

 **AIA** Document Synopses by Series

AIA Contract Documents are divided into six alphanumeric series by document use or purpose:

- A-Series: Owner/Contractor Agreements
- B-Series: Owner/Architect Agreements (p. 11)
- C-Series: Other Agreements (p. 23)
- D-Series: Miscellaneous Documents (p. 30)
- E-Series: Exhibits (p. 30)
- G-Series: Contract Administration and Project Management Forms (p. 32)

## **A-Series: Owner/Contractor Agreements**

AIA Contract Documents are divided into six alphanumeric series according to document use or purpose. Here are descriptions of AIA owner/contractor agreements. Users should exercise independent judgment and may require the advice of legal counsel on deciding which documents are appropriate for a particular project.

### **A101–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum**

AIA Document A101™–2017 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, AIA Document A201™–2017, General Conditions of the Contract for Construction. In addition, A101 is drafted to be used in conjunction with the A101™–2017, Exhibit A, Insurance and Bonds. This insurance and bonds exhibit is a critical part of the owner/contractor agreement and should be discussed with legal and insurance counsel. A101 is suitable for large or complex projects. For projects of a more limited scope, use of AIA Document A104™–2017, Agreement Between Owner and Contractor for a Project of Limited Scope, should be considered. For even smaller projects, consider AIA Document A105™–2017, Agreement Between Owner and Contractor for a Residential or Small Commercial Project.

### **A102–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price**

This standard form of agreement between owner and contractor is appropriate for use on large projects requiring a guaranteed maximum price, when the basis of payment to the contractor is the cost of the work plus a fee. AIA Document A102–2017 adopts by reference and is intended for use with AIA Document A201™–2017, General Conditions of the Contract for Construction. In addition, A102 is drafted to be used in conjunction with the A102™–2017, Exhibit A, Insurance and Bonds. This insurance and bonds exhibit is a critical part of the owner/contractor agreement and should be discussed with legal and insurance counsel.

### **A103–2017, 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**

AIA Document A103™–2017 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. AIA Document A103–2017 is not intended for use in competitive bidding. AIA Document A103–2017 adopts by reference and is intended for use with AIA Document A201™–2017, General Conditions of the Contract for Construction. In addition, A103 is drafted to be used in conjunction with the A103™–2017, Exhibit A, Insurance and Bonds. This insurance and bonds exhibit is a critical part of the owner/contractor agreement and should be discussed with legal and insurance counsel.

**A104–2017 (formerly A107-2007), Standard Abbreviated Form of Agreement Between Owner and Contractor**

AIA Document A104™–2017 is a stand-alone agreement with its own internal general conditions and is intended for use on construction projects of limited scope and complexity. A104-2017 replaces AIA Document A107™-2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope. It may be used for 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 AIA Document A104–2017 will also use A104 Exhibit A, Determination of the Cost of the Work, if using a cost-plus payment method. AIA Document B104™–2017, Standard Abbreviated Form of Agreement Between Owner and Architect, coordinates with A104–2017 and incorporates it by reference.

For more complex projects, parties should consider using one of the following AIA owner/contractor agreements: AIA Document A101™–2017, A102™–2017 or A103™–2017. 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 AIA Document A201™–2017, General Conditions of the Contract for Construction. For smaller and less complex projects, parties may wish to consider AIA Document A105™–2017, Standard Short Form of Agreement Between Owner and Contractor.

**A105–2017, Standard Short Form of Agreement Between Owner and Contractor**

AIA Document A105™–2017 is a stand-alone agreement with its own general conditions. AIA Document A105–2017 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). A105-2017 replaces AIA Document A105-2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project. For larger and more complex projects, other AIA owner/contractor agreements are more suitable. AIA Documents A105–2017 and B105™–2017, Standard Short Form of Agreement Between Owner and Architect, comprise the Small Projects family of documents. Although A105 and B105 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.

**A121–2018, Standard Form of Master Agreement Between Owner and Contractor where Work is provided under multiple Work Orders**

AIA Document A121™–2018 is a Master Agreement between the Owner and Contractor. It is intended for use when the Contractor’s scope of Work will subsequently be specified through

the use of one or more Work Orders. A121-2018 provides only the common terms and conditions that will be applicable to each Work Order. Use of A121 plus a Work Order creates a contract that includes both the terms and the scope of Work. A121-2018 is coordinated for use with AIA Document A221™–2018, Work Order for use with Master Agreement Between Owner and Contractor. The Master Agreement plus Work Order contracting method allows multiple scopes of Work to be issued quickly without the necessity to renegotiate the terms and conditions of the Contract. It may be used on projects with a stipulated sum; cost of the work plus a fee, with or without a guaranteed maximum price; or other payment method determined by the parties. If using a cost-plus payment method, the parties will also use A121 Exhibit A, Determination of the Cost of the Work.

**A132–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition**

AIA Document A132™–2019 is a standard form of agreement between owner and contractor for use on projects where the basis of payment is either a stipulated sum (fixed price) or cost of the work plus a fee, with or without a guaranteed maximum price. In addition to the contractor and the architect, a construction manager assists the owner in an advisory capacity during design and construction. Typically, there will be more than one prime contractor on these types of projects.

The document has been prepared for use with AIA Documents A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition; and C132™–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser. 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 AIA Documents A133™–2019 and A134™–2019).

**A133–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price**

AIA Document A133™–2019 is intended for use on projects where a construction manager, in addition to serving as adviser to the owner during the preconstruction phase, also provides construction of the project with a guaranteed maximum price. 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 the Guaranteed Maximum Price Amendment (Exhibit A), the construction manager becomes contractually bound to provide labor and materials for the project and to complete construction at or below the guaranteed maximum price. 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. A133-2019 is drafted to be used in conjunction with a new Insurance and Bonds Exhibit (Exhibit B) which is a critical part of the agreement, and should be discussed with legal and insurance counsel.

AIA Document A133–2019 is coordinated for use with AIA Documents A201™–2017, General Conditions of the Contract for Construction, and B133™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition.

**A134–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guarantee Maximum Price**

Similar to AIA Document A133™–2019, AIA Document A134™–2019 is intended for use where a construction manager, in addition to serving as adviser to the owner during the preconstruction phase, also provides construction of the project. However, in AIA Document A134–2019 the construction manager does not provide a guaranteed maximum price (GMP). A134–2019 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 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. A134-2019 is drafted to be used in conjunction with a new Insurance and Bonds Exhibit (Exhibit A) which is a critical part of the agreement, and should be discussed with legal and insurance counsel.

A134–2019 is coordinated for use with AIA Documents A201™–2017, General Conditions of the Contract for Construction, and B133™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition.

**A141–2014, Agreement Between Owner and Design-Builder**

AIA Document A141™–2014 replaces AIA Document A141–2004, Standard Form of Agreement Between Owner and Design-Builder, and consists of the Agreement portion and Exhibit A, a Design-Build Amendment that is executed when the Owner and Design-Builder have agreed on the Contract Sum. Additionally, A141–2014 includes two exhibits, Exhibit B, Insurance and Bonds, and Exhibit C, Sustainable Projects. AIA Document A141–2014 forms the nucleus of the Contract for Design-Build between the Owner and Design-Builder.

Design-build is a process in which the owner contracts directly with one entity to provide both the design and construction of the project. The design-builder may be a design-build entity, an architect, construction contractor, real estate developer, or any person or entity legally permitted to do business as a design-builder in the jurisdiction where the project is located. The design-builder’s organization may take a variety of legal forms, such as a sole proprietorship, a partnership, a joint venture, or a corporation. An architect or architectural firm choosing to function as a design-builder may directly contract to perform design-build services or, alternatively, may form a separate corporate entity or joint venture for design-build.

In A141–2014, the Owner provides a set of Owner’s Criteria establishing the Owner’s requirements for the Project. Thereafter, the Design-Builder will review the Owner’s Criteria, develop a Preliminary Design and then provide a proposal to the Owner regarding the Contract

Sum. Upon mutual agreement, the Owner and Design-Builder will execute the Design-Build Amendment to establish the Contract Sum and document the information upon which the Contract Sum is based. The Design-Build Amendment also includes the determination for the Cost of the Work, if the Contract Sum is based on a Cost of the Work with or without a Guaranteed Maximum Price.

**A142–2014, Agreement Between Design-Builder and Contractor**

AIA Document A142™–2014 replaces AIA Document A141™–2004, Standard Form of Agreement Between Design-Builder and Contractor, and consists of the Agreement portion and four exhibits: Exhibit A, Terms and Conditions; Exhibit B, Insurance and Bonds; Exhibit C, Preconstruction Services; and Exhibit D, Determination of the Cost of the Work.

A142–2014 obligates the contractor to perform the work in accordance with the contract documents, which include A142 with its attached exhibits, supplementary and other conditions, drawings, specifications, addenda, and modifications. Like AIA Document A141™–2014, AIA Document A142–2014 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.

**A145–2015, Standard Form of Agreement Between Owner and Design-Builder for a One or Two Family Residential Project**

AIA Document A145™–2015 is intended to be used for a one or two family residential project and consists of the Agreement portion and Exhibit A, a Design-Build Amendment that is executed when the owner and design-builder have agreed on the Contract Sum. A145–2015 is a streamlined document developed to meet the needs of residential owners and design-builders. For commercial or multi-family design-build projects, AIA Document A141™–2014, Agreement Between Owner and Design-Builder, is more appropriate.

Design-build is a project delivery method in which the owner contracts directly with one entity to provide both the design and construction of the project. It is important to recognize that a design-builder assumes responsibility and liability for both the design services and construction work. Prior to entering into this agreement, any person or entity that wishes to act as the design-builder should consult with its legal counsel and insurance advisers. Some states may restrict or prohibit design-build practices under statutes that regulate architectural registration, contractor licensing, or incorporation of professionals. Additionally, federal, state or local law may impose specific requirements on contracts for residential construction. The requirements for single family and two family projects may be different. The owner should consult local authorities or an attorney to verify requirements applicable to this agreement.

Although A145 shares some similarities with other documents in the AIA’s Design-Build family, A145 is not coordinated for use with those documents, and should NOT be used in tandem with agreements in the Design-Build family without careful side-by-side comparison of contents.

