INSTRUCTIONS

AIA DOCUMENT B141-1997

Standard Form of Agreement Between Owner and Architect with Standard Form of Architect's Services

GENERAL INFORMATION

BACKGROUND. AIA Document B141-1997 represents an entirely new format for an AIA Owner-Architect agreement. It is the result of considerable input and exchange from a number of sources, including round table meetings conducted with owners and architects throughout the country, and contributions from the AIA Practice and Prosperity initiative. This new format is intended to clarify the assumptions, roles, responsibilities and obligations of the parties, to provide clear narrative descriptions of services, and to facilitate, strengthen and maintain the working and contractual relationships between the parties to the agreement. To that end, these new standard forms encourage greater interaction and communication between the Owner and Architect by requiring them, among other things, to engage in an active dialogue to complete requested information in the forms.

PURPOSE. B141-1997 is intended as a flexible contracting package that allows Architects to offer a broad range of services to Owners spanning the life of a project, from conception to completion and beyond. To that end, B141-1997 is structured in a multi-part format consisting of a Standard Form of Agreement Between Owner and Architect and a Standard Form of Architect's Services. Parties using the Standard Form of Agreement Between Owner and Architect may choose to use an AIA Standard Form of Architect’s Services, such as the one accompanying these Instructions, as their scope of services for a particular project, or may choose to draft their own customized scope of services. An architect may also use a Standard Form of Architect’s Services as part of a response to an owner’s request for proposals. Note that, in the coming months and years, the AIA will develop and release additional Standard Forms of Architect’s Services that offer other services packages reflecting different practice styles. The AIA also will be developing reference documents that expand the description of services selected in the Standard Forms of Architect’s Services. An example of such a document is AIA Document B352, Duties, Responsibilities and Limitations of Authority of the Architect’s Project Representative.

The structure of B141-1997 can be diagrammed as follows:

B141-1997

Complete Agreement Form
Select Services Form or Develop Your Own
Choose Reference Document if Needed

+ +

(Design & Contract Administration Services Form)
(e.g., AIA Document B352)

or

(The parties' own services form)

and/or

(The parties' own reference document)

or

(Alternative AIA service form yet to be developed)

and/or

(Alternative AIA reference document yet to be developed)
RELATED DOCUMENTS. B141-1997 is intended to be used in conjunction with AIA Document A201, General Conditions of the Contract for Construction, which it incorporates by reference, when the Architect’s services involve construction contract administration. B141-1997 also can be used with Architect-Consultant agreements such as AIA Documents C141-1997, C142-1997 or C727.

Other AIA Owner-Architect agreements available for use in connection with customary services or in special circumstances include:

- B141/CMa Owner-Architect Agreement, Construction Manager-Adviser Edition
- B151-1997 Abbreviated Owner-Architect Agreement for Projects of Limited Scope
- B563 Owner-Architect Agreement for Designated Services
- B7 Interior Design Services Agreement
- B77 Abbreviated Interior Design Services Agreement
- B88 Owner-Architect Agreement for Housing Services
- B88 Owner-Architect Agreement for Limited Architectural Services for Housing Projects
- B727 Owner-Architect Agreement for Special Services
- B801/CMa Owner-Construction Manager-Adviser Agreement
- B901 Design/Builder-Architect Agreement

DISPUTE RESOLUTION—MEDIATION AND ARBITRATION. B141-1997 contains provisions for mediation and arbitration of claims and disputes. Mediation is a non-binding process, but is mandatory under the terms of this agreement. Arbitration is mandatory under the terms of this agreement and binding in most states and under the Federal Arbitration Act. In a minority of states, arbitration provisions relating to future disputes are not enforceable, but the parties may agree to arbitrate after the dispute arises. Even in those states, under certain conditions (for example, in a transaction involving interstate commerce), arbitration provisions may be enforceable under the Federal Arbitration Act.

The AIA does not administer dispute resolution processes. To submit disputes to mediation or arbitration or to obtain copies of the applicable mediation or arbitration rules, write to the American Arbitration Association or call (800) 778-7879. The American Arbitration Association also may be contacted at http://www.adr.org.

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 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.

For further information on the AIA’s approach to drafting contract documents, see AIA Document M120, Documents Drafting Principles.

