

AIA[®] Document B207[™] – 2008

Standard Form of Architect's Services: On-Site Project Representation

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 document must be used with an owner-architect agreement where the architect provides construction administration services.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with G802[™]–2007, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

THE AGREEMENT

This Standard Form of Architect's Services is part of or modifies the accompanying Owner-Architect Agreement (hereinafter, the Agreement) dated the _____ day of _____ in the year _____
(In words, indicate day, month, and year.)

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ON-SITE PROJECT REPRESENTATION SERVICES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION
- 6 SPECIAL TERMS AND CONDITIONS

ARTICLE 1 INITIAL INFORMATION

The Architect's performance of the services set forth in this document is based upon the following information. Material changes to this information may entitle the Architect to Additional Services.

(List below information, including conditions or assumptions that will affect the Architect's performance.)

ARTICLE 2 ON-SITE PROJECT REPRESENTATION SERVICES

§ 2.1 The Architect shall provide () representative(s) at the Project site to assist in carrying out the Architect's construction phase services identified in the Agreement.

§ 2.2 The Architect's representative(s) shall perform services in accordance with the standard of care set forth in the Agreement, or if none is set forth, in accordance with applicable law. In performing services, the Architect's representative(s) shall not exceed the authority of the Architect as set forth in the Agreement.

§ 2.3 The Architect's representative(s) shall be located at the Project site in accordance with the following schedule: *(Insert the days per week, hours per day, schedule duration, and other relevant information.)*

§ 2.4 In addition to the Architect's construction phase services identified in the Agreement, the Architect's representative(s) shall perform the services set forth in this Section 2.4.

§ 2.4.1 The Architect's representative(s) shall monitor the Contractor's construction schedule and alert the Owner to conditions that may affect the Contractor's ability to complete the work in accordance with the schedule.

§ 2.4.2 The Architect's representative(s) shall attend the job site meetings listed below and prepare and distribute a written report to the Owner on the proceedings:

§ 2.4.3 The Architect's representative(s) shall observe the systems and equipment testing required in the Specifications and report test results to the Owner.

§ 2.4.4 The Architect's representative(s) shall maintain records at the Project site in an orderly manner. These records may include correspondence, Contract Documents, Change Orders, Construction Change Directives, reports of site meetings, Shop Drawings, Product Data and similar submittals; supplementary drawings, and Applications for Payment; and names, addresses and telephone numbers of the Contractor, Subcontractors, Owner's separate contractors, and principal material suppliers.

§ 2.4.5 The Architect's representative(s) shall review the Contractor's on-site copy of the Drawings, Specifications, addenda, Change Orders and other modifications at intervals appropriate to the stage of construction and notify the Owner of any apparent failure by the Contractor to maintain up-to-date records.

§ 2.4.6 The Architect's representative(s) shall maintain a log of activities at the Project site, including weather conditions, nature and location of Work being performed, verbal instructions and interpretations given to the Contractor, and specific observations.

ARTICLE 3 ADDITIONAL SERVICES

The Architect shall provide On-Site Project Representation Services in addition to those set forth in Article 2 as Additional Services.

ARTICLE 4 OWNER'S RESPONSIBILITIES

The Owner shall provide an on-site office for use by the Architect's representative(s), including utilities, heating, air conditioning and ventilation. The Owner shall provide furnishings and office equipment as follows:
(List furniture, computers, fax machines, etc.)

ARTICLE 5 COMPENSATION

§ 5.1 For the Architect's On-Site Project Representation Services described under Article 2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

§ 5.2 For Additional Services performed pursuant to Article 3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: On-Site Project Representation, if any, are as follows: