



# Guide to AIA Contract Documents for Small Projects

*Resources for Small Project Practitioners, including Small Firms, Sole Practitioners, and Custom Residential Architects*  
(Rev. 05/2015)

## Purpose of the Guide

- Revisions to the Guide in 2015
- Resources Included in the Guide
- Small Project Practitioners
- Importance of Written Contracts

## Overview of AIA Contract Documents

- History of AIA Contract Documents
- Document Development

## Flagship Documents

- A201, General Conditions of the Contract for Construction
- A101, Owner/Contractor Agreement where the Basis of Payment is a Stipulated Sum
- B101, Owner/Architect Agreement

## Small Projects Family of AIA Contract Documents

- A105, Owner/Contractor Agreement for a Residential or Small Commercial Project
- B105, Owner/Architect Agreement for a Residential or Small Commercial Project

## Other AIA Documents of Interest to Small Project Practitioners

- Agreements for Projects of Limited Scope
- Specialized Owner/Architect Agreements and Forms
- Interiors Family of AIA Contract Documents
- AIA Documents for Sustainable Projects
- Master Agreements and Service/Work Orders
- Program Manager Agreement for a Single Project
- Residential Design-Build Agreement
- Amendments and Supplementary Conditions

## AIA Contract Document Formats

- AIA Contract Documents Software
- AIA Documents on Demand Plus
- AIA Documents on Demand
- AIA Documents on Paper
- AIA Documents Online

## AIA Contract Document Resources

- Document Content Help
- Purchasing Assistance
- Software Technical Support
- AIA KnowledgeNet
- Docucation
- AIAU

## Document Comparison Chart

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This Guide was developed in collaboration with representatives from the AIA's Small Project Practitioners Knowledge Community, Small Firm Round Table, and Custom Residential Architect Network. The AIA expresses special thanks to the liaisons from groups who assisted in the development, review and revision of this guide, including Marika Snider, Sara O'Neil Manion, Rob Walker, Andrew Porth and James Cline.

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### Purpose of the Guide


#### Revisions to the Guide in 2015

The AIA published the original version of this guide in September of 2013. In May of 2015, the AIA revised this guide to include information about several new documents, including a set of [master agreements](#) with service and work orders, a [residential design-build agreement](#), and a [program manager agreement for use on a single project](#). The AIA will continue to periodically revise and update this guide to reflect changes in the AIA Contract Documents program and to include new information and resources.

#### Resources Included in the Guide

The purpose of this guide is to provide comprehensive information about AIA resources of interest to small project practitioners. As used in this guide, the term “small project practitioners” includes small firms, sole practitioners, and custom residential architects. These resources include the following:

- Selected AIA Contract Documents of particular relevance to small project practitioners.
- Reference material available to download free of charge on the AIA Contract Documents Reference Material Web site ([www.aia.org/contractdocs/reference](http://www.aia.org/contractdocs/reference)).
- Directions on where to find AIA documents in different formats, such as paper, Adobe PDF (Portable Document Format), and AIA Contract Documents® software.
- Links to relevant resources on AIA KnowledgeNet and Web sites for education and training, including AIAU and AIA Contract Documents Education Portal.
- Contact information for assistance in purchasing AIA Contract Documents and software, technical support, and for assistance with questions about AIA document content and selection.
- Document Comparison Chart that provides a quick reference of major characteristics of many documents discussed in this guide.

Follow the links provided throughout this guide to access these resources. To go to specific sections of interest in this guide, click Bookmark links or topics in the Table of Contents. To view bookmarks, click the Bookmark button  on the left-hand Navigation pane. For quick access to this guide, go to [www.aia.org/smallprojectsguide](http://www.aia.org/smallprojectsguide).

This guide does not provide instructions on how to complete AIA documents or model language for amending contracts or agreements. For that information, refer to the instructions that accompany most AIA documents, and AIA Documents [A503™–2007](#), Guide for Supplementary Conditions, and [B503™–2007](#), Guide for Amendments to AIA Owner/Architect Agreements, as well as additional resources available at [www.aia.org/contractdocs/reference](http://www.aia.org/contractdocs/reference), including commentaries, comparatives and guides on other document-related topics.

Although this guide is directed primarily toward providing information and resources for selection and use of AIA Contract Documents, please note that the AIA publishes many other materials that are useful to the small project practitioner regarding other aspects of practice, including, for example, The Architect’s Handbook of Professional Practice.

## Guide to AIA Contract Documents for Small Projects

### Small Project Practitioners

**What is a small project?** It is difficult to provide a precise definition of a small project. Accordingly the criteria discussed in this paragraph are guidelines only. The key for analysis is the complexity of the project. Generally speaking, a small project is a residential, commercial, retail, industrial or educational project of relatively low cost and brief duration. A small project may be public or private, and may consist of new construction or a renovation. A small project is typically straightforward in design and often does not involve competitive bidding or more complex delivery methods. Specific parameters for cost and size will not be applicable to all small projects. However, in many small projects, the project costs are less than \$1.5 million, and project size less than 5,000 square feet. The duration of a small project is often less than one year from the start of design to the completion of construction. Team members on a small project may have established working relationships and, therefore, more predictable expectations with respect to quality and deliverables.

It is important to consider factors other than size and cost when determining whether to characterize a project as small and, especially, when deciding what contract agreement to use for any given project. Factors such as the sophistication of the parties, the location of the project, and the risks involved are all significant, and should be evaluated by the practitioner on a project by project basis. A contract should be chosen based on this overall analysis. The document synopses provided in this guide will give you an idea of the type of project for which each agreement is appropriate.

**Who undertakes a small project?** Anyone who undertakes a small project, whether a small, mid-size or large firm, could be considered as a small project practitioner. But the majority of small project practitioners are likely to be with small architecture and design firms, architects working as sole practitioners, and custom residential architects. Those small project practitioners typically have more limited resources than large firms. This guide provides information about many resources that are available free of charge to assist the small project practitioner, and to help those practitioners better understand the AIA Contract Documents that are available and tailored to the types of projects that they may be undertaking.