USE OF NON-AIA FORMS. 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. Certain owners require the use of owner-architect agreements and other contract forms which they prepare. Such forms should be carefully compared to the standard AIA forms for which they are being substituted before execution of an agreement. If there are any significant omissions, additions or variances from the terms of the related standard AIA forms, both legal and insurance counsel should be consulted. Of particular concern is the need for consistency between the Owner-Architect Agreement and related documents and the anticipated General Conditions of the Contract for Construction in the delineation of the Architect’s construction contract administration services and responsibilities.

LETTER FORMS OF AGREEMENT. Letter forms of agreement are generally discouraged by the AIA, as is the performance of a part or the whole of professional services based on oral agreements or understandings. The AIA’s 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.

STANDARD FORMS. Most AIA documents published since 1906 have contained in their titles the words “Standard Form.” The term “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 of them free to adopt different, and perhaps contradictory, laws affecting that industry—they form the basis for a generally consistent body of construction law.
USE OF CURRENT DOCUMENTS. Prior to using any AIA document, the user should consult an AIA component chapter or a current AIA Documents Price List to determine the current edition of each document.

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CHANGES FROM THE PREVIOUS EDITION
Many significant changes from the previous edition were made in the format and content of B141-1997. A key change between the 1987 and 1997 editions of B141 is that B141 no longer is a unitary standard form. Rather, it is composed of two standard forms: the Standard Form of Agreement Between Owner and Architect and the Standard Form of Architect’s Services. Descriptions of the Architect’s services to be provided under the agreement have been removed from the Standard Form of Agreement Between Owner and Architect and have been placed instead in a new form—the Standard Form of Architect’s Services. Other key changes are the elimination of phases of services and the designations “Basic Services,” “Additional Services,” “Contingent Additional Services,” and “Optional Additional Services.” In B141-1997, services are divided into categories to delimit them according to type or task rather than time sequence, and are either included in or excluded from the agreement.

B141-1997 started toward its present form when the AIA Practice and Prosperity initiative began a redefinition of fundamental precepts of practice. This effort is a continuing process, one result of which is that B141-1997 is a living document.

Stated broadly, the redefining precepts—based largely on studies of client demand—entail, potentially, every facility-related service a client could want, from conceptual planning, through facility operation and maintenance, and back again to reconfiguration or replacement. As professionals educated and experienced in how people relate to environments, architects’ services extend to every aspect related to client facility needs. Key to developing such a level of professional service are close communication, careful negotiation of responsibilities and compensation, and mutual understanding and trust.

Separating the Standard Form of Agreement Between Owner and Architect from the multi-optioned Standard Form of Architect’s Services in the two-part B141-1997 allows the client and architect to agree both on how they will work together and on precisely what services suit the client’s particular needs. And having a framework in the very first section of the standard form of agreement for the parties to structure their negotiation on project parameters and team makeup initiates a relationship of understanding.

By allowing the client and architect to agree precisely and positively on their mutual responsibilities, B141-1997 carries a powerful message: the architect is the client’s facilitator and integrator across the entire spectrum of facility-related services.

There are many other changes to foster clarity in the Owner-Architect agreement as well, such as the structure of Articles and the method of numbering provisions. A complete listing of all format and content changes in B141-1997 is beyond the scope of these Instructions. Described below, however, are highlights of major changes in the Standard Form of Agreement Between Owner and Architect and in the Standard Form of Architect’s Services that accompanies these Instructions—Standard Form of Architect’s Services: Design and Contract Administration.
STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT

ARTICLE 1.1 INITIAL INFORMATION
This is a new Article in which the parties describe or identify, if known at the time of contract execution, certain information and assumptions about the Project, such as the physical, legal, financial, and time parameters and key persons or entities connected with the Project.

ARTICLE 1.2 RESPONSIBILITIES OF THE PARTIES
The Owner’s and the Architect’s responsibilities now have been combined and placed in one Article. A provision has been added concerning the parties’ relationship with each other and with others involved with the Project. The provisions relating to the Owner’s responsibilities have been expanded to require, among other things, the Owner to provide, upon written request, information necessary for the Architect to give notice of and enforce lien rights and to establish that the Owner cannot significantly change the budget without a corresponding change in the Project scope and quality. The provisions relating to the Architect’s responsibilities have been expanded to include provisions on confidentiality and conflicts of interests.