**A151–2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E)**

AIA Document A151™–2019 is a stand-alone agreement and is intended for situations where a Vendor will provide a large amount, or perhaps even all, of the furnishings, furniture, and equipment (FF&E) for a Project. A151 is an agreement for the sale of goods and is governed by the law of the place where the Project is located, including the jurisdiction's Uniform Commercial Code as adopted. A151-2019 replaces AIA Documents A151™–2007 and A251™–2007.

In A151, the Vendor not only sells and delivers FF&E, it also is responsible for incidental onsite Work such as placing, assembling, and installing the FF&E. A151 includes Vendor insurance requirements and requires the Vendor to coordinate its Work with the work of others on the Project. The Owner is required to provide the Vendor with access to the Project, storage space, and areas to perform the Work. In situations where the Vendor will not perform onsite Work, the parties should consider using AIA Document A152™–2019, Purchase Order.

#### **A152–2019, Purchase Order**

AIA Document A152™–2019 is a purchase order agreement that is intended for situations where a Purchaser will buy goods from a Vendor. A152 is an agreement for the sale of goods and is governed by the law of the place where the Project is located, including the jurisdiction's Uniform Commercial Code as adopted.

A152 can be used to buy nearly any kind of goods. In A152, the Vendor is responsible for selling goods to the Purchaser and, unless otherwise agreed, delivering the goods to the Project site. A152 allows the parties to enter a description of the goods, identify the price and payment terms, and add delivery requirements. In situations where the Vendor will perform onsite work, such as assembly or installation, the parties should use a different agreement, such as an owner/contractor agreement or A151™–2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E), as appropriate. A152 is drafted to be used in conjunction with A152™–2019, Exhibit A, Terms and Conditions.

#### **A195–2008, Standard Form of Agreement Between Owner and Contractor for Integrated Project Delivery**

AIA Document A195™–2008 is a standard form of agreement between owner and contractor for a project that utilizes integrated project delivery (IPD). AIA Document A195–2008 primarily provides only the business terms and conditions unique to the agreement between the owner and contractor, such as compensation details and licensing of instruments of service. A195 does not include the specific scope of the contractor's work; rather, it incorporates by reference AIA Document A295™–2008, General Conditions of the Contract for Integrated Project Delivery, which sets forth the contractor's duties and obligations for each of the six phases of the project, along with the duties and obligations of the owner and architect. Under A195–2008, the contractor provides a guaranteed maximum price. For that purpose, the agreement includes a guaranteed maximum price amendment at Exhibit A.

#### **A201–2007, 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. AIA Document A201™–2007 is adopted by reference in owner/architect, owner/contractor, and contractor/subcontractor agreements in the Conventional (A201) family of documents; thus, it is often called the “keystone” document.

**A201–2007 SP, General Conditions of the Contract for Construction, for use on a Sustainable Project**

AIA Document A201™–2007 SP, General Conditions of the Contract for Construction, for use on a Sustainable Project, sets forth the rights, responsibilities, and relationships of the owner, contractor and architect. The general conditions are an integral part of the contract for construction for a sustainable project, and A201–2007 SP is incorporated by reference into AIA Document A101™–2007 SP, Standard Form of Agreement Between Owner and Contractor, for use on a Sustainable Project where the basis of payment is a Stipulated Sum. A201–2007 SP is based on AIA Document A201™–2007, General Conditions of the Contract for Construction, with modifications that address the risks, responsibilities and opportunities unique to projects involving substantial elements of sustainable design and construction (sustainable projects). 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.

**A201–2017, 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. AIA Document A201™–2017 is adopted by reference in owner/architect, owner/contractor, and contractor/subcontractor agreements in the Conventional (A201) family of documents; thus, it is often called the “keystone” document.

**A221–2018, Work Order for use with Master Agreement Between Owner and Contractor**

AIA Document A221™–2018 is a Work Order that provides the Contractor’s scope of Work, Contract Time, Contract Sum, and other terms pertinent to the specific Work Order. It is intended for use when the Owner and Contractor have entered into a Master Agreement setting forth the common terms and conditions applicable to all Work Orders. A221–2018 is not a stand-alone agreement and must be used in conjunction with a Master Agreement. A221-2018 is coordinated for use with AIA Document A121™–2018, Master Agreement between Owner and Contractor. The Master Agreement plus Work Order contracting method allows multiple scopes of Work to be issued quickly without the necessity to renegotiate the terms and conditions of the Contract. It may be used on projects with a stipulated sum; cost of the work plus a fee, with or without a guaranteed maximum price; or other payment method determined by the parties.

If using a cost-plus payment method, the parties will also use A121 Exhibit A, Determination of the Cost of the Work.

**A232–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition**

AIA Document A232™–2019 sets forth the rights, responsibilities, and relationships of the owner, contractor, construction manager and architect. A232–2019 is adopted by reference in owner/architect, owner/contractor, and owner/construction manager agreements in the CMA family of documents. Under A232–2019, the construction manager serves as an independent adviser to the owner, who enters into multiple contracts with prime trade contractors.

CAUTION: Do not use A232–2019 in combination with agreements where the construction manager takes on the role of constructor, such as in AIA Document A133™–2019 or A134™–2019.

**A295–2008, General Conditions of the Contract for Integrated Project Delivery**

AIA Document A295™–2008, provides the terms and conditions for AIA Documents A195™–2008 Standard Form of Agreement Between Owner and Contractor for Integrated Project Delivery, and B195™–2008, Standard Form of Agreement Between Owner and Architect for Integrated Project Delivery, both of which incorporate AIA Document A295–2008 by reference. Those agreements provide primarily only business terms and rely upon A295–2008 for the architect’s services, the contractor’s pre-construction services, and the conditions of construction. A295 not only establishes the duties of the owner, architect and contractor, but also sets forth in detail how they will work together through each phase of the project: conceptualization, criteria design, detailed design, implementation documents, construction, and closeout. A295 requires that the parties utilize building information modeling.

**A305–1986, 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 AIA Document A305™–1986, the contractor may provide a sworn, notarized statement and appropriate attachments to elaborate on important aspects of the contractor’s qualifications.

**A310–2010, Bid Bond**

AIA Document A310™–2010, a 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 or fails to provide any required performance and payment bonds.

**A312–2010, Performance Bond and Payment Bond**

AIA Document A312™–2010 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, AIA Document A312–2010 obligates the surety to act responsively to the owner’s requests for discussions aimed at anticipating or preventing a contractor’s default.



**A401–2017, Standard Form of Agreement Between Contractor and Subcontractor**

AIA Document A401™–2017 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 AIA Document A201™–2017, General Conditions of the Contract for Construction, which A401–2017 incorporates by reference. AIA Document A401–2017 may be modified for use as an agreement between the subcontractor and a sub-subcontractor, and must be modified if used with AIA Document A104™–2017 or A105™–2017 as the owner/contractor agreement.

**A421–2018, Standard Form of Master Agreement Between Contractor and Subcontractor where Work is provided under multiple Work Orders**

AIA Document A421™–2018 is a Master Agreement between the Contractor and Subcontractor. It is intended for use when the Subcontractor’s scope of Work will subsequently be specified through one or more Work Orders. A421-2018 provides only the common terms and conditions that will apply to each Work Order. Use of A421 plus a Work Order creates a contract that includes both the terms and the scope of Work. A421-2018 is coordinated for use with AIA Document A422™–2018, Work Order for use with Master Agreement Between Contractor and Subcontractor. The Master Agreement plus Work Order contracting method allows multiple scopes of Work to be issued quickly without renegotiating the terms and conditions of the Contract.

**A422–2018, Work Order for use with Master Agreement Between Contractor and Subcontractor**

AIA Document A422™–2018 is a Work Order that provides the Subcontractor’s scope of Work, Subcontract Time, Subcontract Sum, and other terms pertinent to the specific Work Order. It is intended for use when the Contractor and Subcontractor have entered, or will enter, into a Master Agreement, which sets forth the common terms and conditions applicable to all Work Orders. A422–2018 is not a stand-alone agreement and must be used in conjunction with a Master Agreement. A422-2018 is coordinated for use with AIA Document A421™–2018, Master Agreement between Contractor and Subcontractor. The Master Agreement plus Work Order contracting method allows multiple scopes of Work to be issued quickly without renegotiating the terms and conditions of the Contract.

**A441–2014, Standard Form of Agreement Between Contractor and Subcontractor for a Design-Build Project**

AIA Document A441™–2014 establishes the contractual relationship between the contractor and subcontractor in a design-build project. AIA Document A441–2014 incorporates by reference the terms and conditions of AIA Document A142™–2014, Standard Form of Agreement Between Design-Builder and Contractor, and was written to ensure consistency with the AIA 2014 Design-Build family of documents. Because subcontractors are often required to provide professional services on a design-build project, A441–2014 provides for that possibility.

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

AIA Document A503™–2007 is not an agreement, but is a guide containing model provisions for

modifying and supplementing AIA Document A201™–2007, General Conditions of the Contract for Construction. It provides model language with explanatory notes to assist users in adapting AIA Document A201–2007 to specific circumstances. A201–2007, as a standard form document, cannot cover all the particulars of a project. Thus, AIA Document A503–2007 is provided to assist A201–2007 users either in modifying it, or developing a separate supplementary conditions document to attach to it. NOTE: A511–1999 expired in 2009.

**AIA Document A521–2012, Uniform Location of Subject Matter**

AIA Document A521™–2012 provides general guidance to users preparing bidding and construction contract documents for determining the proper location of information to be included in bidding documents, the contract for construction, General Conditions, Supplementary Conditions, and Division 01 General Requirements and Divisions 02-49 Specifications.

**A533–2009 (formerly A511CMa–1993), Guide for Supplementary Conditions, Construction Manager as Adviser Edition**

Similar to AIA Document A503™–2007, AIA Document A533™–2009 is a guide for amending or supplementing the general conditions document, AIA Document A232™–2009. AIA Documents A533–2009 and A232–2009 should only be employed on projects where the construction manager is serving in the capacity of adviser to the owner 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. NOTE: A511CMa–1993 expired in 2010.

