applied for, with explanation provided by the architect.

G702™CMA–1992 Application and Certificate for Payment, Construction Manager-Adviser Edition

G702CMA–1992 serves the same purposes as G702™–1992 except that this document expands responsibility for certification of payment to include both the architect and the construction manager. Similarly, both the architect and the construction manager may certify a different amount than that applied for, with each initialing the figures that have been changed and providing written explanation(s) accordingly. The standard form G703™–1992 Continuation Sheet is appropriate for use with G702CMA–1992.

G704™–2000 Certificate of Substantial Completion

G704–2000 is a standard form for recording the date of substantial completion of the work or a designated portion thereof. The contractor prepares a list of items to be completed or corrected, and the architect verifies and amends this list. If the architect finds that the work is substantially complete, the form is prepared for acceptance by the contractor and the owner, and the list of items to be completed or corrected is attached. In G704–2000, the parties agree on the time allowed for completion or correction of the items, the date when the owner will occupy the work or designated portion thereof, and a description of responsibilities for maintenance, heat, utilities, and insurance.

G704™CMA–1992 Certificate of Substantial Completion, Construction Manager-Adviser Edition

G704CMA–1992 serves the same purpose as G704–2000 except that this document expands responsibility for certification of substantial completion to include both the architect and the construction manager.

G704/DB™–2004 Acknowledgement of Substantial Completion of a Design-Build Project

Because of the nature of design-build contracting, the project owner assumes many of the construction contract administration duties performed by the architect in a traditional project. Because there is not an architect to certify substantial completion, A141™–2004 requires the owner to inspect the project to determine whether the work is substantially complete in accordance with the design-build documents and to acknowledge the date when it occurs. G704/DB–2004 is a variation of G704™–2000 and provides a standard form for the owner to acknowledge the date of substantial completion.

G705TM-2001 (formerly G805TM-2001) List of Subcontractors

G705-2001 is a form for listing subcontractors and others proposed to be employed on a project as required by the bidding documents. It is to be filled out by the contractor and returned to the architect for submission to the owner. G705-2001 was renumbered only in 2007; its content remains the same as in G805-2001.

G706TM-1994 Contractor's Affidavit of Payment of Debts and Claims

The contractor submits this affidavit with the final request for payment, stating that all payrolls, bills for materials and equipment, and other indebtedness connected with the work for which the owner might be responsible has been paid or otherwise satisfied. G706-1994 requires the contractor to list any indebtedness or known claims in connection with the construction contract that have not been paid or otherwise satisfied. The contractor may also be required to furnish a lien bond or indemnity bond to protect the owner with respect to each exception.

G706ATM-1994 Contractor's Affidavit of Release of Liens

G706A-1994 supports G706TM-1994 in the event that the owner requires a sworn statement of the contractor stating that all releases or waivers of liens have been received. In such event, it is normal for the contractor to submit G706TM-1994 and G706A-1994 along with attached releases or waivers of liens for the contractor, all subcontractors, and others who may have lien rights against the owner's property. The contractor is required to list any exceptions to the sworn statement provided in G706A-1994, and may be required to furnish to the owner a lien bond or indemnity bond to protect the owner with respect to such exceptions.

G707TM-1994 Consent of Surety to Final Payment

This document is intended for use as a companion to G706TM-1994, Contractor's Affidavit of Payment of Debts and Claims, on construction projects where the contractor is required to furnish a bond. By obtaining the surety's approval of final payment to the contractor and its agreement that final payment will not relieve the surety of any of its obligations, the owner may preserve its rights under the bond.

G707ATM-1994 Consent of Surety to Final Reduction in or Partial Release of Retainage

This is a standard form for use when a surety company is involved and the owner-contractor agreement contains a clause whereby retainage is reduced during the course of the construction project. When duly executed, G707A-1994 assures the owner that such reduction or partial release of retainage does not relieve the surety of its obligations.

G709TM-2001 Work Changes Proposal Request

This form is used to obtain price quotations required in the negotiation of change orders. G709-2001 is not a change order or a direction to proceed with the work. It is simply a request to the contractor for information related to a proposed change in the construction contract. G709-2001 provides a clear and concise means of initiating the process for changes in the Work.

G710TM-1992 Architect's Supplemental Instructions

This form is used by the architect to issue additional instructions or interpretations or to order minor changes in the work. It is intended to assist the architect in performing its obligations as interpreter of the contract documents in accordance with the owner-architect agreement and the general conditions of the contract for construction. G710-1992 should not be used to change the contract sum or contract time. It is intended to help the architect perform its services with respect to minor changes not involving adjustment in the Contract Sum or Contract Time. Such minor changes are authorized under Section 7.4 of A201TM-2007.

G711TM-1972 Architect's Field Report

The architect's project representative can use this standard form to maintain a concise record of site visits or, in the case of a full-time project representative, a daily log of construction activities.

G712™–1972 Shop Drawing and Sample Record

This is a standard form by which the architect can log and monitor shop drawings and samples. The form allows the architect to document receipt of the contractor's submittals, subsequent referrals of the submittals to the architect's consultants, action taken, and the date returned to the contractor. G712–1972 can also serve as a permanent record of the chronology of the submittal process.