### Importance of Written Contracts

**Overview.** What is a contract? The standard legal definition of a contract is:

*“A contract is a promise or a set of promises for the breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty.”<sup>1</sup>*

Legal requirements for a valid contract include a meeting of the minds, offer and acceptance, mutual exchange of consideration, and performance. Stated more simply, a contract is formed when all parties agree to terms, something of value is received by each party (e.g. work completed for payment), and each party is required to perform obligations set forth in the contract. The importance of using written contracts cannot be overstated, even for the smallest and most straightforward of projects.

Architects, including small project practitioners, need written contracts so that everyone understands and agrees to the key elements of consideration and performance (i.e., meeting of the minds) at the outset, and to avoid misunderstandings as the project moves forward. Such key elements include, at a minimum, the following, all of which are included in AIA Document B105™–2007, Owner/Architect Agreement for a Residential or Small Commercial Project:

- A description of the Project

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<sup>1</sup> Restatement (Second) of Contracts, § 1.

## *Guide to AIA Contract Documents for Small Projects*

- Architect's responsibilities, including the following:
  - Statement of the standard of care.
  - Scope of services to be provided, including (1) design and related obligations, and (2) construction phase obligations, if any.
  - Consultants to be provided by the architect.
- Compensation, including compensation for Basic and Additional Services, and reimbursables
- Owner's responsibilities, such as project information to be provided, budget, and consultants and contractors to be hired by the owner
- Ownership and use of Instruments of Service
- Termination

These contract provisions help provide basic protection from major elements of risk that may be inherent in even the smallest and most basic type of project. However, as projects become larger and more complicated, there is the potential for additional types of risk and for greater expense; and agreements must be sufficiently detailed to adequately address those issues. AIA Contract Documents have been developed to allocate risks and responsibilities at a level of detail specific to different sizes or types of projects.

In addition, AIA agreements contain a section typically titled "Other Provisions" or "Special Terms and Conditions," which provides a fill point for the parties to include additional items that may not be specifically addressed in the agreement. Parties may wish to use this section, for example, to clarify items that are not included in the scope of services or to provide a limitation of liability provision such as that set forth in AIA Document B503™–2007, Guide for Amendments to AIA Owner/Architect Agreements.

**Contract Language Required by Local Law.** Some states and local jurisdictions require parties to include specific contract language in residential design or construction agreements. Often, this mandatory language is intended to protect homeowners and homebuyers. For example, local law may require a residential construction contract to include the contractor's registration number, key design or construction milestone dates, or notice regarding mechanic's lien rights. Practitioners who use the AIA Contract Documents for residential design or construction should consult local authorities or an attorney to verify contract requirements imposed by local law.

**Form Documents.** Most AIA documents published since 1906 have the words "Standard Form" in their titles. The word "standard" is not meant to imply that a uniform set of contractual requirements is mandatory for AIA members or others in the construction industry. Rather, the AIA standard documents are intended to be used as fair and balanced baselines from which the parties can negotiate their bargains. As such, the documents have won general acceptance within the construction industry and have been uniformly interpreted by the courts. Within an industry spanning 50 states—each free to adopt different, and perhaps contradictory, laws affecting that industry—AIA documents form the basis for a generally consistent body of construction law. The standard AIA agreement forms have been developed through more than 100 years of experience and have been tested repeatedly in the courts. In addition, the standard forms have been carefully coordinated with other AIA documents.

Letter forms of agreement are generally discouraged by the AIA, as is the performance of a part or the whole of the Work on the basis of oral agreements or understandings. If a combination of AIA documents and non-AIA documents is to be used, particular care must be taken to achieve consistency of language and intent among documents.

**Why use AIA Contract Documents.** AIA Contract Documents are the product of a consensus-building process aimed at balancing the interests of all parties on the construction project. The documents reflect

## Guide to AIA Contract Documents for Small Projects

actual industry practices, not theory. They are state-of-the-art legal documents, regularly revised to keep up with changes in law and the industry—yet they are written, as far as possible, in everyday language. Finally, AIA Contract Documents are flexible: they are intended to be modified to fit individual projects, but in such a way that modifications are easily distinguished from the original, printed language. This allows AIA Contract Documents users to become familiar with the standard text, and the normal allocation of risk and responsibility set forth in the documents; and to readily identify and comprehend the impact of modifications made on a project by project basis.

Prior to using any AIA Contract Document, users should view the list of [current AIA documents](#) on the AIA Web site or consult a local AIA component to verify the most recent edition. The list of current documents on the AIA Web site provides document numbers, document titles and editions (year).

**Contract selection.** AIA Contract Documents are divided into the nine families listed below. Document families are distinguished by project type or delivery method. Documents in each family provide a consistent structure and text base to support the major relationships on a design and construction project. The AIA also publishes [digital practice documents](#) and [construction administration and project management forms](#) that may be used on any project, small to large. Understanding AIA document families will help you select the most appropriate standard forms for your project. *(Follow the links for a synopsis of the documents in each family.)*

- [Small Projects](#)
- [Conventional \(A201\)](#)
- [Interiors](#)
- [Construction Manager as Adviser \(CMa\)](#)
- [Construction Manager as Constructor \(CMc\)](#)
- [Design-Build](#)
- [Integrated Project Delivery \(IPD\)](#)
- [International](#)
- [Program Management](#)

Documents of particular interest to small project practitioners are more thoroughly described later in this guide.

[\(back to Table of Contents\)](#)

## Overview of AIA Contract Documents

AIA documents are intended for nationwide use and are not drafted to conform to the law of any one state. With that caveat, however, AIA documents provide a solid basis of contract provisions that are enforceable under the existing law at the time of publication. A significant body of case law concerning contracts for design and construction is based largely on the language of AIA standard forms. Those court decisions are discussed in *The American Institute of Architects Legal Citator*, published by Matthew Bender & Company, Inc., a member of LexisNexis. Recent cases are summarized and all cases are keyed to the specific provisions in the AIA documents to which they relate.