**A701–2018, Instructions to Bidders**

AIA Document A701™-2018 is used when competitive bids are to be solicited for construction of the project. Coordinated with AIA Document A201™, General Conditions of the Contract for Construction, and its related documents, AIA Document A701-2018 provides instructions on procedures, including bonding requirements, for Bidders to follow when preparing and submitting their bids. The type and amount of bonding shall be established on AIA Document A312™, Payment Bond and Performance Bond. Additionally, Information from AIA Document G612™-2017, Owner’s Instructions to the Architect, Part B: Bidding Procedures should be used to complete A701.

**A751–2019, Invitation and Instructions to Vendors for Quotations for Furniture, Furnishings, and Equipment (FF&E)**

AIA Document A751™-2019 should be used in situations where an Owner intends to solicit competitive Quotations from Vendors for furniture, furnishings, and equipment (FF&E) for a Project. Coordinated with AIA Document A151™-2019, Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E), A751 provides instructions for a Prospective Vendor to follow when preparing and submitting a Quotation. A751 allows the Owner to specify (1) the Quotation Documents upon which a Prospective Vendor will base its Quotation, (2) the manner in which a Prospective Vendor is required to submit a Quotation, and (3) the Proposed Contract Documents that will form the agreement between the Prospective

Vendor and Owner. A751 also includes restrictions and procedures for a Prospective Vendor to withdrawal or modify its Quotation, if necessary.

## **B-Series: Owner/Architect Agreements**

AIA Contract Documents are divided into six alphanumeric series according to document use or purpose. Here are descriptions of AIA owner/architect agreements. Users should exercise independent judgment and may require the advice of legal counsel on deciding which documents are appropriate for a particular project.

### **B101–2017, Standard Form of Agreement Between Owner and Architect**

AIA Document B101™–2017 is a one-part standard form of agreement between owner and architect for building design and construction contract administration. Services are divided into basic, supplemental and additional services. Basic services are performed in five phases: schematic design, design development, construction documents, procurement, and construction. Supplemental Services are services that are not included as Basic Services but are identified as the architect's responsibility at the time the agreement is executed. Additional Services are services that may arise as the project proceeds. This agreement may be used with a variety of compensation methods, including percentage of the budget for construction cost and stipulated sum. B101–2017 is intended to be used in conjunction with AIA Document A201™–2017, General Conditions of the Contract for Construction, which is specifically referenced.

### **B102–2017, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services**

AIA Document B102™–2017 is a standard form of agreement between owner and architect that contains terms and conditions and compensation details. AIA Document B102-2017 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 AIA Documents B201™, Architect's Services: Design and Construction Contract Administration; B202™, Architect's Services: Programming; B203™, Site Evaluation and Planning; B204™, Value Analysis; B205™, Historic Preservation; B207™, Architect's Services: On-Site Representation; B210™, Facility Support; B211™, Commissioning; B212™, Regional and Urban Planning; B214™, LEED® Certification; B252™, Architectural Interior Design; and B253™, Furniture, Furnishings and Equipment Design.

### **B103–2017, Standard Form of Agreement Between Owner and Architect for a Complex Project**

AIA Document B103™–2017 is a standard form of agreement between owner and architect intended for use on complex projects. B103–2017 assumes that the owner will retain third parties to provide cost estimates and project schedules, and may implement fast-track, phased or accelerated scheduling. Basic services are performed in five phases: schematic design, design development, construction documents, procurement, and construction. Supplemental Services are services that are not included as Basic Services but are identified as the architect's

responsibility at the time the agreement is executed. Additional Services are services that may arise as the project proceeds. This agreement may be used with a variety of compensation methods, including percentage of the budget for construction cost and stipulated sum. B103–2017 is intended to be used in conjunction with AIA Document A201™–2017, General Conditions of the Contract for Construction, which is specifically referenced incorporates by reference.

**B104–2017, Standard Abbreviated Form of Agreement Between Owner and Architect**

AIA Document B104™–2017 is intended for use on construction projects of limited scope and complexity. B104–2017 replaces AIA Document B104™–2007, Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope. B104–2017 is an abbreviated version of B101™–2017. B104 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. B104–2017 is intended to be used in conjunction with AIA Document A104™–2017, Standard Abbreviated Form of Agreement Between Owner and Contractor, which it incorporates by reference.

For more complex projects, parties should consider using one of the following AIA owner/architect agreements: AIA Document B101™–2017 or B103™–2017. For smaller and less complex projects, parties may wish to consider AIA Document B105™–2017, Standard Short Form of Agreement Between Owner and Architect.

**B105–2017, Standard Short Form of Agreement Between Owner and Architect**

AIA Document B105™–2017 is a standard short form of agreement between owner and architect. B105–2017 is for use on a project that is modest in size and brief in duration. B105–2017 replaces AIA Document B105™–2007, Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project. For larger and more complex projects, other AIA owner/architect agreements are more suitable. AIA Documents B105–2017 and A105™–2017, Standard Short Form of Agreement Between Owner and Contractor, comprise the Small Projects family of documents. B105–2017 is intended for use with A105–2017, which it incorporates by reference. B105 is extremely abbreviated and is formatted more informally than other AIA agreements. Although AIA Documents A105 and B105 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.

**B106–2010, Standard Form of Agreement Between Owner and Architect for Pro Bono Services**

AIA Document B106™–2010 is a standard form of agreement between owner and architect for building design, construction contract administration, or other professional services provided on a pro bono basis. The architect's pro bono services are professional services for which the architect receives no financial compensation other than compensation for reimbursable expenses. A table format is provided which the parties use to designate the scope of the architect's pro bono services and the maximum number of hours to be provided by the architect for each designated pro bono service. If the architect is providing construction phase services, B106–2010 is intended to be used in conjunction with AIA Document A201™–2007, General Conditions of the Contract for Construction, which it incorporates by reference. NOTE: B106–

2010 is available in AIA Contract Documents® software, but not in paper. An interactive B106 form is available free of charge from AIA Documents on Demand®.

**B107–2010 (formerly B188–1996), Standard Form of Agreement Between Developer-Builder and Architect for Prototype(s) for Single Family Residential Project.**

AIA Document B107™–2010 is a standard form of agreement between developer-builder and architect for design of one or more prototype(s) for a single family residential project. AIA Document B107–2010 is intended for use in situations where the architect will provide limited architectural services in connection with a single family residential project. Under B107–2010, the architect’s services consist of development of Permit Set Documents and limited construction phase services for the first residence of each prototype design constructed by the developer-builder in the development. This document anticipates that the developer-builder will have extensive control over the management of the project, acting in a capacity similar to that of a developer or speculative builder of a housing project, and that the developer-builder is an entity that has experience with applicable residential building codes, selection of materials and systems, and methods of installation and construction. NOTE: B188–1996 expired in 2012.

**B108–2009 (formerly B181–1994), Standard Form of Agreement Between Owner and Architect for a Federally Funded or Federally Insured Project**

AIA Document B108™–2009 is a standard form of agreement between Owner and Architect for building design and construction contract administration that is intended for use on federally funded or federally insured projects. AIA Document B108–2009 was developed with the assistance of several federal agencies and contains terms and conditions that are unique to federally funded or federally insured projects. B108 sets forth five traditional phases of basic services: schematic design, design development, construction documents, bidding or negotiation, and construction. Two other types of services are delineated in the document: optional services and additional services. B108 is structured so that either the owner or the architect may be the entity providing cost estimates. NOTE: B181–1994 expired in 2011.

**B109–2010, Standard Form of Agreement Between Owner and Architect for a Multi-Family Residential or Mixed Use Residential Project**

AIA Document B109™–2010 is a standard form of agreement between owner and architect for building design and construction contract administration for a multi-family residential or mixed use residential project. B109–2010 contains terms and conditions that are unique to these types of projects. B109–2010 is based on AIA Document B103™–2007, Standard Form of Agreement Between Owner and Architect for a Large or Complex Project. AIA Document B109–2010 uses the traditional division of services into Basic and Additional Services but adds a new Pre-Design Services article that includes items such as assessment of project feasibility, layout, and regulatory requirements.

B109–2010 is not intended for use on residential projects that will include a residential condominium unless specifically set forth in the initial information. If B109–2010 is used for residential condominium projects, users should review and consider modifying B109–2010. AIA Document B509™–2010, Guide for Supplementary Conditions to AIA Document B109™–2010,

includes a discussion of potential risks that may be inherent in residential condominium construction and offers model language for inclusion in B109–2010 to better allocate these risks.

**B121–2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders**

AIA Document B121™–2018 is a Master Agreement Between the Owner and Architect. It is intended for use when the Architect’s scope of services will subsequently be specified through the use of one or more Service Orders. B121-2018 provides only the common terms and conditions that will be applicable to each Service Order. Use of B121 plus a Service Order creates a contract, referred to as the Service Agreement, that includes both the terms and the scope of services. B121-2018 is coordinated for use with AIA Document B221™–2018, Service Order for use with Master Agreement Between Owner and Architect. The Master Agreement plus Service Order contracting method allows multiple scopes of services to be issued quickly without the necessity to renegotiate the terms and conditions of the Service Agreements.

**B132–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition**

AIA Document B132™–2019 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 AIA Document C132™–2019, an owner/construction manager as adviser agreement, where the construction manager is an independent adviser to the owner throughout the course of the project. Both AIA Documents B132–2019 and C132–2019 are based on the premise that there will be multiple construction contractors whose contracts with the owner will be administered by the construction manager and the architect under AIA Document A232™–2019, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition.

**B133–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition**

AIA Document B133™–2019 is a standard form of agreement between Owner and Architect intended for use on projects where an Owner employs a Construction Manager to act as an adviser during the preconstruction phase. At a time to be mutually agreed upon by the Owner and the Construction Manager, and in consultation with the Architect, the Construction Manager prepares a Guaranteed Maximum Price proposal or Control Estimate, as applicable, for the Owner’s review and acceptance. Thereafter, the Construction Manager constructs the Project on a Cost of the Work Plus a Fee basis, either with or without a Guaranteed Maximum Price, and the Architect provides contract administration services during the construction phase. B133–2019 assumes that the Construction Manager will provide cost estimates and schedules for the Project. B133–2019 is intended to be used with AIA Document A201™–2017, General Conditions of the Contract for Construction, which it incorporates by reference and either A133–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price or A134–2019, Standard Form of Agreement Between Owner and Construction Manager

as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price.