ARTICLE 1.3 TERMS AND CONDITIONS
This new Article encompasses the former Articles Five through Nine in the 1987 Edition titled Construction Cost; Use of Architect’s Drawings, Specifications and Other Documents; Arbitration; Termination, Suspension or Abandonment; and Miscellaneous Provisions. Changes include use of new terminology, such as “Cost of the Work,” “Instruments of Service” and “Change in Services” and many substantive revisions and additions, such as the following:

- the provisions relating to the Owner’s use of the Architect’s drawings, specifications and other documents, including those in electronic form, have been rewritten to clarify the specific rights given to the Owner;
- a new section, called “Change in Services,” describes circumstances which may affect the Architect’s services, thereby entitling the Architect to adjustment in compensation and time of performance;
- provisions for mediation of claims and disputes have been added, requiring the parties to endeavor to settle disputes through mediation before proceeding to arbitration;
- a mutual waiver of consequential damages (i.e., indirect damages) now is included; and
- the termination provisions now provide that the Owner may terminate the agreement for the Owner’s convenience upon appropriate notice and payment of termination and other expenses.

ARTICLE 1.4 SCOPE OF SERVICES AND OTHER SPECIAL TERMS AND CONDITIONS
This new Article enumerates all documents that make up the agreement between the Owner and the Architect, including the Standard Form of Architect’s Services, unless another scope of services is indicated, and provides a blank space to describe any other terms and conditions that modify the agreement.

ARTICLE 1.5 COMPENSATION
The Compensation portion of the agreement has been revised. Among the additions is a provision that addresses adjustment in the method of calculating the Architect’s compensation in the event that, through no fault of the Architect, the Architect’s services are not completed by a mutually prescribed date.

STANDARD FORM OF ARCHITECT’S SERVICES: DESIGN AND CONTRACT ADMINISTRATION

ARTICLE 2.1 PROJECT ADMINISTRATION SERVICES
This new Article describes administrative services that the Architect performs at various intervals throughout the life of the Project. It also includes a section, titled Evaluation of Budget and Cost of the Work, which delineates the Architect’s responsibility for evaluating the Owner’s budget and for preparing estimates of the Cost of the Work. It is important to note that in B141-1997, if a budget amount for the Cost of the Work has been identified in Article 1.1 and if the lowest bid or negotiated proposal exceeds the Owner’s adjusted budget for the Cost of the Work, the Architect is obligated to modify the documents to comply with the Owner’s budget at no cost to the Owner. However, the obligation to redesign at no cost to the Owner is the limit of the Architect’s responsibility.

ARTICLE 2.2 SUPPORTING SERVICES
Formerly contained in Article 4: Owner’s Responsibilities of the 1987 Edition of B141, the responsibilities to furnish services or information relating to the program, land surveys and geotechnical engineering for the Project are placed here in B141-1997. These services remain the Owner’s responsibilities. However, at the time of contracting, the Owner and Architect may specifically designate in Paragraph 2.8.3 that any or all of these services will be provided or furnished by the Architect.

ARTICLE 2.3 EVALUATION AND PLANNING SERVICES
This new Article lists certain pre-design services to be performed by the Architect, such as evaluation of the Owner’s budget, schedule and site for the Project. If other Evaluation and Planning Services are to be included in the agreement, they may be designated and described in Article 2.8.
ARTICLE 2.4 DESIGN SERVICES
This Article describes the normal design disciplines included in the agreement and contains provisions defining and describing Schematic Design Documents, Design Development Documents and Construction Documents. If other Design Services are to be included in the agreement, such as civil engineering or interior design services, they may be designated and described in Article 2.8.

ARTICLE 2.5 CONSTRUCTION PROCUREMENT SERVICES
Article 2.5 of B141-1997 delineates in greater depth than in the previous edition of B141 the Architect’s services relating to the Owner’s procurement of the contract for construction. This Article assumes that the Architect will provide either bidding or negotiation services, but not both, unless the parties specifically provide for such services in Article 2.8.

ARTICLE 2.6 CONTRACT ADMINISTRATION SERVICES
The Architect’s Contract Administration Services now are further divided into six subcategories: General Administration; Evaluations of the Work; Certification of Payments to Contractor; Submittals; Changes in the Work; and Project Close-out. Changes in this Article include the following:

• the addition of a new provision, Subparagraph 2.6.1.5, which states the Architect’s role with respect to requests for additional information from the contractor and the proper form of such requests (it should be noted that contractor-generated requests for additional information that entitle the Architect to a Change in Services are addressed in Subparagraph 2.8.2.2);
• the provisions dealing with the Architect’s visits to the site have been restructured to describe more clearly the purposes for such visits;
• a new provision, Subparagraph 2.6.4.3, was inserted, addressing the Architect’s responsibilities with respect to design services or certifications required of the Contractor by the Contract Documents; and
• more complete descriptions of the Architect’s services connected with Changes in the Work and Project close-out.