AIA documents are grouped by [family](#) and by [series](#). This dual method of organizing the documents makes it quicker and easier for users to select the documents appropriate for their projects. Documents in the same family are coordinated to tie together the various legal and working relationships on the same project types or delivery methods. They are linked by common terminology and procedures and may also adopt one another by reference. The relevant terms of AIA Document A201™–2007, General Conditions of the Contract for Construction, for example, are adopted by reference in several agreements including AIA

## Guide to AIA Contract Documents for Small Projects

Documents A101™–2007, A102™–2007, A103™–2007, A401™–2007, B101™–2007 and B103™–2007.

Documents in each series reflect the purpose of the document. For example, owner/contractor agreements are found in the A series, and contract administration forms are in the G series. *(Follow the links below for a synopsis of documents in each series.)*

- [A-Series](#), Owner/Contractor Agreements
- [B-Series](#), Owner/Architect Agreements
- [C-Series](#), Other Agreements
- [D-Series](#), Miscellaneous Documents
- [E-Series](#), Exhibits
- F-Series [reserved]
- [G-Series](#), Contract Administration and Project Management Forms

Document series categories are defined by the AIA's document numbering system. *(Learn more about the [AIA Document Numbering System](#).)*

### History of AIA Contract Documents

The American Institute of Architects publishes more than 120 contracts and administrative forms that are recognized throughout the design and construction industry as the benchmark documents for managing transactions and relationships involved in construction projects. The AIA's prominence in the field is based on 120 years of experience creating and updating its documents. The history of AIA Contract Documents dates to 1888 when the AIA first published the [Uniform Contract](#) for use between an owner and a contractor. In 1911, the AIA published its first standardized general conditions for construction. The first set of [Standard Documents of the AIA](#) was published in 1911; and the [Second Edition of the Standard Documents](#), in 1915. The 2007 edition of AIA Document A201™ is the sixteenth edition of the general conditions.

### Document Development

**Process.** In accordance with its bylaws, The American Institute of Architects has published documents that serve as standard forms of agreement in the design and construction industry. Owners, architects, contractors, attorneys, insurance experts, and many others regularly contribute to the development and revision of the AIA Contract Documents.

**AIA Documents Committee and staff.** The AIA Documents Committee is a standing committee of 20 to 30 licensed architects and AIA members. The Committee's work is aided by insurance and other special advisors, outside legal counsel, and an AIA staff of in-house attorneys and a technical writer. The Committee meets three or four times each year, with each meeting lasting two and one-half days. Meetings take place in Washington, DC, and locations around the country. Additional AIA staff members provide business management, education, software development, and marketing support for the Documents program. Members of the Documents Committee are actively engaged in the design and construction industry through employment in architectural firms or construction companies, or for building owners or developers. Members are appointed on an annual basis, but may serve for several years (generally 10 years in order to complete one full A201 family revision cycle). New members are appointed to maintain a balance of viewpoints based on diversity of geography, firm size, practice type, and area of expertise. To prepare documents, Committee members work with AIA staff attorneys in small task groups assembled by document type. In addition to re-drafting current documents in the portfolio, the Committee recognizes the need for developing new documents that address the ever-changing professional practices. Members devote time between meetings to complete individual assignments and to attend virtual task group meetings held by Web conference. Advisory groups assist the Documents Committee with document development and the AIA with the marketing and production of AIA Contract Documents software.

## *Guide to AIA Contract Documents for Small Projects*

**Drafting Process.** The AIA's drafting process is a thorough and deliberate approach that strives to achieve a fair balance among interests affected by the contract documents. The process is based on the cooperative input of the Documents Committee members, advisors and legal counsel, and a wide variety of industry liaisons and subject matter experts.

The Documents Committee generally begins the process of updating or creating new documents two to three years before projected dates of publication. Before the Committee approves new or revised documents for publication, drafts are circulated to Committee members, liaison groups and stakeholders for comment. After document approval, it takes three or four months to publish documents in paper and software.

Beyond the input of the Committee members, the AIA solicits feedback from owners, general contractors, engineers, subcontractors, sureties, lawyers, insurers, and other interested stakeholders. The Committee seeks out and receives input from various liaison groups and stakeholders for each document via written comments and face-to-face meetings. By considering the opinions of a broad range of disciplines, the AIA strives to publish documents that account for the best interests of all parties affected by them.

**Revision Cycle.** AIA Contract Documents are generally revised and updated every 10 years, but potentially more often depending upon trends in the industry. The AIA updated 40 core documents in 2007. These documents—in the Conventional (A201) and Small Projects families—are slated to be updated again in 2017. The AIA also updated the Design-Build family of documents in 2014. For more information about how AIA Contract Documents are developed, see [Drafting Principles](#) and [Revision Policies](#).

[\(back to Table of Contents\)](#)

### **Flagship Documents: A201 and B101**

Although AIA Documents A201, A101, and B101 are generally used in projects that are large in scope, they are included here because they are the flagship documents of the AIA Contract Documents for the design-bid-build delivery method, and many other AIA documents are derived from them. For example, A105 and A107, discussed below, each contains its own internal general conditions rather than using a separate set of general conditions. The general conditions in A105 and A107 are based on A201. Similarly, B104 and B105 are streamlined versions of B101 for use in smaller projects. Commentaries on A201, A101, and B101 may be useful to consult for discussions of analogous provisions in other documents.

#### ***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. A201 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.

■ Download a [commentary on AIA Document A201–2007](#).

#### ***A101™–2007, Owner/Contractor Agreement – Stipulated Sum***

A101 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™–2007, General Conditions of the Contract for Construction. A101 is suitable for large or complex projects. The AIA also offers alternate agreements to the A101 for different methods of compensating the

## ***Guide to AIA Contract Documents for Small Projects***

contractor. The A102™-2007 is an owner/contractor agreement appropriate for use on projects requiring a guaranteed maximum price, when the basis of payment is the cost of the work plus a fee. Similarly, the A103™-2007 is an owner/contractor agreement where the basis of payment is the cost of the work plus a fee, but without a guaranteed maximum price feature. The A102 and A103 also adopt, and are designed for use with, AIA Document A201™-2007, General Conditions of the Contract for Construction.