**B143–2014, Standard Form of Agreement Between Design-Builder and Architect**

AIA Document B143™–2014 replaces B143–2004, Standard Form of Agreement Between Design-Builder and Architect. B143–2014 establishes the contractual arrangement between the Design-Builder and the Architect. B143 does not provide a fixed scope of architect’s services, but instead includes an extensive menu of services from which the Owner and Architect may select.

AIA Document B143 can be used for a number of different contractual scenarios that may arise on a design-build project. If the design-build entity lacks the internal capacity to provide architectural services, or is required to separately contract for architectural services by virtue of local license regulations or other legal requirements, the design-build entity can use B143 to enter into an agreement with an Architect to perform all of the architectural services on the Project. B143 can also be used, however, where the Design-Builder directly performs some of the architectural services under its agreement with the Owner. In this instance, B143 can be used to contract with additional architects that will provide portions of the architectural services. For example, the design-build entity may retain an Architect to only provide a Preliminary Design, while the Design-Builder will use either a separate Architect or its own forces to develop the Construction Documents and perform Contract Administration services.

**B144ARCH-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**

AIA Document B144™ARCH-CM–1993 is an amendment to AIA Document 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 AIA Document B141–1997.

**B152–2019, Standard Form of Agreement Between Owner and Architect for Interior Design and Furniture, Furnishings, and Equipment (FF&E) Design Services**

AIA Document B152™–2019 is a standard form of agreement between owner and architect for interior design and furniture, furnishings, and equipment (FF&E) design services. B152–2019 requires the Architect to provide Programming Services and Basic Services, which include Schematic Design, Design Development, Construction Documents, FF&E Documents, Construction Procurement, FF&E Procurement, Construction Contract Administration, and FF&E Contract Administration. B152-2019 has been structured so Architects providing only interior design services or only FF&E design services can easily redact the services they are not performing. This agreement may be used with a variety of compensation methods, including percentage of the budget for construction cost and stipulated sum. B152–2019 is intended to be used in conjunction with AIA Document A151™–2019, Standard Form of Agreement between Owner and Vendor and AIA Document A104™–2017, Standard Abbreviated Form of Agreement between Owner and Contractor.

**B161–2002 (formerly B611INT–2002), Standard Form of Agreement Between Client and Consultant for use where the Project is located outside the United States**

AIA Document 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. NOTE: B611INT–2002 expired in 2009.

**B162–2002 (formerly B621INT–2002), Abbreviated Standard Form of Agreement Between Client and Consultant for use where the Project is located outside the United States**

AIA Document B162™–2002 is an abbreviated version of AIA Document 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. NOTE: B621INT–2002 expired in 2009.

**B171–2013, Standard Form of Agreement Between Owner and Design Manager for use in a Multiple Project Program**

AIA Document B171™–2013 is a standard form of agreement between owner and design manager for use in a program with more than one project and where design management services are to be provided under a separate contract with the owner. It is coordinated with AIA Document C171™–2013, an owner/program manager agreement, where the program manager is an independent adviser to the owner throughout the course of the program. The design manager is required to assist the owner and the program manager in developing and establishing the owner’s program. Additionally, the design manager provides limited architectural services for each project in the program. Upon the development of the program, the design manager is required to develop the design standards, which will provide a functional, aesthetic, and quality framework for the projects in the program. After establishment of the design standards, the design manager performs schematic design and design development architectural services for each project in the program in order to develop a transfer package that the owner can provide to the architect(s) of record for each project in the program. Both AIA Documents B171–2013 and C171–2013 are based on the premise that one or more separate architects of record and construction contractors will also



contract with the owner for final design and construction of each project. AIA Document B172™–2013, Standard Form of Agreement Between Owner and Architect for Architect of Record Services, is intended to be used as the agreement between the owner and each architect of record. The architect of record is responsible for preparation of the construction documents, and related design and bidding phase services, and administration of the owner/contractor agreement on a project by project basis.

**B172–2013, Standard Form of Agreement Between Owner and Architect for Architect of Record Services**

AIA Document B172™–2013 provides the agreement between the owner and the architect of record, an entity who is separate and independent from the program manager and design manager, and who acts as a project specific architect. AIA Document B172–2013 is coordinated for use with AIA documents C171–2013, Standard Form of Agreement Between Owner and Program Manager for use in a Multiple Project Program, and B171™–2013, Standard Form of Agreement Between Owner and Design Manager for use in a Multiple Project Program. The architect of record is responsible for preparation of the construction documents, based on criteria received from the owner in a “transfer package”, and related design and bidding phase services, and administration of the owner/contractor agreement on a project by project basis. AIA Document B172–2013 may also, with some modifications, be appropriate for use in other circumstances where an architect is asked to prepare construction documents based on the preliminary design work of another, and to provide related bidding and contract administration services for a project.

**B195–2008, Standard Form of Agreement Between Owner and Architect for Integrated Project Delivery**

AIA Document B195™–2008 is a standard form of agreement between owner and architect for a project that utilizes integrated project delivery (IPD). AIA Document B195–2008 primarily provides only the business terms unique to the agreement between the owner and architect, such as compensation details and licensing of instruments of service. B195 does not include the specific scope of the architect’s services; rather, it incorporates by reference AIA Document A295™–2008, General Conditions of the Contract for Integrated Project Delivery, which sets forth the architect’s duties and scope of services for each of the six phases of the project, along with the duties and obligations of the owner and contractor.

**B201–2017, Standard Form of Architect’s Services: Design and Construction Contract Administration**

AIA Document B201™–2017 replaces AIA Document B201™–2007. AIA Document B201–2017 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 B201–2017 parallel those set forth in AIA Document B101™–2017: the traditional division of services into basic, supplemental, and additional services, with five phases of basic services. B201–2017 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 Document, or (2) attached to AIA Document G802™–

2017, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B201–20017 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B202–2009, Standard Form of Architect’s Services: Programming**

AIA Document B202™–2009 establishes duties and responsibilities where the architect provides the owner with programming services. The architect’s programming services are set forth in a series of iterative steps, from a broad identification of priorities, values and goals of the programming participants to working with the owner to confirm the owner’s objectives for the project. The programming services also include information gathering to develop performance and design criteria, and developing a final program of project requirements. AIA Document B202–2009 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 AIA Document G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B202–2009 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B203–2017, Standard Form of Architect’s Services: Site Evaluation and Project Feasibility**

AIA Document B203™–2017 replaces AIA Document B203™–2007, Standard Form of Architect’s Services: Site Evaluation and Planning. An owner can use the services provided by the architect in B203 to decide whether a site, or sites, are suitable for a project, or to determine the development potential of a site. B203 includes a menu of services an architect can provide, such as conducting a site evaluation, identifying environmental requirements, evaluating existing buildings, and providing conceptual drawings for potential development. B203 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 AIA Document G802™–2017, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B203 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B204–2007, Standard Form of Architect’s Services: Value Analysis, for use where the Owner employs a Value Analysis Consultant**

AIA Document 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, workshop and post-workshop. 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. AIA Document 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 AIA Document 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 was revised in 2007 to align, as applicable, with AIA Document B101™–2007.

**B205-2017, Standard Form of Architect's Services: Historic Preservation**

AIA Document B205™–2017 replaces AIA Document B205™-2007, Standard Form of Architect's Services: Historic Preservation. B205 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 can span 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 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 document, or (2) attached to AIA Document G802™–2017, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B205–2017 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B207-2017, Standard Form of Architect's Services: On-Site Project Representation**

AIA Document B207™–2017 replaces AIA Document B207™-2008, Standard Form of Architect's Services: On-Site Project Representation. B207 establishes the architect's scope of services when the architect provides an on-site project representative during a project's construction phase. B207 provides for agreement on the number of architect's representatives to be stationed at the project site, a schedule for the on-site representation, and the services that the on-site representative will perform. The on-site representative's services include attending job-site meetings, monitoring the contractor's construction schedule, observing systems and equipment testing, preparing a log of activities at the site, and maintaining on-site records. The owner will provide an on-site office for the architect's on-site representative. B207 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B210-2017, Standard Form of Architect's Services: Facility Support**

AIA Document B210™–2017 replaces AIA Document B210™-2007, Standard Form of Architect's Services: Facility Support. An owner can use B210 to hire an architect to assess the condition, performance and operation of an existing facility or group of facilities. B210 can also be used to hire an architect to perform space management or maintenance management services. B210 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 document, or (2) attached to AIA Document G802™–2017, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B210–2017 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B211–2007, Standard Form of Architect's Services: Commissioning**

AIA Document 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. AIA Document 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 AIA Document 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 was revised in 2007 to align, as applicable, with AIA Document B101™–2007.

**B212–2010, Standard Form of Architect’s Services: Regional or Urban Planning**

AIA Document B212™–2010 establishes duties and responsibilities where the architect provides the owner with regional or urban planning services. This scope provides a menu of choices of regional or urban planning services, grouped under four phases: Inventory and Data Gathering; Analysis and Judgment; Preparation of Design Alternatives; and Finalization of Preferred Plan.

AIA Document B212–2010 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 AIA Document G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B212–2010 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B214–2012, Standard Form of Architect’ Services: LEED® Certification**

AIA Document B214™–2012, Scope of Architect’s Services: LEED® Certification, establishes duties and responsibilities when the owner seeks certification from the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) program. B214–2012 may be used to provide the scope of services for a prime architect who is providing LEED Certification services as an Additional Service, or, in the alternative, for an architect who is providing only LEED Certification services as a consultant to the owner. Although some of the architect’s services vary based on whether the architect is performing its services as the prime architect or as a LEED consultant, in either case the architect’s services include conducting a LEED Workshop, preparing a LEED Certification Plan, and Project registration and submission of LEED Documentation. B214–2012 may be (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 AIA Document G802™–2007, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B214–2012 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B221–2018, Service Order for use with Master Agreement Between Owner and Architect**

AIA Document B221™–2018 is a Service Order that provides the Architect’s scope of services, and other terms pertinent to the specific Service Order. It is intended for use when the Owner and Architect have entered into a Master Agreement setting forth the common terms and conditions applicable to all Service Orders. B221–2018 is not a stand-alone agreement and must

be used in conjunction with a Master Agreement. B221-2018 is coordinated for use with AIA Document B121™–2018, Master Agreement Between Owner and Architect for Services provided under Multiple Service Orders. Use of B221 plus a Master Agreement creates a contract, referred to as the Service Agreement, that includes both the terms and the scope of services. The Master Agreement plus Service Order contracting method allows multiple scopes of services to be issued quickly without the necessity to renegotiate the terms and conditions of the Service Agreements.