ARTICLE 2.7 FACILITY OPERATION SERVICES
This new Article provides for two meetings between the Architect and the Owner: one promptly after substantial completion to review the need for Facility Operation Services, and the second before the expiration of one year from the date of Substantial Completion to review the building’s performance.

ARTICLE 2.8 SCHEDULE OF SERVICES
A new feature of B141-1997, this Article enables the parties to fill in a specific number of submittal reviews, site visits, and inspections to determine Substantial Completion and final completion that will be performed before the Architect incurs a Change in Services and to specifically designate and describe any other services that form part of the agreement between the Owner and the Architect.

ARTICLE 2.9 MODIFICATIONS
Similar to Article 12 of the 1987 Edition of B141, this Article provides a blank space for modifications the parties wish to make to the provisions of the Standard Form of Architect’s Services.

IDENTIFYING THE SERVICES NEEDED FOR THE PROJECT
Before completing B141-1997, the parties will need to identify the scope of professional services required for the Project. The Architect can assist the Owner with this process by showing the Owner a list of professional services. The list can serve as a valuable discussion guide, aiding the parties in establishing the scope of services and in identifying the appropriate party to furnish each required service. The chart presented on pages 6 and 7 provides a listing of 68 services grouped into six categories. It is intended to offer a broad but not exhaustive listing of possible professional services. For each service selected, the parties should indicate the party responsible, the specific compensation method (hourly, stipulated sum etc.) and other pertinent information. Purchasers of this document may reproduce the chart for the purpose of delineating a scope of services for a particular project.

EXAMPLE

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<td>Tenant-Related Services</td>
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<tr>
<td></td>
<td>Project Promotion</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Leasing Brochures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
USING THE B141-1997 FORMS

Users are encouraged to consult an attorney before completing an AIA document. Particularly with respect to professional licensing laws, duties imposed by building codes, interest charges, arbitration and indemnification, B141-1997 may require modification with the assistance of legal counsel to fully comply with state or local laws regulating these matters.

Generally, necessary modifications may be accomplished by writing or typing the appropriate terms in the blank spaces provided on the form, or by supplementary conditions, special conditions or amendments adopted by reference in this document. The form may also be modified by striking out language directly on the original form. Care must be taken in making these kinds of deletions, however. Under NO circumstances should printed language be struck out in such a way as to render it illegible (as, for example, with blocking tape, correction fluid or X's that completely obscure the text). This may raise suspicions of concealment, or suggest that the completed and signed document has been tampered with. Handwritten changes should be initialed by both parties to the contract.

It is definitely not recommended practice to retype the standard document. Besides being outside the limited license for reproduction granted under these Instructions, retyping can introduce typographical errors and cloud the legal interpretation given to a standard clause when blended with modifications, thereby eliminating one of the principal advantages of the standard form documents. By merely reviewing the modifications to be made to a standard form document, parties familiar with that document can quickly understand the essence of the proposed relationship. Commercial exchanges are greatly simplified and expedited, good-faith dealing is encouraged, and otherwise latent clauses are exposed for scrutiny. In this way, contracting parties can more confidently and fairly measure their risks.

STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT

COVER PAGE

Date: The date represents the date the Agreement becomes effective. It may be the date that an oral agreement was reached, the date the Agreement was originally submitted to the other party, the date authorizing action was taken or the date of actual execution. Professional services should not be performed prior to the effective date of the Agreement.

Identification of Parties: Parties to this Agreement should be identified using the full legal name under which the Agreement is to be executed, including a designation of the legal status of both parties (sole proprietorship, partnership, joint venture, unincorporated association, limited partnership or corporation [general, limited liability, close or professional], etc.). Where appropriate, a copy of the resolution authorizing the individual to act on behalf of the firm or entity should be attached.

Project Description: The proposed Project should be described in sufficient detail to identify (1) the official name or title of the facility, (2) the location of the site, if known, (3) the proposed building usage, and (4) the size, capacity or scope of the Project, if known.