### ***B101™-2007, Owner/Architect Agreement***

B101 is a one-part standard form of agreement between owner and architect for building design and construction contract administration. B101 was developed to replace AIA Documents B141™-1997 Parts 1 and 2, and B151-1997 (expired 2009), but it more closely follows the format of B151-1997. Services are divided traditionally into basic and additional services. Basic services are performed in five phases: schematic design, design development, construction documents, bidding or negotiation, and construction. This agreement may be used with a variety of compensation methods, including percentage of construction cost and stipulated sum. B101 is intended to be used in conjunction with AIA Document A201™-2007, General Conditions of the Contract for Construction, which it incorporates by reference.

■ Download a [commentary on AIA Document B101-2007](#).

[\(back to Table of Contents\)](#)

## **Small Projects Family of AIA Contract Documents**

The Small Projects Family is comprised of two documents: AIA Document A105™-2007, an owner/contractor agreement, and AIA Document B105™-2007, an owner/architect agreement. Documents in the Small Projects family are suitable for residential projects, small commercial projects, or other projects of relatively low cost and brief duration when a project is straightforward in design and without delivery complications, such as competitive bidding.

### ***A105™-2007, Owner/Contractor Agreement for a Residential or Small Commercial Project***

A105 is a stand-alone agreement with its own general conditions. AIA Document A105 is for use on a project that is modest in size and brief in duration (less than one year from start of design to completion of construction), and where payment to the contractor is based on a stipulated sum (fixed price). AIA Document A105 is based on AIA Document A107 and AIA Document A201™, General Conditions of the Contract for Construction. Provisions of A105 are pared down: there are no dispute resolution provisions or contractual limits on statutes of limitations.

■ Download [A105-2007](#) (sample). AIA Document A105-2007 replaced A105-1993 and A205-1993 (expired 2009).

### ***B105™-2007, Owner/Architect Agreement for a Residential or Small Commercial Project***

B105 is intended for use on a residential or small commercial project that is modest in size and brief in duration (i.e., less than one year from start of design to completion of construction). AIA Document B105 is intended for use with AIA Document A105™-2007, Owner/Contractor Agreement for a Residential or Small Commercial Project, which B105 incorporates by reference.

AIA Document B105 is extremely abbreviated and is formatted more informally than other AIA owner/architect agreements. B105 is streamlined and simplified for use by, for example, the homeowner client. It uses article numbers only (no paragraph numbering). B105 consists of only two pages, plus a cover page, and can easily be formatted as an attachment to a proposal letter. Basic Services are compressed into two phases: Design and Construction.

## *Guide to AIA Contract Documents for Small Projects*

The architect's responsibilities during the Design Phase:

- Learn project requirements
- Develop design
- Prepare Construction Documents
- Coordinate with owner-provided consultants
- Assist owner with filings, obtaining proposals and awarding construction contracts

The architect's responsibilities during the Construction Phase:

- Interpret contract documents
- Review contractor's submittals
- Visit the site
- Review and certify payments
- Reject nonconforming Work

The owner provides cost estimating through a contractor. The architect owns the Instruments of Service and the owner can use them solely for the project.

■ Download [B105–2007](#) (sample). AIA Document B105–2007 replaced B155–1993 (expired 2009).

[\(back to Table of Contents\)](#)

## **Other AIA Documents of Interest to Small Project Practitioners**

### *AIA Agreements for Projects of Limited Scope*

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

■ Download [A107–2007](#) (sample).

**B104™–2007, Owner/Architect Agreement for a Project of Limited Scope.** B104 is an abbreviated version of AIA Document B101™–2007 for use on medium-sized projects. B104 contains a compressed form of basic services with three phases: Design, Construction Documents, and Construction. B104 has no insurance requirements, requires only a discussion of environmentally responsible design, and may be used with a variety of compensation methods. B104 is intended to be used in conjunction with AIA Document A107™–2007, Owner/Contractor Agreement for a Project of Limited Scope, which it incorporates by reference.

■ Download [B104–2007](#) (sample).

### *Specialized Owner/Architect Agreements and Forms*

**B102™–2007, Owner/Architect Agreement without a Predefined Scope of Architect's Services.** B102 is a standard form of agreement that contains terms and conditions and compensation details. AIA Document B102 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 such as the following (*follow the links for a document synopsis*):

- [B201–2007](#), Architect's Services: Design and Construction Contract Administration
- [B202–2009](#), Architect's Services: Programming

## *Guide to AIA Contract Documents for Small Projects*

- [B203-2007](#), Architect's Services: Site Evaluation
- [B204-2007](#), Architect's Services: Value Analysis
- [B205-2007](#), Architect's Services: Historic Preservation
- [B206-2007](#), Architect's Services: Security Evaluation
- [B207-2008](#), Architect's Services: On-Site Project Representation
- [B209-2007](#), Architect's Services: Construction Contract Administration
- [B210-2007](#), Architect's Services: Facility Support
- [B211-2007](#), Architect's Services: Commissioning
- [B212-2010](#), Architect's Services: Regional or Urban Planning
- [B214-2012](#), Architect's Services: LEED® Certification
- [B252-2007](#), Architect's Services: Arch. Interior Design
- [B253-2007](#), Architect's Services: Furniture, Furnishings and Equipment Design

■ Download [B102-2007](#) (sample).

**B106™-2010, Owner/Architect Agreement for Pro Bono Services.** B106 is a standard form of agreement 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 for the parties 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 pro bono service. If the architect is providing construction phase services, B106 is intended to be used in conjunction with AIA Document A201™-2007, General Conditions of the Contract for Construction, which B106 incorporates by reference.

■ Download [B106-2010](#). AIA Document B106 is available in AIA Contract Documents® software, but is not published in paper. An interactive B106 form is available free of charge from [AIA Documents on Demand®](#).

**B107™-2010, Developer-Builder/Architect Agreement for Prototype(s) for Single Family Residential Project.** B107 is a standard form of agreement between developer-builder and architect that is intended for use in situations where the architect will provide limited architectural services in connection with a single family residential project. Under B107, 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.

■ Download [B107-2010](#) (sample). AIA Document B107-2010 replaced B188-1996 (expired April 2012).

**B108™-2009, Owner/Architect Agreement for a Federally Funded or Federally Insured Project.** B108 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. B108 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.

■ Download [B108-2009](#) (sample). AIA Document B108-2009 replaced B181-1994 (expired 2011).