**B252–2019, Standard Form of Architect’s Services: Interior Design and Furniture, Furnishings, and Equipment (FF&E) Design Services**

AIA Document B252™–2019 provides the Architect’s scope of services for interior design and furniture, furnishings, and equipment (FF&E) design. B252–2019 replaces AIA Document B252™–2007. The services set forth in B252–2019 parallel those in AIA Document B152™–2019 and thus requires the Architect to provide Programming Services and Basic Services, which include Schematic Design, Design Development, Construction Documents, FF&E Documents, Construction Procurement, FF&E Procurement, Construction Contract Administration, and FF&E Contract Administration. B252–2019 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 Document, or (2) attached to AIA Document G802™–2017, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B252–2019 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B253–2019, Standard Form of Architect’s Services: Furniture, Furnishings, and Equipment (FF&E) Design Services**

AIA Document B253™–2019 provides the Architect’s scope of services for furniture, furnishings, and equipment (FF&E) design. B253–2019 replaces AIA Document B253™–2007. The services set forth in B253–2019 require the Architect to provide Programming Services and Basic Services, which include Schematic Design, Design Development, FF&E Documents, FF&E Procurement, and FF&E Contract Administration. B253–2019 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 Document, or (2) attached to AIA Document G802™–2017, Amendment to the Professional Services Agreement, to create a modification to an existing owner/architect agreement. B253–2019 is a scope of services document only and may not be used as a stand-alone owner/architect agreement.

**B254–2019, Standard Form of Architect’s Services: Purchasing Agent Services for Furniture, Furnishings, and Equipment (FF&E)**

AIA Document B254™–2019 is a scope of services document that should be used in situations where an Architect is expected to assist an Owner in purchasing furniture, furnishings, and equipment (FF&E) and managing FF&E contracts. B254 can be attached to any Owner/Architect agreement in which the Architect performs FF&E design and selection services, such as AIA Document B152™–2019, Standard Form of Agreement Between Owner and Architect for Interior Design and Furniture, Furnishings, and Equipment (FF&E) Design Services. B254 is not a stand-alone document and should not be used by itself.

B254 establishes an agency relationship that allows the Architect to enter into contracts for FF&E on behalf of the Owner. B254 places strict limitations on the Architect's power to act as the Owner's agent. Before entering into contracts with Vendors, the Architect must provide the Owner with the description, prices, and quantities of FF&E to be purchased. In contracts with Vendors, the Architect is also required to include statements (1) indicating that it is acting as the Owner's purchasing agent regarding such contracts, (2) identifying the Owner as the purchaser, and (3) indicating that all warranties and guarantees shall be in the Owner's name. The Architect also must keep the Owner reasonably informed about FF&E purchased on the Owner's behalf. In exchange, the architect is given the protection of a disclosed agent acting on behalf of a principal, i.e. architect is not responsible for a Vendor's poor performance and is relieved of the Owners' obligations with regards to Vendors.

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

AIA Document 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 AIA Document 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—for example, the team of professionals and consultants expected to be employed on the project. NOTE: B431–1993 expired in 2009.

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

AIA Document B503™–2007 is not an agreement, but 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 different approaches, 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. NOTE B511–2001 expired in 2009.

**B509–2010, Guide for Supplementary Conditions to AIA Document B109–2010 for use on Condominium Projects**

AIA Document B509™–2010 is not an agreement, but a guide containing model provisions for modifying and supplementing AIA Document B109–2010, Standard Form of Agreement between Owner and Architect for a Multi-Family Residential or Mixed Use Residential Project. It provides model language with explanatory notes to assist users in adapting AIA Document B109–2010 for use on condominium projects. B109–2010, as a standard form document, cannot address all of the unique risks of condominium construction. AIA Document B509–2010 is provided to assist B109–2010 users either in modifying it, or developing a separate supplementary conditions document to attach to it.

## **C-Series: Other Agreements**

AIA Contract Documents are divided into six alphanumeric series according to document use or purpose. Here are descriptions of other AIA agreements. Users should exercise independent judgment and may require the advice of legal counsel on deciding which documents are appropriate for a particular project.

### **C101–2018, Joint Venture Agreement for Professional Services**

AIA Document C101™–2018 is intended for use 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. This agreement sets forth the provisions establishing the governance rules for the joint venture and the parties' relative ownership interest in the joint venture.

### **C102™–2015, Standard Form of Teaming Agreement between Team Manager and Team Member for the Purpose of Responding to a Solicitation and Pursuing a Project**

AIA Document C102™–2015 is intended to allow multiple or cross-disciplinary parties to form a team to provide services necessary to submit a proposal, in response to a solicitation, for a shared opportunity project. C102™–2015 is not limited to use within a single project delivery method and can be used for responses to requests for proposals, design competitions, design-build competitions or public/private partnerships. C102 provides that one party will serve as the team manager, and that the team manager will enter into separate teaming agreements with each of the team members. There could be one, or multiple, team members. Each would enter into a separate C102 agreement with the team manager. If the team is awarded the project, the team manager will contract directly with the owner for the project. Each team member has a separate agreement with the team manager for services or work to be performed on the project, the terms of which will have been negotiated in advance with an agreement for such services or work, and made a part of C102 as Exhibit A. When the team manager enters into an agreement with the owner for the project, C102 terminates and the agreement between the team manager and team member, attached as Exhibit A, becomes effective.

### **C103–2015, Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant's Services**

AIA Document C103™–2015 is a standard form of agreement between owner and consultant that contains terms and conditions, including those related to copyrights and licenses, claims and disputes, termination or suspension, and compensation. C103-2015 does not include a scope of consultant's services, which must be inserted in Article 2 or attached as an exhibit. Separation of the scope of services from the owner/consultant agreement allows users the freedom to append alternative scopes of services. AIA scopes of services documents that may be paired with C103–2015 include AIA Documents C201™–2015, Standard Form of Consultant's Services: Land Survey and C202™–2015, Standard Form of Consultant's Services: Geotechnical Engineering.

**C201–2015 (formerly G601-1994), Standard Form of Consultant’s Services: Land Survey**

AIA Document C201™–2015 establishes the duties and responsibilities of a surveyor when hired as a consultant to a property owner. C201-2015 allows the users to select between a boundary, topographic, and ALTA/ACSM survey. A boundary survey shows the property’s boundary lines, easements, structures, fences, walls, setback requirements, and zoning classification. A topographic survey, which is often procured as an enhancement of a boundary survey, shows the property’s contours, elevations, utilities, and significant vegetation. If the parties select an ALTA/ACSM survey, the surveyor will perform a survey in accordance with ALTA/ACSM Standards in addition to C201’s boundary survey requirements. C201–2015 is a scope of services document only and may not be used as a stand-alone agreement. C201-2015 is intended to be attached as an exhibit to AIA Document C103™–2015, Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant’s Services.

**C202–2015 (formerly G602-1993), Standard Form of Consultant’s Services: Geotechnical Engineering**

AIA Document C202™–2015 establishes the duties and responsibilities of a geotechnical engineer when hired as a consultant to a property owner. C202-2015 separates the geotechnical engineer’s services into four phases: (1) explorations and testing, (2) preparation of a geotechnical report, (3) design phase services, and (4) construction phase services. In the first phase, the geotechnical engineer prepares a detailed plan of all explorations and tests and performs those explorations and tests according to specified requirements. The second phase includes a detailed list of items the geotechnical engineer will provide in the geotechnical report. The final two phases require the geotechnical engineer to consult with the owner and the owner’s other consultants during design and construction of the project. C202–2015 is a scope of services document only and may not be used as a stand-alone agreement. C202-2015 is intended to be attached as an exhibit to AIA Document C103™–2015, Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant’s Services.

**C106–2013, Digital Data Licensing Agreement**

AIA Document C106™–2013 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. AIA Document C106–2013 defines digital data as information, communications, drawings, or designs created or stored for a specific project in digital form. C106 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 allows the party transmitting digital data to collect a licensing fee for the recipient’s use of the digital data.

**C132–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser**

AIA Document C132™–2019 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 as an adviser (CMa) to the owner throughout the course of the project, beginning



in the preconstruction phase. AIA Document C132–2019 is coordinated for use with AIA Document B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition.

Both C132–2019 and B132–2019 are based on the premise that there will be multiple construction contractors whose contracts with the owner will be administered by the construction manager and the architect under AIA Document A232™–2019. AIA Document C132–2019 is not coordinated with, and should not be used with, documents where the construction manager acts as the constructor for the project, such as in AIA Document A133™–2019 or A134™–2019.

**C141–2014 (formerly B142–2004), Agreement Between Owner and Consultant for a Design-Build Project**

AIA Document C141™–2014, 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, development of bridging documents, and services in connection with construction of the Project. AIA Document C141–2014 consists of the Agreement and Exhibit A, Consultant’s Services. Exhibit A provides a menu of briefly described services that the parties can select and augment to suit the needs of the project. NOTE: AIA Document B142–2004 expires on December 31, 2015.

**C171–2013, Standard Form of Agreement Between Owner and Program Manager, for use in a Multiple Project Program.**

AIA Document C171™–2013 is a standard form of agreement between owner and program manager for use in a program with more than one project. The program manager assists the owner in an advisory capacity, on matters that impact the program, during design and construction. The program manager’s basic services primarily relate to overseeing the development and implementation of the owner’s program and include creating a program management plan to describe the scope of the program and related requirements; managing program related information across the multiple projects in the program; developing a program-wide budget and schedule; and establishing quality control guidelines. The document has been prepared for use with AIA Documents B171™–2013, Standard Form of Agreement Between Owner and Design Manager for use in a Multiple Project Program, and B172™–2013, Standard Form of Agreement Between Owner and Architect for Architect of Record Services. This integrated set of documents is appropriate for use on projects where the program manager only serves in the capacity of an adviser to the owner.