ARTICLE 1.1 — INITIAL INFORMATION

The parties should complete each prompting statement in this Article. If a statement is not applicable to a particular project, the parties should insert a statement to that effect. No spaces should be left blank.

SUBPARAGRAPH 1.1.2.1 Insert a statement identifying the objective or use of the Project.

SUBPARAGRAPH 1.1.2.2 Insert a description of the physical parameters of the Project, such as size and location.

SUBPARAGRAPH 1.1.2.3 Identify the documentation disclosing the Owner’s program or state the manner in which the program will be developed, e.g., through the Architect’s services under the agreement.

SUBPARAGRAPH 1.1.2.4 Insert a statement that identifies legal information about the Project, such as legal descriptions and restrictions.

CLAUSE 1.1.2.5.1 Insert the dollar amount of the Owner’s overall budget for the Project. It should be noted that, in certain instances, this amount may not be known at the time of contract execution or may not be disclosed.

CLAUSE 1.1.2.5.2 Insert the dollar amount of the budget for the Cost of the Work.

SUBPARAGRAPH 1.1.2.6 State milestone dates, durations or fast track scheduling for the Project.

SUBPARAGRAPH 1.1.2.7 Insert a statement identifying the procurement or delivery method for the Project, such as competitive bid or construction management.
SUBPARAGRAPH 1.1.2.8
Describe any other important constraints or characteristics of the Project, such as energy or environmental requirements.

SUBPARAGRAPH 1.1.2.1
Provide the name and address of the Owner’s Designated Representative for the Project. Other information may be added, such as telephone number and electronic address.

SUBPARAGRAPH 1.1.3.2
List the names and addresses of persons or entities, besides the Owner’s Designated Representative, required to review the Architect’s submittals to the Owner.

SUBPARAGRAPH 1.1.3.3
List the disciplines and the names and addresses, if known at the time of contract execution, of consultants and contractors retained by the Owner.

SUBPARAGRAPH 1.1.3.4
Provide the name and address of the Architect’s Designated Representative for the Project. Other information may be added, such as telephone number and electronic address.

SUBPARAGRAPH 1.1.3.5
List the disciplines and the names and the addresses, if known at the time of contract execution, of consultants retained by the Architect.

PARAGRAPH 1.1.4
Insert any other important initial information pertaining to the Project.

PARAGRAPH 1.1.5
If the Owner will use a document other than AIA Document A201 as the general conditions for the contract for construction, identify that document in the space provided.

ARTICLE 1.4 SCOPE OF SERVICES AND OTHER SPECIAL TERMS AND CONDITIONS
This Article provides blank spaces in which to enumerate the parts of the parties’ agreement and to identify specific modifications to the Standard Form of Agreement.

SUBPARAGRAPH 1.4.1.2
This provision establishes that the scope of services for the parties’ agreement is the Standard Form of Architect’s Services: Design and Contract Administration, unless the parties specify another document in the blank space provided.

SUBPARAGRAPH 1.4.1.3
Insert the titles of any other documents that form part of the parties’ agreement.

PARAGRAPH 1.4.2
A blank space is provided to insert any special terms or conditions that modify the parties’ agreement.

ARTICLE 1.5 COMPENSATION
Methods of Compensation
There are at least ten methods of computing compensation for architectural services. Four of these methods are time-based, reflecting in different ways the time spent by the Architect on the Project:

Multiple of Direct Salary Expense, in which direct salaries of designated personnel are multiplied by a factor representing benefits, overhead and profit.

Multiple of Direct Personnel Expense, in which the salaries plus benefits of designated personnel are multiplied by a factor representing overhead and profit.

Professional Fee Plus Expenses, in which the salaries, benefits and overhead of designated personnel are the expense and the fee may be a multiplier, percentage or lump sum representing profit.

Hourly Billing Rates, in which salaries, benefits, overhead and profit are included in the rate for designated personnel.

Other methods, while they may be indirectly related to time expended on the Project, do not use time as a factor in the calculation:

Stipulated Sum, in which compensation is listed as a dollar amount.

Percentage of Cost of the Work, in which compensation is calculated by applying an assumed percentage to the estimated or actual Cost of the Work, whichever is most certain at the time the calculation is made.
Multiple of Consultants’ Billing, in which Consultants’ bills are multiplied by a factor representing the Architect’s administrative costs, overhead and profit.

Square Footage, in which the square footage of the structure is multiplied by a pricing factor.