## *Guide to AIA Contract Documents for Small Projects*

**B172™-2013, Owner/Architect Agreement for Architect of Record Services.** B172 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 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 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.

■ Download [B172-2013](#) (sample).

**B305™-1993, Architect’s Qualification Statement.** B305 is a standardized outline form on which the architect may enter information that a client may wish to review before selecting the architect. The owner may use B305 as part of a request for proposal or as a final check on the architect’s credentials. Under some circumstances, B305 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.

■ Download [B305-1993](#) (sample). AIA Document B305-1993 replaced B431-1993 (expired 2009).

### *Interiors Family of AIA Contract Documents*

**B152™-2007, Owner/Architect Agreement for Architectural Interior Design Services.** B152 is a standard form of agreement between the owner and architect for design services related to furniture, furnishings and equipment (FF&E) as well as to architectural interior design. AIA Document B152 divides the architect’s services into eight phases: programming, pre-lease analysis and feasibility, schematic design, design development, contract documents, bidding and quotation, construction contract administration, and FF&E contract administration. B152 replaced B171ID-2003 (expired 2009) and was modified to align, as applicable, with AIA Documents B101™-2007 and A201™-2007. AIA Document B152 is intended for use with AIA Documents A251™-2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, and A201™-2007, General Conditions of the Contract for Construction, both of which it incorporates by reference.

**B153™-2007, Owner/Architect Agreement for Furniture, Furnishings and Equipment Design Services.** B153 is a standard form of agreement between the owner and architect for design services related solely to furniture, furnishings and equipment (FF&E). AIA Document B153 divides the architect’s services into six phases: programming, schematic design, design development, contract documents, quotation, and FF&E contract administration. B153 replaced B175ID-2003 (expired 2009) and was modified to align, as applicable, with AIA Documents B101™-2007. AIA Document B153 is intended for use with AIA Document A251™-2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, which it incorporates by reference.

The interiors family also includes the following documents:

- [A151-2007](#), Owner/Vendor Agreement for FF&E – Stipulated Sum
- [A251-2007](#), General Conditions of the Contract for FF&E
- [A751-2007](#), Invitation and Instructions for Quotation for FF&E

## Guide to AIA Contract Documents for Small Projects

### AIA Documents for Sustainable Projects

The Sustainable Projects documents are based on underlying documents in the Conventional (A201) family of AIA Contract Documents, with modifications that address the risks, responsibilities and opportunities unique to projects involving substantial elements of sustainable design and construction (sustainable projects). The Sustainable Projects documents have been developed for use on a wide variety of sustainable projects, including those in which the owner's 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 without seeking a specific certification. In addition, as new "green" codes are developed, the process outlined in the Sustainable Projects documents will help project participants navigate the requirements of code compliance.

The Sustainable Projects documents provide a process for successful completion of a sustainable project through the use of special definitions, the allocation of the parties' risks and responsibilities, a specific scope of architect's services for sustainable projects, and provisions that address specific issues of concern to each party, whether owner, architect or contractor. Taken together, the Sustainable Projects documents provide a fully integrated suite of documents for a design-bid-build project (*follow the links for a document synopsis*):

- [A101–2007 SP](#), Owner/Contractor Agreement—Sustainable Project, Stipulated Sum
- [A201–2007 SP](#), General Conditions—Sustainable Project
- [A401–2007 SP](#), Contractor/Subcontractor Agreement—Sustainable Project
- [B101–2007 SP](#), Owner/Architect Agreement—Sustainable Project
- [C401–2007 SP](#), Architect/Consultant Agreement—Sustainable Project

In addition to sustainable projects versions of the A201 family, the AIA also publishes sustainable projects versions of documents in the Construction Manager as Advisor (CMA) and Construction Manager as Constructor (CMc) families.

**D503™-2013, Guide for Sustainable Projects, including Commentary on the AIA Sustainable Projects Documents.** D503 discusses the risks, roles and responsibilities faced by owners, architects and contractors on sustainable design and construction projects.

■ View or download [D503–2013](#).

### Master Agreements and Service/Work Orders

The AIA Master Agreements are designed so parties who regularly contract with each other can avoid renegotiating basic business terms on each new project. Under these agreements, the parties can establish the basic business terms of their relationship and add projects, through Service and Work Orders, without renegotiating an entirely new contract.

**B121™-2014, Master Agreement Between Owner and Architect for Services provided under multiple Service Orders.** B121 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 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, which includes both the terms and the scope of services. B121 is coordinated for use with AIA Document B221™-2014, 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.

## *Guide to AIA Contract Documents for Small Projects*

**B221™–2014, Service Order for use with Master Agreement Between Owner and Architect.** B221 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 is not a stand-alone agreement and must be used in conjunction with a master agreement. B221 is coordinated for use with AIA Document B121™–2014, 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, which includes both the terms and the scope of services.

In addition to B121 and B221, the AIA also publishes the following master agreement and work/service order documents:

- [A121-2014](#), Master Agreement Between Owner and Contractor
- [A221-2014](#), Work Order for use with Master Agreement Between Owner and Contractor
- [C421-2014](#), Master Agreement Between Architect and Consultant
- [C422-2014](#), Service Order for use with Master Agreement Between Architect and Consultant

### *Program Manager Agreement for a Single Project*

**C172™–2014, Owner/Program Manager Agreement for use on a Single Project.** C172 is a standard form agreement between an 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 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 is primarily intended to be used with the A201™–2007 family of documents.

### *Residential Design-Build Agreement*

**A145™–2015, Owner/Design-Builder Agreement for a One or Two Family Residential Project.**

A145 is intended to be used for a one or two family residential project and consists of the Agreement portion and Exhibit A, which is a Design-Build Amendment that is executed when the owner and design-builder have agreed on the Contract Sum. A145 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.

## Guide to AIA Contract Documents for Small Projects

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.

### Amendments and Supplementary Conditions

**A503™–2007, Guide for Supplementary Conditions.** A503 contains 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 is provided to assist users with modifying A201–2007.

■ View or download [A503–2007](#). AIA Document A503–2007 replaced A511–1999 (expired 2009).

**B503™–2007, Guide for Amendments to AIA Owner/Architect Agreements.** B503 contains 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.