**C172–2014, Standard Form of Agreement Between Owner and Program Manager for use on a Single Project**

AIA Document C172™–2014 is a standard form agreement between owner and program manager for use on a single project. The program manager assists the owner in an advisory capacity on matters that impact the project during design and construction. The program

manager's basic services include creating a program management plan to describe the scope of the project and related requirements, managing project-related information, developing a budget and schedule, and establishing quality control guidelines. C172-2014 also contains cost estimating and construction administration services that the parties may select as additional services. Unlike in the Construction Manager as Adviser family of documents, where the construction manager has some shared responsibilities with the architect, in C172 the program manager does not have shared responsibilities with other project participants or authority to act directly on behalf of the owner with respect to the responsibilities of the architect or contractor. C172-2014 is primarily intended to be used with the A201™-2007 family of documents.

#### **C191-2009, Standard Form Multi-Party Agreement for Integrated Project Delivery**

AIA Document C191™-2009 is a standard form multi-party agreement through which the owner, architect, contractor, and perhaps other key project participants execute a single agreement for the design, construction and commissioning of a Project. AIA Document C191-2009 provides the framework for a collaborative environment in which the parties operate in furtherance of cost and performance goals that the parties jointly establish. The non-owner parties are compensated on a cost-of-the-work basis. The compensation model is also goal-oriented, and provides incentives for collaboration in design and construction of the project. Primary management of the project is the responsibility of the Project Management Team, comprised of one representative from each of the parties. The Project Executive Team, also comprised of one representative from each of the parties, provides a second level of project oversight and issue resolution. The conflict resolution process is intended to foster quick and effective resolution of problems as they arise. This collaborative process has the potential to result in a high quality project for the owner, and substantial monetary and intangible rewards for the other parties.

#### **C195-2008, Standard Form Single Purpose Entity Agreement for Integrated Project Delivery**

AIA Document C195™-2008 is a standard form single purpose entity (SPE) agreement through which the owner, architect, construction manager, and perhaps other key project participants, each become members of a limited liability company. The sole purpose of the company is to design and construct a project utilizing the principles of integrated project delivery (IPD) established in *Integrated Project Delivery: A Guide*. AIA Document C195-2008 provides the framework for a collaborative environment in which the company operates in furtherance of cost and performance goals that the members jointly establish. To obtain project funding, the company enters into a separate agreement with the owner. To design and construct the project, the company enters into separate agreements with the architect, construction manager, other non-owner members, and with non-member consultants and contractors. The compensation model in the non-owner member agreements is goal-oriented and provides incentives for collaboration in design and construction of the project, and for the quick and effective resolution of problems as they arise. This highly collaborative process has the potential to result in a high quality project for the owner, and substantial monetary and intangible rewards for the other members.

#### **C196-2008, Standard Form of Agreement Between Single Purpose Entity and Owner for Integrated Project Delivery**

AIA Document C196™-2008 is a standard form of agreement between a single purpose entity

("the SPE") and a project owner, called the owner member. AIA Document C196–2008 is intended for use on a project where the project participants have formed the SPE utilizing AIA Document C195™–2008, Standard Form Single Purpose Entity Agreement for Integrated Project Delivery. AIA Document C196–2008 is coordinated with AIA Document C195–2008 in order to implement the principles of integrated project delivery, including the accomplishment of mutually-agreed goals. C196 provides the terms under which the owner member will fund the SPE in exchange for the design and construction of the project. The SPE provides for the design and construction of the project through separate agreements with other members, including an architect and construction manager, utilizing AIA Document C197™–2008, Standard Form of Agreement Between Single Purpose Entity and Non-Owner Member for Integrated Project Delivery. The SPE may also enter into agreements with non-member design consultants, specialty trade contractors, vendors and suppliers.

**C197–2008, Standard Form of Agreement Between Single Purpose Entity and Non-Owner Member for Integrated Project Delivery**

AIA Document C197™–2008 is a standard form of agreement between a single purpose entity ("the SPE") and members of the SPE that do not own the project, called non-owner members. AIA Document C197–2008 is intended for use on a project where the parties have formed the SPE utilizing AIA Document C195™–2008, Standard Form Single Purpose Entity Agreement for Integrated Project Delivery. C197–2008 is coordinated with C195–2008 in order to implement the principles of integrated project delivery, including the accomplishment of mutually-agreed goals. All members of the SPE, other than the project owner, will execute C197–2008.

AIA Document C197–2008 provides the terms under which the non-owner members provide services to the SPE to complete the design and construction of the project. The specific services the non-owner members are required to perform are set forth in the Integrated Scope of Services Matrix, which is part of the C195–2008 Target Cost Amendment and is incorporated into the executed C197–2008. In exchange for the non-owner members' services, the non-owner members are paid the direct and indirect costs they incur in providing services. Additionally, C197 allows for the non-owner members to receive profit through incentive compensation and goal achievement compensation.

**C198–2010, Standard Form of Agreement Between Single Purpose Entity and Consultant for Integrated Project Delivery**

AIA Document C198™–2010 is a standard form of agreement between a single purpose entity ("the SPE") and a consultant. AIA Document C198–2010 is intended for use on a project where the parties have formed the SPE utilizing AIA Document C195™–2008, Standard Form Single Purpose Entity Agreement for Integrated Project Delivery. C198–2010 is coordinated with C195–2008 in order to implement the principles of integrated project delivery. The specific services the consultant is required to perform are set forth within the document as well as the Integrated Scope of Services Matrix, which is part of the C195–2008 Target Cost Amendment. In addition to traditional compensation for services, C198–2010 allows for the consultant to receive additional profit through incentive compensation and goal achievement compensation.

**C199–2010, Standard Form of Agreement Between Single Purpose Entity and Contractor for Integrated Project Delivery**

AIA Document C199™–2010 is a standard form of agreement between a single purpose entity (“the SPE”) and a contractor. AIA Document C199–2010 is intended for use on a project where the parties have formed the SPE utilizing AIA Document C195™–2008, Standard Form Single Purpose Entity Agreement for Integrated Project Delivery. C199–2010 is intended to be a flexible document. C199 can be used for a contractor that only provides construction services, or it can also be used for a contractor that will provide both pre-construction and construction services. C199 is not intended for use in competitive bidding and relies upon an agreed to contract sum, which can be either a stipulated sum (fixed price) or cost of the work plus a fee, with a guaranteed maximum price. In addition to compensation for the contract sum, C199 allows for the contractor to receive additional profit through incentive compensation and goal achievement compensation.

**C203-2017 (formerly B211-2007), Standard Form of Consultant’s Services: Commissioning**

AIA Document C203™–2017 replaces AIA Document B211™–2007, Standard Form of Architect’s Services: Commissioning. C203 was updated in 2017 as a “C” series document. An owner can still use C203 to hire an architect to perform commissioning services; however, C203 can also be used to hire commissioning professionals from other backgrounds. C203 includes (1) provisions describing the consultant’s role to assist in preparing the Owner’s Project Requirements, (2) a detailed description of the consultant’s Commissioning Plan, (3) provisions related to commissioning-related design reviews, and (4) provisions related to the consultant’s role in commissioning during the construction phase of the Project. C203 should be incorporated into an owner/consultant agreement, such as C103-2015, Standard Form of Agreement Between Owner and Consultant without a Predefined Scope of Consultant’s Services. C203 is a scope of services document only and may not be used as a stand-alone owner/consultant agreement.

**C401–2017, Standard Form of Agreement Between Architect and Consultant**

AIA Document C401™–2017 is a standard form of agreement between the architect and the consultant providing services to the architect. AIA Document C401–2017 is suitable for use with all types of consultants, including consulting architects. This document may be used with a variety of compensation methods. C401–2017 assumes and incorporates by reference a preexisting owner/architect agreement known as the “prime agreement” and “flows down” the provisions of the prime agreement.

**C402–2018 (formerly C727–1992), Standard Form of Agreement Between Architect and Consultant for Special Services**

AIA Document C402™–2018 is intended for Consultant's services that are limited in scope and/or do not extend to the construction phase of the Project. C402 is appropriate for specialized service descriptions, such as modeling, planning, feasibility studies, post-occupancy studies, specification writing, kitchen design, hardware schedules, elevators, lighting, fire protection, security systems, and carpet carvers. AIA Document C402–2018 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. This Agreement “flows down” only the copyrights and licenses and progress payment provisions of the prime agreement.

**C421–2018, Standard Form of Master Agreement Between Architect and Consultant for Services provided under multiple Service Orders**

AIA Document C421™–2018 is a Master Agreement Between the Architect and Consultant. It is intended for use when the Consultant’s scope of services will subsequently be specified through the use of one or more Service Orders. C421 is suitable for use with all types of consultants, including consulting architects. C421-2018 provides only the common terms and conditions that will be applicable to each Service Order and may incorporate by reference a preexisting owner-architect agreement known as the Prime Agreement. Use of C421 plus a Service Order creates a contract, referred to as the Service Agreement, that includes both the terms and the scope of services. C421-2018 is coordinated for use with AIA Document C422™–2018, Service Order for use with Master Agreement Between Architect and Consultant. The Master Agreement plus Service Order contracting method allows multiple scopes of services to be issued quickly without the necessity to renegotiate the terms and conditions of the Service Agreements.

**C422–2018, Service Order for use with Master Agreement Between Architect and Consultant**

AIA Document C422™–2018 is a Service Order that provides the Consultant’s scope of services, and other terms pertinent to the specific Service Order. It is intended for use when the Architect and Consultant have entered into a Master Agreement setting forth the common terms and conditions applicable to all Service Orders. C422–2018 is not a stand-alone agreement and must be used in conjunction with a Master Agreement. Additionally, C422-2018 incorporates by reference a preexisting owner-architect agreement known as the Prime Agreement. C422-2018 is coordinated for use with AIA Document C421™–2018, Master Agreement Between Architect and Consultant for Services provided under Multiple Service Orders. This document may be used with a variety of compensation methods. Use of C422 plus a Master Agreement creates a contract, referred to as the Service Agreement, that includes both the terms and the scope of services. The Master Agreement plus Service Order contracting method allows multiple scopes of services to be issued quickly without the necessity to renegotiate the terms and conditions of the Service Agreements.