G714™–2007 (formerly G714™–2001) Construction Change Directive

G714–2007 is a directive for changes in the Work for use where the owner and contractor have not reached an agreement on proposed changes in the Contract Sum or Contract Time. G714–2007 was developed as a directive for changes in the work which, if not expeditiously implemented, might delay the project. Upon receipt of a completed G714–2007, the contractor must promptly proceed with the change in the work described therein.

G714™CMa–1992 Construction Change Directive, Construction Manager-Adviser Edition

G714CMa–1992 serves the same purpose as G714™–2007 except that this document expands responsibility for signing construction change directives to include both the architect and the construction manager.

G715™–1991 Supplemental Attachment for Acord Certificate of Insurance 25-S (7/90)

This document is intended for use in adopting ACORD Form 25-S to certify the coverage required of contractors under A201™–2007, General Conditions of the Contract for Construction. Since the Acord certificate does not have space to show all the coverages required in A201–2007, the Supplemental Attachment form should be completed, signed by the Contractor's insurance representative, and attached to the Acord certificate.

G716™–2004 Request for Information

G716–2004 provides a standard form for an owner, architect and contractor to request further information from each other during construction. The form asks the requesting party to list the relevant drawing, specification or submittal reviewed in attempting to find the information. Neither the request nor the response received provides authorization for work that increases the cost or time of the project.

G722™CMa–1992 Project Application and Project Certificate for Payment, Construction Manager-Adviser Edition, and G723™CMa–1992 Project Application Summary, Construction Manager-Adviser Edition

G722™CMa–1992, Project Application and Project Certificate for Payment, Construction Manager-Adviser Edition, is to be used in conjunction with G723™CMa–1992, Project Application Summary. These documents are designed to be used on a project where a construction manager is employed as an adviser to the owner, but not as a constructor, and where multiple contractors have separate, direct agreements with the owner. Each contractor submits separate G702™CMa–1992 and G703™CMa–1992, payment application forms to the construction manager-adviser, who collects and compiles them to complete G723CMa–1992. G723CMa–1992 serves as a summary of the contractors' applications with totals being transferred to the G722™CMa–1992. The construction manager-adviser can then sign the G722CMa–1992, have it notarized, and submit it along with the G723CMa–1992 (to which all of the separate contractors' G702CMa–1992 forms are attached) to the architect. Both the architect and the construction manager must certify the payment amount.

G801™–2007 (formerly G605™–2000) Notification of Amendment to the Professional Services Agreement

G801–2007 is intended to be used by an architect when notifying an owner of a proposed amendment to the AIA's owner-architect agreements, such as B101–2007.

G802™–2007 (formerly G606™–2000) Amendment to the Professional Services Agreement

G802–2007 is intended to be used by an architect when amending the professional services provisions in the AIA's owner-architect agreements, such as B101™–2007.

G803™–2007 (formerly G607™–2000) Amendment to the Consultant Services Agreement

G803–2007 is intended to be used by an architect or consultant when amending the professional services provisions in the AIA's architect-consultant agreement C401™–2007.

G804™–2001 Register of Bid Documents

G804–2001 serves as a log for bid documents while they are in the possession of contractors, subcontractors, and suppliers during the bidding process. The form allows tracking by bidder of documents issued, deposits received, and documents and deposits returned. G804–2001 is particularly useful as a single point of reference when parties interested in the project call for information during the bidding process.

G806™–2001 Project Parameters Worksheet

G806–2001 is an administrative form intended to help maintain a single standard list of project parameters including project objectives, owner's program, project delivery method, legal parameters, and financial parameters.

G807™–2001 Project Team Directory

G807–2001 is used as a single point of reference for basic information about project team members including the owner, architect's consultants, contractor, and other entities. G807–2001 differs from AIA Document G808™–2001, Project Data, which contains only data about the project and project site.

G807–2001 should be carefully checked against the owner-architect agreement so that specific requirements as to personnel representing the owner and those involved with the architect in providing services are in conformance with the agreement.

G808™–2001 Project Data and G808™A–2001 Construction Classification Worksheet

G808–2001 is used for recording information about approvals and zoning and building code issues gathered in the course of providing professional services. G808–2001 should be completed piece by piece as a project progresses and periodically reviewed to ensure information relevance. The attached worksheet, G808A–2001, Construction Classification Worksheet, can be used to supplement the G808–2001. G808A–2001 can help a design team work through the range of code compliance combinations available before choosing a final compliance strategy.

G809™–2001 Project Abstract

G809–2001 establishes a brief, uniform description of project data to be used in the tabulation of architect marketing information and firm statistics. The intent is to provide a single sheet summary where information can be sorted, compiled, and summarized to present a firm's experience. Information compiled in G809–2001 can support planning for similar projects and answer questions pertaining to past work.

G810™–2001 Transmittal Letter

G810–2001 allows for the orderly flow of information between parties involved in the design and construction phase of a project. It serves as a written record of the exchange of project information and acts as a checklist reminding the sender to tell the recipient what exactly is being sent, how the material

is being sent, and why it is being sent.

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