■ View or download [B503–2007](#). AIA Document B503–2007 replaced B511–2001 (expired 2009).

[\(back to Table of Contents\)](#)

## AIA Contract Document Formats

For the convenience of users, AIA Contract Documents are available through their choice of (1) the AIA Contract Documents Software, (2) an online platform called Documents on Demand Plus® that offers editable individual documents, (3) a service called Documents on Demand® that offers non-editable individual PDF documents, and (4) paper documents. These options are more thoroughly described throughout this section. Document synopses, commentaries, articles, and other free guides are available on the AIA Web site at [www.aia.org/contractdocs/reference](http://www.aia.org/contractdocs/reference).

### AIA Contract Documents Software

AIA documents are available in AIA Contract Documents® software under limited and unlimited licenses that are renewed annually. Each document contains fill points for customization for a particular project. The content of documents in software can be edited, and draft documents can be shared and reviewed by e-mail. Many documents are enabled for digital signatures ([AIA Documents Enabled for Digital Signatures](#).)

Features of limited and unlimited licenses:

1) Annual limited licenses

- Access to all AIA Contract Documents
- Documents are assigned a DU value ([AIA Document Unit \(DU\) Values](#)).  
NOTE: The DU value is subtracted when a final document is first generated. Users may generate as many draft documents or print as many final documents as needed without affecting the DU balance. The DU value of individual documents determines how many projects the License will cover.
- Docs 100 license (100 DUs, for AIA members only) and Docs 300 license (300 DUs), which limit how many documents can be finalized
- License expires after DUs are used or one year elapses

2) Annual unlimited single seat

- Access to all AIA Contract documents

## Guide to AIA Contract Documents for Small Projects

- No limit on the number of documents that can be finalized
  - Software installation on one (1) PC only
  - Subscription expires after one calendar year
- 3) Annual unlimited multi-seat licenses: All the benefits of a single seat license, and available in 5, 10, 20, 30, 40 and 50-seat increments.

To purchase software, visit the [AIA Contract Documents](#) Web site.

### ***AIA Documents on Demand Plus®***

Documents on Demand Plus® allows users to purchase individual documents for a one-time use. These documents are fully editable and may be shared online or downloaded and edited in Microsoft Word. To purchase, visit [AIA Documents on Demand Plus](#).

### ***AIA Documents on Demand®***

AIA Documents on Demand® are PDF versions of the document with text and check box fields for data entry. The forms are basically digital versions of the documents in paper. Except for data fields, the content of AIA documents cannot be edited (similar to paper forms). To purchase, visit [AIA Documents on Demand](#).

### ***AIA Documents on Paper***

AIA Contract Documents on paper can be purchased from 80 local distributors, primarily local AIA components, located across the country. Documents not available in paper can be downloaded from the [AIA Documents on Demand®](#) service. See this list of [AIA Contract Documents](#) for information on document availability.

■ View a list of [AIA Contract Documents Full Service Distributors](#)

### ***AIA Documents Online***

Several AIA documents and guides can be downloaded free of charge on the AIA Contract Documents Reference Material web pages ([www.aia.org/contractdocs/reference](http://www.aia.org/contractdocs/reference)), under the subheads Amendments and Supplementary Conditions and Other Reference Material:

- [A503–2007](#), Guide for Supplementary Conditions
- [A521–2012](#), Uniform Location of Subject Matter
- [A533–2009](#), Guide for Supplementary Conditions, Construction Manager as Adviser Edition
- [B106–2010](#), Owner/Architect Agreement for Pro Bono Services
- [B503–2007](#), Guide for Amendments to AIA Owner/Architect Agreements
- [D503–2013](#), Guide for Sustainable Projects, including Commentary on the AIA Sustainable Projects Documents
- [G612–2001](#), Owner's Instructions to the Architect\*

*\*This version of AIA Document G612 cannot be edited. An editable version is available in AIA Contract Documents® software.*

[\(back to Table of Contents\)](#)

## **AIA Contract Documents Resources**

### ***Document Content Help***

**Document Instructions.** Most AIA Contract Documents include instruction sheets. In addition to background information about AIA documents in general, the instruction sheets describe the purpose of

## ***Guide to AIA Contract Documents for Small Projects***

each document and identify related documents. If the document is a revised edition, instruction sheets describe changes from the previous edition. Although line-by-line instructions are not provided, instruction sheets identify and provide guidance for completing key fill points. In some instances, instruction sheets provide model language (e.g., compensation options for owner/architect agreements).

**AIA Doc Info telephone assistance.** The AIA Doc Info telephone line provides answers to questions about document content and assistance with document selection. AIA Doc Info telephone assistance is available Monday–Friday, from 8:30 a.m. to 5:00 p.m. Eastern Time:

- Telephone: (202) 626-7526
- E-mail: [docinfo@aia.org](mailto:docinfo@aia.org)

**AIA Contract Documents Knowledge Base.** The AIA Contract Documents [Knowledge Base](#) is an online database that provides answers to more than 600 frequently asked questions (FAQs) about purchasing AIA contract documents, using AIA Contract Documents® software, and selecting and understanding AIA contract documents and administrative forms.

**AIA Contract Documents Reference Material.** The AIA Contract Documents Reference Material Web site ([www.aia.org/contractdocs/reference](http://www.aia.org/contractdocs/reference)) provides access to a variety of documents that are available for viewing or to download free of charge:

- Synopses of AIA documents by [family](#) and [series](#)
- Contract relationship [diagrams](#) for AIA document families
- [Free documents and guides](#)
- Guides for [amendments or supplementary conditions](#) to AIA owner/architect and owner/contractor agreements
- [Articles](#) on sustainability, digital practice, integrated project delivery (IPD), AGC ConsensusDOCS and the 2007 update of core AIA documents
- [Commentaries](#) on and [comparisons](#) of key AIA documents
- Lists of [current editions and document availability](#) in three formats: ACD software, paper and AIA Documents on Demand
- Lists of [retired](#) (since 2007) and [expired](#) (since 1888) documents
- Description of the AIA's [document numbering system](#)
- [Other reference material](#), including frequently asked questions (FAQs) and information on recent modifications to AIA documents

## ***Purchasing Assistance***

AIA Contract Documents Customer Support Center: Open Monday–Friday, from 8:30 a.m. to 6:00 p.m. Eastern Time:

- Telephone: (800) 942-7732
- Fax: (202) 879-3083
- Email: [docspurchases@aia.org](mailto:docspurchases@aia.org)

## ***Software Technical Support***

AIA Contract Documents Technical Support Center: Open Monday–Friday, from 8:30 a.m. to 6:00 p.m. Eastern Time:

- Telephone: (800) 942-7732
- Fax: (202) 879-3083

## Guide to AIA Contract Documents for Small Projects

- E-mail: [docstechsupport@aia.org](mailto:docstechsupport@aia.org)

To access technical support in AIA Contract Documents® software, click the **Help** tab, and then click the **E-mail Software Support** icon. E-mail requests for support are addressed within 4 business hours.