**C441–2014, Standard Form of Agreement Between Architect and Consultant for a Design-Build Project**

AIA Document C441™–2014 establishes the contractual relationship between the architect and a consultant providing services to the architect on a design-build project. AIA Document C441–2014 is suitable for use with all types of consultants, including consulting architects and may be used with a variety of compensation methods. C441 assumes and incorporates by reference a preexisting prime agreement between the design-builder and architect. C441–2014 was written to ensure consistency with AIA Document B143™–2014, Standard Form of Agreement Between Design-Builder and Architect, and with other documents in the AIA 2014 Design-Build family of documents.

### **C727–1992, Standard Form of Agreement Between Architect and Consultant for Special Services**

AIA Document 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.

## **D-Series: Miscellaneous Documents**

AIA Contract Documents are divided into six alphanumeric series according to document use or purpose. Here are descriptions of miscellaneous AIA documents. Users should exercise independent judgment and may require the advice of legal counsel on deciding which documents are appropriate for a particular project.

### **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. AIA Document 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, AIA Document D200™–1995 may also serve as a permanent record of the owner's, contractor's and architect's actions and decisions.

### **D503–2013, Guide for Sustainable Projects, including Commentary on the AIA Sustainable Projects Documents**

AIA Document D503™–2013 is a guide that discusses the roles and responsibilities faced by Owners, Architects and Contractors on sustainable design and construction projects. D503–2013 includes a discussion of environmental product ratings, certification systems and jurisdictional requirements that may be applicable to sustainable projects. D503 also contains an in depth, section-by-section commentary on AIA Sustainable Project documents A101™–2007 SP, A201™–2007 SP, A401™–2007 SP, B101™–2007 SP and C401™–2007 SP and AIA Document B214™–2012, Architect's Services: LEED® Certification. D503–2013 includes a sample Sustainability Plan that readers can use for assistance when preparing a Sustainability Plan unique to their project.

## **E-Series: Exhibits**

AIA Contract Documents are divided into six alphanumeric series according to document use or purpose. Here are descriptions of exhibits for AIA agreements. Users should exercise independent judgment and may require the advice of legal counsel on deciding which documents are appropriate for a particular project.

### **AIA Document E203–2013, Building Information Modeling and Digital Data Exhibit**

AIA Document E203™–2013 is not a stand-alone document, but must be attached as an exhibit

to an existing agreement, such as the AIA Document B101™–2007, Standard Form of Agreement Between Owner and Architect, or A101™–2007, Agreement Between Owner and Contractor. Its purpose is to establish the parties' expectations for the use of digital data and building information modeling (BIM) on the project and provide a process for developing the detailed protocols and procedures that will govern the development, use, transmission and exchange of digital data and BIM on the project. Once agreed to, E203–2013 states that the relevant protocols and procedures will be set forth in AIA Documents G201™–2013, Project Digital Data Protocol Form and G202™–2013, Project Building Information Modeling Protocol Form. E203 does not create a separate license to use digital data because AIA documents for design or construction, to which E203 would be attached, already include those provisions. Parties not covered under such agreements should consider executing AIA Document C106™–2013, Digital Data Licensing Agreement.

**E204–2017, Sustainable Projects Exhibit**

AIA Document E204™–2017, Sustainable Projects Exhibit, has been developed for use on a wide variety of sustainable projects, including those in which the Sustainable Objective includes obtaining a Sustainability Certification, such as LEED® (Leadership in Energy and Environmental Design), or those in which the Sustainable Objective is based on incorporation of performance-based sustainable design or construction elements. E204–2017 addresses the risks, responsibilities and opportunities unique to projects involving substantial elements of sustainable design and construction (sustainable projects). E204–2017 is not a stand-alone document, but is intended to be attached as an exhibit to an existing agreement on a project that includes a Sustainable Objective. E204–2017 is intended to replace the Sustainable Projects documents included in the Conventional (A201) family of AIA Contract Documents.

**E234–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition**

AIA Document E234™–2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, has been developed for use on sustainable projects when there is a construction manager as constructor as a project participant. E234–2019 is based on E204™–2017 but it has been tailored to address the risks, responsibilities and opportunities unique to projects involving substantial elements of sustainable design and construction when there is a construction manager involved in the preconstruction phase and also performing the construction. E234–2019 is not a stand-alone document, but is intended to be attached as an exhibit to an existing AIA construction management as constructor agreement on a project that includes a Sustainable Objective. E234–2019 is intended to replace the Sustainable Projects documents included in the Construction Manager as Constructor family of AIA Contract Documents.

**E235–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition**

AIA Document E235™–2019, Sustainable Projects Exhibit, Construction Manager as Adviser Edition, has been developed for use on sustainable projects when there is a construction manager as an adviser to the owner as a project participant. E235–2019 is based on E204™–2017 but it has been tailored to address the risks, responsibilities and opportunities unique to projects involving substantial elements of sustainable design and construction when there is a construction manager involved as an additional party. E235–2019 is not a stand-alone

document, but is intended to be attached as an exhibit to an existing AIA construction management as adviser agreement on a project that includes a Sustainable Objective. E235–2019 is intended to replace the Sustainable Projects documents included in the Construction Manager as Adviser family of AIA Contract Documents.

## **F-Series [reserved]**

## **G-Series: Contract Administration/Project Management Forms**

AIA Contract Documents are divided into six alphanumeric series according to document use or purpose. Here are descriptions of AIA contract administration and project management forms. Users should exercise independent judgment and may require the advice of legal counsel on deciding which documents are appropriate for a particular project.

### **G201–2013, Project Digital Data Protocol Form**

AIA Document G201™–2013 is a form that is coordinated for use with AIA Document E203™–2013, Building Information Modeling and Digital Data Protocol Exhibit. Its purpose is to document the agreed upon protocols and procedures that will govern the transmission, use and exchange of digital data on a project, such as electronic project communications, submittals, contract documents and payment documents. G201–2013 is not designed to address Building Information Modeling protocols and procedures, which is the purpose of AIA Document G202™–2013, Project Building Information Modeling Protocol Form.

### **G202–2013, Project Building Information Modeling Protocol Form**

AIA Document G202™–2013 is a form that is coordinated for use with AIA Document E203™–2013, Building Information Modeling and Digital Data Protocol Exhibit. Its purpose is to document the agreed upon protocols and procedures that will govern the development, transmission, use and exchange of building information models on a project. It establishes the requirements for model content at five levels of development, and the authorized uses of the model content at each level of development. Through a table completed for each project, AIA Document G202–2013 assigns authorship of each model element by project milestone. G202 defines the extent to which model users may rely on model content, clarifies model ownership, and sets forth building information modeling standards and file formats.

### **G612–2017, Owner’s Instructions to the Architect**

AIA Document G612™–2017 is a questionnaire, drafted to elicit information from the owner regarding the nature of the construction contract. G612–is divided into two parts: Part A relates to contracts and Part B 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 give Part A to the owner 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. Answers to Part B will follow as the contract documents are further developed.

**G701–2017, Change Order**

AIA Document G701™-2017 is used for implementing changes in the work agreed to by the owner, contractor, and architect. Execution of a completed G701 indicates agreement upon all terms of the change, including any changes in the contract sum (or guaranteed maximum price) and contract time. The form allows for signatures of the owner, architect and contractor, and for a description of the change.

**G701S–2017, Change Order, Contractor-Subcontractor Version**

AIA Document G701S™-2017 is for implementing changes in the work agreed to by the contractor and subcontractor. Execution of a completed AIA Document G701S–2017 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 contractor and subcontractor and for a complete description of the change.

NOTE: G701S–2017 is not available in print, but is available in AIA Contract Documents® software and from AIA Documents on Demand®.

**G702–1992, Application and Certificate for Payment**

AIA Documents G702™-1992, Application and Certificate for Payment, and G703™-1992, Continuation Sheet, 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. AIA Document G703–1992 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.

AIA Document 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.

**G702S–2017, Application and Certificate for Payment, Contractor-Subcontractor Version**

AIA Document G702S™-2017, Application and Certificate for Payment, and G703S™-2017, Continuation Sheet, provide convenient and complete forms on which the subcontractor can apply for payment. The forms require the subcontractor 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. AIA Document G703S-2017 breaks the contract sum

into portions of the work in accordance with a schedule of values prepared by the subcontractor as required by the general conditions. NOTE: The AIA does not publish a standard schedule of values form.

NOTE: G702S–2017 is not available in print, but is available in AIA Contract Documents® software and from AIA Documents on Demand®.

**G703–1992, Continuation Sheet**

AIA Documents G702™–1992, Application and Certificate for Payment, and G703™–1992, Continuation Sheet, 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. AIA Document G703–1992 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.

**G703S–2017, Continuation Sheet, Contractor-Subcontractor Version**

AIA Document G702S™–2017, Application and Certificate for Payment, and G703S™–2017, Continuation Sheet, provide convenient and complete forms on which the subcontractor can apply for payment. The forms require the subcontractor 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. AIA Document G703S-2017 breaks the contract sum into portions of the work in accordance with a schedule of values prepared by the subcontractor as required by the general conditions. NOTE: The AIA does not publish a standard schedule of values form.

NOTE: G703S–2017 is not available in print, but is available in AIA Contract Documents® software and from AIA Documents on Demand®.

**G704–2017, Certificate of Substantial Completion**

AIA Document G704™–2017 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 following substantial completion, 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, the parties agree on the time allowed for completion or correction of outstanding 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.

**G705–2001 (formerly G805–2001), List of Subcontractors**

AIA Document 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. NOTE: G805–2001 expired in 2009.

**G706–1994, 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. AIA Document 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.

**G706A–1994, Contractor’s Affidavit of Release of Liens**

AIA Document G706A™–1994 supports AIA Document G706™–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 AIA Documents G706–1994 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.

**G707–1994, Consent of Surety to Final Payment**

AIA Document G707™–1994 is intended for use as a companion to AIA Document G706™–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.

**G707A–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, AIA Document G707A™–1994 assures the owner that such reduction or partial release of retainage does not relieve the surety of its obligations.

**G709–2018, Proposal Request**

This form is used to obtain price quotations required in the negotiation of change orders. AIA Document G709™–2018 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 provides a clear and concise means of initiating the process for changes in the work.