Unit Cost, in which the number of certain units such as rooms, acres, etc. is multiplied by a pricing factor.

Royalty, in which compensation is a share in the Owner’s income or profit derived from the built facility.

Different methods of compensation may be combined on the same project, as shown in the following hypothetical example. A table, such as the one shown here, may be used as an attachment to the compensation section of the agreement to illustrate to the Owner how compensation is calculated:

**HYPOTHETICAL EXAMPLE**

<table>
<thead>
<tr>
<th>Service</th>
<th>Method of Compensation</th>
<th>% of Total</th>
<th>Amount</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Administration</td>
<td>Stipulated Sum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluation and Planning</td>
<td>Hourly Billing Rate</td>
<td></td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Design Schematics</td>
<td>Stipulated Sum 15%</td>
<td>15%</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>Design Development</td>
<td>Stipulated Sum 25%</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Docs.</td>
<td>Stipulated Sum 50%</td>
<td>50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Procurement</td>
<td>Stipulated Sum 10%</td>
<td>10%</td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Construction Administration</td>
<td>Hourly Billing Rate</td>
<td></td>
<td></td>
<td>$30,000</td>
</tr>
<tr>
<td>Other—Attachment &quot;A&quot;</td>
<td>Stipulated Sum</td>
<td></td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td>100%</td>
<td>$50,000</td>
<td>$40,000</td>
</tr>
</tbody>
</table>
In the instructions for Paragraph 1.5.1 on pages 14 and 15, sample language is provided for several of the most widely used methods of compensation. Note that sample language for a multiple of Consultants’ billing is included with language for the cost-based billing methods, since Consultants’ internal costs will not ordinarily be known to the Architect.

The AIA makes no recommendation as to the appropriateness of any of these methods of compensation on a particular project, nor does the AIA suggest that the foregoing list includes all methods that are possible, practical or in actual use. The use of any of the compensation methods described above, singly or in combination with other methods, is a business decision for the Architect and the Owner. Further, the AIA makes no recommendations and has no guidelines or schedules that specify the amount of compensation an architect should be paid.

COMPLETING THE COMPENSATION WORKSHEET
On pages 12 and 13, you will find a Compensation Worksheet for use in estimating costs and appropriate compensation. Page 12 provides a sample completed Worksheet, containing figures that are not intended to reflect actual practice, but are provided simply as a means of illustrating the procedure for performing calculations. Page 13 may be reproduced by purchasers of this document for use on a specific project to perform calculations for all services.

1. Beginning at the top-right section of the Worksheet, fill in the title (Design Services, Contract Administration Services, etc.). In each block of the section entitled “Number,” enter the assigned accounting number used for internal audits or billing and vertically fill in the Service by Title block below it.

2. For In-House Personnel, determine the personnel (or categories of personnel) who will be providing the services. You may use the five categories shown for hourly billing rates, above, or your own internal designations, whichever works best. Enter the personnel designation (such as “Technical II”) under “Item” for lines 1 through 5, together with the corresponding hourly rate.

3. Determine a viable estimate of time to be spent by each category of personnel on the particular services identified, and enter these figures under “Hrs.” Multiply the estimated time requirement by the corresponding hourly rate inserted for line items 1-5 and enter these figures in the “$” blocks. Some blocks for Hrs. and $ will be blank when an employee or department is not involved in providing a particular service, while others may require the time and charges of some or all personnel.

4. Once the time and cost estimates have been entered, add these figures on the horizontal to determine Total Hours and Total Dollars for each personnel category listed in line items 1 through 5. Then add the time and cost required for each service on the vertical, and enter these figures in the rows marked “Sub-Total.” When all figures are summed, you will have the Total Hours and Total Dollars to be entered on line 6 for Direct In-House Salary Expense.

5. Enter any applicable figures for line items 8 and 9, add lines 6, 8 and 9, and enter the total on line 10. Alternatively, if line 7, Direct Personnel Expense, is used, take the dollar figure entered on line 6, multiply it by a percentage that reflects any applicable items shown in footnote 1, and enter the result on line 7. Add lines 7, 8 and 9, and enter the total on line 10. You should now have a fairly accurate representation of in-house expense to be incurred for a given category of services, prior to the addition of any applicable line items described below.

6. Lines 7 through 9, line 11, and lines 13 through 15 are optional, and should be filled in according to the firm’s established practice. If Outside Services Expense is incurred, you may use the calculation method described above, or enter a lump sum figure representing services rendered.
Direct Personnel Expense is defined as the direct salaries of the Architect's personnel engaged in the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, employee retirement plans and similar contributions and benefits.