### AIA KnowledgeNet

The AIA KnowledgeNet is an interactive Web site where architects and allied professionals can connect and share expertise. The site is built around subject matter communities, including small project practitioners. Resources for small project practitioners on the AIA KnowledgeNet include the following:

- [Small Firms Resource Center](#). Tips and solutions especially geared for the small project practitioner. The web site contains blogs, design ideas, practice tools, contract and insurance information, and information on building performance, practice management and sustainability resources.
- [Small Firm Round Table](#). The AIA Small Firm Round Table focuses on the needs of small firms. Its mission is to further the special and unique interests of architects practicing in small firms and architects as sole practitioners by working with and through the American Institute of Architects. Secondly, it is to act as a central body to promote the creation, and to facilitate and coordinate the efforts of additional Small Firm Round Tables at the component level. The web site contains blogs, webinars, discussion forums, publications, announcements, practice tools, best practices and upcoming events.
- [Small Project Practitioners Knowledge Community](#). The AIA Small Project Practitioners Knowledge Community generates, collects, and distributes knowledge for architects of small firms and designers of small projects. The web site contains blogs, videos, podcasts, discussion forums, announcements, toolkits, shared files, trust programs, AIA Trust for Small Firms, AIA Small Projects Awards Program, Small Projects Practitioners Journal, and information on design trends, managing a practice, navigating the economy, and contracts and insurance.
- [Custom Residential Architects Network \(CRAN\)](#). A network of more than 1,000 members, hosting blogs, a library, events calendar and discussion forums. CRAN develops knowledge and information to benefit architects who are engaged in, or who are interested in learning more about, custom residential practice. CRAN presents information and facilitates the exchange of knowledge and expertise to promote the professional development of its members via discussion forums, national symposia and conventions, publications, and local activities.

### Docucation

[Docucation](#), the AIA Contract Documents Education and Training Portal, provides an easy, convenient and affordable way to obtain quality education and resources. The Education Library offers an array of live webinars, on-demand webinars, and in-person training about contract documents content. All courses are available for AIA continuing education learning units. A resources section includes [software training tools](#), such as beginner's guides and free new customer orientation training.

Relevant courses for small project practitioners include: [Everything You Need to Know: AIA Contract Documents for Small Firms](#) and [A Small Project Practitioner's Perspective: Strategies for Reducing Risk and Drafting More Effective Construction Contracts](#).

### AIAU

[AIAU](#) is a dynamic catalogue of online on-demand courses that offers architects learning units on trending topics, business opportunities, and tactics that can benefit your small firm practice. Click [here](#) to view the

## ***Guide to AIA Contract Documents for Small Projects***

course catalogue. Relevant courses for small project practitioners include: [Small Firm Sustainable Strategies: Applying Sustainable Principles to Small Projects](#) and [Avoiding or Reducing Architect–Contractor Conflicts in Small Projects](#).

[\(back to Table of Contents\)](#)

|                               | Owner/Contractor Agreements – Comparison Chart   |   |  |   |   |   |   |
|-------------------------------|--|---|--|---|---|---|---|
|                               | *A101–2007   | A102–2007   | A103–2007  | A105–2007   | A107–2007   | A121–2014   | A145–2015   |
| <b>Title</b>                  | Owner/Contractor Agreement, where the basis of Payment is a Stipulated Sum   | Owner/Contractor Agreement, where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price   | Owner/Contractor Agreement, where the basis of payment is the Cost of the Work Plus a Fee  | Owner/Contractor Agreement for a Residential or Small Commercial Project  | Owner/Contractor Agreement for a Project of Limited Scope   | Master Agreement Between Owner and Contractor, where Work is provided under multiple Work Orders  | Owner/Design-Builder Agreement for a One or Two Family Residential Project  |
| <b>Purpose</b>                | O/C agreement where the basis of payment is a stipulated sum and cost has been determined in advance through bidding or negotiation.                     | Establishes a contractual relationship between Owner and Contractor where the basis of payment is the Cost of the Work plus a fixed fee with a guaranteed maximum price. It is not intended for use in competitive bidding. | Establishes a contractual relationship between Owner and Contractor where the basis of payment is the Cost of the Work plus a fixed fee without a guaranteed maximum price. It is not intended for use in competitive bidding. | O/C agreement for a residential or small commercial project. Payment to the Contractor is a stipulated sum (fixed price). | O/C agreement for projects of limited scope (medium size).  | Intended for use when the Contractor's scope of Work will be specified through the use of Work Orders.  | Establishes a contractual relationship between the Owner and a Design-Builder for design and construction of a one or two family residential project. |
| <b>General Conditions</b>     | A201–2007  | A201–2007   | A201–2007  | Internal general conditions.  | Internal general conditions.  | Internal general conditions.  | Internal general conditions.  |
| <b>Method of Compensation</b> | Stipulated Sum   | Cost of the Work Plus a Fee with a Guaranteed Maximum Price   | Cost of the Work Plus a Fee without a Guaranteed Maximum Price   | Stipulated Sum  | Stipulated Sum or Cost of the Work Plus a Fee with or without a GMP   | Selected in A221™-2014  | Stipulated Sum or other method as determined by the parties.  |
| <b>Number of Pages</b>        | 8  | 13  | 12   | 10  | 26 (including 6-page exhibit)   | 23 (including 5 page exhibit)   | 17 ( includes a 3 page exhibit)   |
| <b>Dispute Resolution</b>     | Initial decision by the architect or neutral, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution. | Initial decision by the architect or neutral, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution.  | Initial decision by the architect or neutral, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution.   | N/A   | Initial decision by the architect, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution. | Initial decision by the architect, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution. | Litigation, unless another method is agreed upon by the parties.  |
| <b>Insurance</b>              | Owner and Contractor are required to maintain insurance and provide bonds as set forth in A201–2007.   | Owner and Contractor are required to maintain insurance and provide bonds as set forth in A201–2007.  | Owner and Contractor are required to maintain insurance and provide bonds as set forth in A201–2007.   | Owner and Contractor are required to maintain insurance and provide bonds as set forth in Article 5.                      | Owner and Contractor are required to maintain insurance and provide bonds as set forth in Article 17.   | Owner and Contractor are required to maintain insurance and provide bonds as set forth in Article 16.   | Owner and Contractor are required to maintain insurance and provide bonds as set forth in Article 16.   |
| <b>Related Documents</b>      | A201, A401, A503, A701, B101, C401   | A201, A401, A503, A701, B101, C401  | A201, A401, A503, A701, B101, C401   | B105  | B104, A503  | A221  | N/A   |

