



**AIA**<sup>®</sup>

# Document B101<sup>™</sup> – 2007 SP Exhibit A

## **Initial Information**

### **for the following PROJECT:**

*(Name and location or address)*

### **THE OWNER:**

*(Name, legal status and address)*

### **THE ARCHITECT:**

*(Name, legal status and address)*

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This Agreement is based on the following information.

*(Note the disposition for the following items by inserting the requested information or a statement such as “not applicable,” “unknown at time of execution” or “to be determined later by mutual agreement.”)*

### **ARTICLE A.1 PROJECT INFORMATION**

#### **§ A.1.1** The Owner’s program for the Project:

*(Identify documentation or state the manner in which the program will be developed.)*

#### **§ A.1.2** The Project’s physical characteristics:

*(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)*

#### **§ A.1.3** The Owner’s budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total, and if known, a line item break down.)*

§ A.1.4 The Owner's other anticipated scheduling information, if any, not provided in Section 1.2:

§ A.1.5 The Owner intends the following procurement or delivery method for the Project:  
*(Identify method such as competitive bid, negotiated contract, or construction management.)*

§ A.1.6 The Owner's anticipated Sustainable Objective for the Project:  
*(Identify the Owner's Sustainable Objective for the Project such as Sustainability Certification, benefit to the environment, enhancement to the health and well-being of building occupants, or improvement of energy efficiency.)*

§ A.1.7 Incentive programs the Owner intends to pursue for the Project, including those related to the Sustainable Objective, and any deadlines for receiving the incentives, including those that are dependent on the Architect's services, are as follows:  
*(Identify incentive programs the Owner intends to pursue and deadlines for submitting or applying for the incentive program.)*

§ A.1.8 Other Project information:  
*(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)*

## ARTICLE A.2 PROJECT TEAM

§ A.2.1 The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address and other information.)*

**§ A.2.2** The persons or entities, in addition to the Owner’s representative, who are required to review the Architect’s submittals to the Owner are as follows:  
*(List name, address and other information.)*

**§ A.2.3** The Owner will retain the following consultants and contractors:  
*(If the Owner intends to retain consultants, including a commissioning agent, and contractors, list discipline and, if known, identify them by name and address.)*

**§ A.2.4** The Architect identifies the following representative in accordance with Section 2.3:  
*(List name, address and other information.)*

**§ A.2.5** The Architect will retain the consultants identified in Sections A.2.5.1, A.2.5.2, and A.2.5.3.  
*(List discipline and, if known, identify them by name, legal status, address and other information.)*

**§ A.2.5.1** Consultants retained under Basic Services:

.1 Structural Engineer

.2 Mechanical Engineer

.3 Electrical Engineer

**§ A.2.5.2** Consultants retained pursuant to Sustainability Services:  
*(If known, list Consultants who will provide services pursuant to Section 3.3 of AIA Document B101™-2007 SP, including any Consultants already listed in Section A.2.5.1.)*

§ A.2.5.3 Consultants retained under Additional Services:

§ A.2.6 Other Initial Information on which the Agreement is based:  
*(Provide other Initial Information.)*

Sample