Indirect Expense is defined as all expenses not directly allocable to specific projects and is synonymous with overhead.

Other Nonreimbursable Direct Expense covers the direct expenses not otherwise included in personnel and outside expenses, such as reproduction of documents for in-house use, unreimbursed travel and items paid on behalf of the client without specific reimbursement therefor.
1. Direct Personnel Expense is defined as the direct salaries of the Architect’s personnel engaged in the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, employee retirement plans and similar contributions and benefits.

2. Indirect Expense is defined as all expenses not directly allocable to specific projects and is synonymous with overhead.

3. Other Nonreimbursable Direct Expense covers the direct expenses not otherwise included in personnel and outside expenses, such as reproduction of documents for in-house use, unreimbursed travel and items paid on behalf of the client without specific reimbursement therefor.
PARAGRAPH 1.5.1 Insert the basis of compensation for the Architect’s services as described in Article 1.4.

If a Multiple of Direct Salary Expense is used, include multipliers using words and numerals in the following insert: “Compensation for services rendered by principals and employees shall be based on a multiple of ( ) times Direct Salary Expense, which shall be defined as the direct salaries of the Architect’s personnel engaged on the Project excluding any costs of mandatory or customary contributions and benefits. Compensation for services rendered by Consultants shall be based on a multiple of ( ) times the amounts billed by Consultants.”

If a Multiple of Direct Personnel Expense is used, include multipliers using words and numerals in the following insert (note that Direct Personnel Expense is defined in Subparagraph 1.3.9.4): “Compensation for services rendered by principals and employees shall be based on a multiple of ( ) times Direct Personnel Expense. Compensation for services rendered by Consultants shall be based on a multiple of ( ) times the amounts billed by Consultants.”

If a Professional Fee Plus Expenses is to be used, include the dollar figure and the appropriate multipliers (using words and numerals) in the following insert: “Compensation shall be a Fixed Fee of Dollars ( $ ) plus a multiple of ( ) times Direct Personnel Expense. Compensation for services rendered by Consultants shall be based on a multiple of ( ) times the amounts billed by Consultants.”

Alternatively, the fee (representing profit) may be calculated as a multiplier or percentage.

If Hourly Billing Rates are used, include the cumulative amount for salary, benefits, overhead and profit to fix each rate using words and numerals in the following insert: “Compensation for services rendered by Principals and employees shall be based upon the hourly billing rates set forth below:

1. Principals’ time at the fixed rate of Dollars ($ ) per hour. For the purposes of this Agreement, the Principals are: (List Principals, such as owners, partners, corporate officers and participating associates.)

2. Supervisory time at the fixed rate of Dollars ($ ) per hour. For the purposes of this Agreement, supervisory personnel include: (List managerial personnel by name or job title, such as general manager, department head or project manager.)

3. Technical Level I time at the fixed rate of Dollars ($ ) per hour. For the purposes of this Agreement, Technical Level I personnel include: (List those personnel by name or job title who are highly skilled specialists, such as job captains, senior designers, senior drafters, senior planners, senior specifiers or senior construction administrators.)

4. Technical Level II time at the fixed rate of Dollars ($ ) per hour. For the purposes of this Agreement, Technical Level II personnel include: (List those personnel by name or job title who hold intermediate-level positions relative to Technical Level I, such as professionals awaiting licensure and managers of clerical staff.)

5. Technical Level III and clerical personnel time at the fixed rate of Dollars ($ ) per hour. For the purposes of this Agreement, Technical Level III and clerical personnel include: (List those personnel by name or job title who occupy junior-level positions, such as word processor or office assistant.)

6. Compensation for services rendered by Consultants shall be based on a multiple of ( ) times the amounts billed by Consultants.”

If a Percentage of Cost of the Work is to be used, insert the following: “Compensation shall be percent ( %) of the Cost of the Work, as defined in Paragraph 1.3.1. Progress payments shall be allocated to services as follows: (Insert chart allocating percentages of compensation; see note for stipulated sum below.)

Optionally, insert the following: “When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the chart set forth in this Paragraph 1.5.1, based on (1) the lowest bona fide bid or negotiated proposal, or (2) if no such bid or proposal is received, the most recent preliminary estimate of the Cost of the Work or detailed estimate of the Cost of the Work for such portions of the Project.”
If a Stipulated Sum is to be used, insert the sum in words and numerals in the following sample language:

“Compensation shall be a stipulated sum of [Stipulated Sum] Dollars ($ ).”