\*Denotes document that is also offered in a sustainable projects version.

This Guide was developed in collaboration with representatives from the AIA's Small Project Practitioners Knowledge Community, Small Firm Round Table, and Custom Residential Architect Network. The AIA expresses special thanks to the liaisons from groups who assisted in the development, review and revision of this guide, including Marika Snider, Sara O'Neil Manion, Rob Walker, Andrew Porth and James Cline.

## Owner/Architect Agreements – Comparison Chart

|                                       | *B101–2007  | B102–2007  | B104–2007   | B105–2007   | B106–2010  | B107–2010   | B108–2009  | B121–2014   |
|---------------------------------------|---|--|---|---|--|---|--|---|
| <b>Title</b>                          | <b>Owner/Architect Agreement</b>  | <b>Owner/Architect Agreement without a Predefined Scope of Architect's Services</b>                          | <b>Owner/Architect Agreement for a Project of Limited Scope</b>                                       | <b>Owner/Architect Agreement for a Residential or Small Commercial Project</b>  | <b>Owner/Architect Agreement for Pro Bono Services</b>   | <b>Developer-Builder and Architect Agreement for Prototype(s) for Single Family Residential Project</b>                               | <b>Owner/Architect Agreement for a Federally Funded or Federally Insured Project</b>   | <b>Master Agreement Between Owner and Architect for Services provided under multiple Service Orders</b>   |
| <b>Purpose</b>                        | Flagship O/A agreement, generally for use on larger projects. Assumes Architect will provide cost estimates and design Project to meet Owner's budget for cost of the Work. | O/A agreement containing only business terms and conditions. Scope of services must be inserted or attached. | O/A agreement for projects of limited scope (medium size). Abbreviated version of B101–2007.          | O/A agreements for a residential or small commercial project. Adopts A105 by reference for Architect's Construction Phase duties. | O/A agreement for professional services provided on a pro bono basis.  | Developer-Builder/Architect agreement for design of one or more prototype(s) for a single family residential project.                 | O/A agreement for use on federally funded or federally insured projects. Contains terms and conditions that are unique to such projects.                                     | Master Agreement intended for use when Architect's scope of services will be specified in Service Orders. |
| <b>General Conditions</b>             | A201–2007   | NA   | A107–2007   | A105–2007   | A201–2007  | NA  | A201–2007  | NA  |
| <b>Method of Compensation</b>         | Various methods. See document instructions.   | Various methods. See document instructions.  | Various methods. See document instructions.   | Various methods. See document instructions.   | No financial compensation, other than Reimbursable Expenses.   | Various methods. See document instructions.   | Various methods. See document instructions.  | Various methods. See document instructions.   |
| <b>Number of Pages</b>                | 19 (plus 3-page optional Exhibit A)   | 8  | 13  | 3   | 15   | 15  | 19   | 10  |
| <b>Phases of Architect's Services</b> | Five phases of Basic Services (schematic design, design development, construction documents, bidding or negotiation, construction) and Additional Services                  | Terms and conditions only; scope of services must be attached.   | Three phases of Basic Services (design, construction documents, construction) and Additional Services | Two abbreviated phases of Basic Services (design and construction) and abbreviated Additional Services                            | Table format for parties to designate scope of pro bono services and maximum number of hours to be provided.                             | Two phases of Basic Services (design—schematic to permit set documents only, and limited construction phase) and Additional Services. | Five phases of Basic Services (schematic design, design development, construction documents, bidding or negotiation, construction) Optional Services and Additional Services | Terms and conditions only; scope of services must be attached.  |
| <b>Dispute Resolution</b>             | Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.   | Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.        | Mediation. If mediation not successful, check-box selection of method for binding dispute resolution. | N/A   | Meet and confer, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution.              | Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.                                 | Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.  | Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.     |
| <b>Insurance</b>                      | Contains fill points to list types and limits of Architect's insurance coverage. For Owner's insurance requirements, see A201–2007.   | Contains fill points to list types and limits of Architect's insurance coverage.                             | No insurance requirements specified for Architect. For Owner's insurance requirements, see A107–2007. | No insurance requirements specified for Architect. For Owner's insurance requirements, see A105–2007.                             | No insurance requirements for Architect. Owner must maintain CGL insurance and other insurance required pursuant to A201, if applicable. | Contains fill points to list types and limits of Architect's insurance coverage.  | Contains fill points to list types and limits of Architect's insurance coverage. For Owner's insurance requirements, see A201–2007.  | Contains fill points to list types and limits of Architect's insurance coverage.                          |
| <b>Related Documents</b>              | A201, C401  | B201, B202, B203, B204, B205, B206, B207, B209, B210, B211, B212, B214                                       | A107, C401  | A105  | A201   | C401  | A201, C401   | B221  |

\*Denotes document that is also offered in a sustainable projects version.

[\(back to Table of Contents\)](#)