**G710–2017, Architect’s Supplemental Instructions**

AIA Document G710™–2017 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 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 AIA Document A201™–2017.

**G711–2018, Architect’s Field Report**

The architect’s project representative can use this standard form to maintain a concise record of periodic site visits or, in the case of a full-time project representative, a daily log of construction activities. Observations, including known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, as well as defects and deficiencies observed in the Work, align with the Architect’s reporting obligations to the Owner specified in the B101™–2017 Owner-Architect Agreement. Pursuant to that Agreement, the Architect is not required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.

**G712–1972, Shop Drawing and Sample Record**

AIA Document G712™–1972 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. AIA Document G712–1972 can also serve as a permanent record of the chronology of the submittal process.

**G714–2017, Construction Change Directive**

AIA Document G714™–2017 is a directive for changes in the Work for use where the owner and contractor have not agreed on proposed changes in the contract sum or contract time. G714 should be used to direct changes in the Work which, if not expeditiously implemented, might delay the project. Upon receipt of a completed G714, the contractor must promptly proceed with the change in the work described therein.

**G715–2017, Supplemental Attachment for ACORD Certificate of Insurance 25**

AIA Document G715™–2017 is intended for use in adopting ACORD Form 25 to certify contractor insurance coverages required under standard form AIA agreements. Because the ACORD certificate does not have space to show all coverages required in standard form AIA agreements, 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 (RFI)**

AIA Document 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.

**G731–2019 (formerly G701™CMA-1992), Change Order, Construction Manager-Adviser Edition**

AIA Document G731™–2019 is for implementing changes in the work agreed to by the owner, contractor, construction manager adviser, and architect. Execution of a completed AIA Document G731™–2019 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.

**G732–2019, Application and Certificate for Payment, Construction Manager as Adviser Edition**

AIA Document G732™–2019 serves the same purpose as AIA Document G702™–1992. The standard form AIA Document G703™–1992, Continuation Sheet, is appropriate for use with G732–2019.

**G733–2019 (formerly G714™CMA-1992), Construction Change Directive, Construction Manager-Adviser Edition**

AIA Document G733™–2019 serves the same purpose as AIA Document G714™–2017, except that this document expands responsibility for signing construction change directives to include both the architect and the construction manager.

**G734–2019 (formerly G704™CMA-1992), Certificate of Substantial Completion, Construction Manager-Adviser Edition**

AIA Document G734™–2019 serves the same purpose as AIA Document G704™–2017, except that this document expands responsibility for certification of substantial completion to include both the architect and the construction manager. G734 is also tailored to the project where there is more than one prime contractor.

**G736–2009 (formerly G722CMA-1992), Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition**

Use AIA Document G736™–2009 with AIA Document G737™–2009, Summary of Contractors' Applications for Payment. These forms are designed for 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 AIA Documents G732™ and G703™–1992, payment application forms, to the construction manager-adviser, who collects and compiles them to complete G736–2009. AIA Document G737–2009 serves as a summary of the contractors' applications with totals being transferred to AIA Document G736–2009. The construction manager-adviser can then sign G736, have it notarized, and submit it along with the G737 to the architect. Both the architect and the construction manager must certify the payment amount.

NOTE: G722CMA–1992 expired in 2010.

**G737–2009 (formerly G723CMA-1992), Summary of Contractors' Applications for Payment, Construction Manager as Adviser Edition**

Use AIA Document G736™–2009 with AIA Document G737™–2009, Summary of Contractors' Applications for Payment. These forms are designed for 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 AIA Documents G703™–1992 and G732™, payment application forms, to the construction manager-adviser, who collects and compiles them to complete AIA Document G736–2009. AIA Document G737–2009 serves as a summary of the contractors' applications with totals being transferred to G736. The construction manager-adviser can then sign G736, have it notarized, and submit it along with the G737 to the architect. Both the architect and the construction manager must certify the payment amount. NOTE: G723CMA–1992 expired in 2010.

#### **G741–2015, Change Order for a Design-Build Project**

AIA Document G741™–2015 is for implementing changes in the work agreed to by the owner and design-builder. Execution of a completed AIA Document G741–2015 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 and design-builder, and for a complete description of the change.

#### **G742–2015, Application and Certificate for Payment for a Design-Build Project**

AIA Documents G742™–2015, Application and Certificate for Payment for a Design-Build Project, and G743™–2015, Continuation Sheet for a Design-Build Project, provide convenient and complete forms on which the design-builder can apply for payment and the owner can certify the amount due. The forms require the design-builder 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. AIA Document G743–2015 breaks the contract sum into portions of the work in accordance with a schedule of values prepared by the design-builder as required by Section 9.2 of AIA Document A141-2014. NOTE: The AIA does not publish a standard schedule of values form.

AIA Document G742–2015 serves as both the design-builder's application and the owner's certification of the amount due. Its use can expedite payment and reduce the possibility of error. The form also allows the owner to certify an amount different than the amount applied for, with explanation provided by the owner.

#### **G742C–2015, Application and Certificate for Payment for a Design-Build Project, Contractor Variation**

AIA Document G742C™–2015 modifies AIA Document G742™–2015 for use by Contractors submitting an application for payment to the Design-Builder. Modifications to G742–2015 are shown as tracked changes revisions—that is, additional material is underlined; deleted material is crossed out. NOTE: G742C–2015 is not available in print, but is available in AIA Contract Documents® software and from [AIA Documents on Demand](#)®.

#### **G742S–2015, Application and Certificate for Payment for a Design-Build Project, Subcontractor Variation**

AIA Document G742S™–2015 modifies AIA Document G742™–2015 for use by subcontractors

submitting an application to a contractor on a Design-Build project. Modifications to G742–2015 are shown as tracked changes revisions—that is, additional material is underlined; deleted material is crossed out. NOTE: G742S–2015 is not available in print, but is available in AIA Contract Documents® software and from [AIA Documents on Demand](#)®.

**G743–2015, Continuation Sheet for a Design-Build Project**

AIA Documents G742™–2015, Application and Certificate for Payment for a Design-Build Project, and G743™–2015, Continuation Sheet for a Design-Build Project, provide convenient and complete forms on which the design-builder can apply for payment and the owner can certify the amount due. The forms require the design-builder 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. AIA Document G743–2015 breaks the contract sum into portions of the work in accordance with a schedule of values prepared by the design-builder as required by Section 9.2 of AIA Document A141-2014. NOTE: The AIA does not publish a standard schedule of values form.

**G743C–2015, Continuation Sheet for a Design-Build Project, Contractor Variation**

AIA Document G743C™–2015 modifies AIA Document G743™–2015 for use by Contractors submitting an application for payment to the Design-Builder. Modifications to G743–2015 are shown as tracked changes revisions—that is, additional material is underlined; deleted material is crossed out. NOTE: G743C–2015 is not available in print, but is available in AIA Contract Documents® software and from [AIA Documents on Demand](#)®.

**G743S–2015, Continuation Sheet for a Design-Build Project, Subcontractor Variation**

AIA Document G743S™–2015 modifies AIA Document G743™–2015 for use by subcontractors submitting an application to a contractor on a Design-Build project. Modifications to G743–2015 are shown as tracked changes revisions—that is, additional material is underlined; deleted material is crossed out. NOTE: G743S–2015 is not available in print, but is available in AIA Contract Documents® software and from [AIA Documents on Demand](#)®.

**G744–2014, Certificate of Substantial Completion for 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, AIA Document G744–2014 requires the owner to inspect the project to determine whether the work is substantially complete in accordance with the design-build documents and to identify the date when it occurs. AIA Document G744–2014 is a variation of AIA Document G704™–2000 and provides a standard form for the owner to certify the date of substantial completion.

**G745–2015, Change Directive for a Design-Build Project**

AIA Document G745™–2015 is a directive for changes in the Work for use where the owner and design-builder have not reached an agreement on proposed changes in the contract sum or contract time. AIA Document G745–2015 was developed as a directive for changes in the work which, if not expeditiously implemented, might delay the project. Upon receipt of a completed G745–2015, the design-builder must promptly proceed with the change in the work described

therein, unless the design-builder determines the applicable building codes or other regulatory requirements, including those related to health, safety, and welfare, preclude implementation of the change.

**G801–2017, Notice of Additional Services**

AIA Document G801™–2017 replaces G801™-2007, Notice of Amendment to the Professional Services Agreement and is intended to be used by an architect when notifying an owner of additional services pursuant to the AIA’s owner/architect agreements, such as AIA Document B101™–2017.

**G802–2017, Amendment to the Professional Services Agreement**

AIA Document G802™–2017 is intended to be used when amending the AIA’s owner/architect agreements, such as AIA Document B101™–2017, to provide changes in the architect’s scope, compensation, or other terms.

**G803–2017, Amendment to the Consultant Services Agreement**

AIA Document G803™–2017 is intended for use when amending the AIA’s architect-consultant agreement, AIA Document C401™–2017, to provide changes in the consultant’s scope, compensation, or other terms.

**G804–2001, Register of Bid Documents**

AIA Document 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. AIA Document 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**

AIA Document 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**

AIA Document 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. AIA Document 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.

**G808–2017, Project Directory and Design Data Summary**

AIA Document G808™-2017 replaces AIA Documents G806™-2001, Project Parameters Worksheet; G807™-2001, Project Team Directory; and G808™-2001, Project Data. G808 can be used by the architect to record pertinent information about the project throughout design and



construction. The architect can use G808 to (a) maintain a directory of project participants, (b) record code information and calculations, and (c) track regulatory approvals. G808 should be completed piece by piece as a project progresses and should be periodically reviewed to ensure the accuracy and relevance of the information. The attached Construction Classification Worksheet can be used to supplement G808.

**G808A–2001, Construction Classification Worksheet**

AIA Document G808A™–2001, Construction Classification Worksheet, can be used to supplement AIA Document G808™–2001, which is used for recording information about approvals and zoning and building code issues gathered in the course of providing professional services. AIA Document G808–2001 should be completed piece by piece as a project progresses and periodically reviewed to ensure information relevance. AIA Document 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**

AIA Document 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 AIA Document G809–2001 can support planning for similar projects and answer questions pertaining to past work.

**G810–2001, Transmittal Letter**

AIA Document 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.