(For purposes of determining the amounts of progress payments, the parties should insert a chart allocating percentages of completion (totaling one hundred percent) to the various services the Architect is to perform. Note that Project Administration Services, if agreed to, will ordinarily be provided throughout the Project, so that their percentage of completion at any point may parallel the overall percentage of completion of the Architect’s services. Using the following example, insert descriptions of services.)

| Services A | percent (%) |
| Services B | percent (%) |
| Services C | percent (%) |
| Services D | percent (%) |
| Services E | percent (%) |

Total Compensation: one hundred percent (100%)

No sample language is provided for compensation based on square footage, unit cost or royalty. Parties choosing one or more of these methods should craft their own language based on the particulars of the project.

PARAGRAPH 1.5.2 Insert basis of compensation for Changes in Services. See methods of compensation shown above for Paragraph 1.5.1.

PARAGRAPH 1.5.3 Insert the multiple to be used to determine the cost to the Architect of Changes in Services of consultants as described in Subparagraph 1.3.5.

PARAGRAPH 1.5.4 Insert the multiple to be used to determine the amount due the Architect for Reimbursable Expenses of the Architect and of the Architect’s employees and consultants as described in Subparagraph 1.3.9.2 and Paragraph 1.5.5.

PARAGRAPH 1.5.5 Insert expenses in addition to those listed in Subparagraph 1.3.9.2 that are to be compensated on the basis stated in Paragraph 1.5.4.

PARAGRAPH 1.5.7 Insert the dollar amount of the initial payment.

PARAGRAPH 1.5.8 Indicate when payments will become due and when unpaid amounts will begin to bear interest. Insert the percentage rate and basis (monthly, annual) of interest charges.

PARAGRAPH 1.5.9 Insert the number of months beyond which the Architect shall be entitled to a Change in Services.

STANDARD FORM OF ARCHITECT’S SERVICES: DESIGN AND CONTRACT ADMINISTRATION

ARTICLE 2.8 SCHEDULE OF SERVICES

PARAGRAPH 2.8.1 Insert an agreed-upon number in each of the spaces provided.

PARAGRAPH 2.8.3 If the parties agree to select a service from this list, state in the appropriate column the party responsible for providing the service and the place where the service is described, e.g., “in the space below,” “on Exhibit A,” etc.

ARTICLE 2.9 MODIFICATIONS

PARAGRAPH 2.9.1 Insert any modifications made to the Standard Form of Architect’s Services.

EXECUTING THE B141-1997 FORMS

The persons executing B141-1997 should indicate the capacity in which they are acting (i.e., president, secretary, partner, etc.) and the authority under which they are executing the Agreement. Where appropriate, a copy of the resolution authorizing the individual to act on behalf of the firm or entity should be attached.
AIA DOCUMENT B141-1997

Standard Form of Agreement Between Owner and Architect with Standard Form of Architect’s Services

AGREEMENT made as of the in the year (In words, indicate day, month and year)

BETWEEN the Architect’s client identified as the Owner:
(Name, address and other information)

and the Architect:
(Name, address and other information)

For the following Project: 
(Include detailed description of Project)

The Owner and Architect agree as follows.

TABLE OF ARTICLES

1.1 INITIAL INFORMATION
1.2 RESPONSIBILITIES OF THE PARTIES
1.3 TERMS AND CONDITIONS
1.4 SCOPE OF SERVICES AND OTHER SPECIAL TERMS AND CONDITIONS
1.5 COMPENSATION

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.
ARTICLE 1.1 INITIAL INFORMATION

1.1 This Agreement is based on the following information and assumptions.
(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.”)

1.1.2 PROJECT PARAMETERS

1.1.2.1 The objective or use is:
(Identify or describe, if appropriate, proposed use or goals.)

1.1.2.2 The physical parameters are:
(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports about the site.)

1.1.2.3 The Owner’s Program is:
(Identify documentation or state the manner in which the program will be developed.)

1.1.2.4 The legal parameters are:
(Identify pertinent legal information, including, if appropriate, land surveys and legal descriptions and restrictions of the site.)

1.1.2.5 The financial parameters are as follows.
1. Amount of the Owner’s overall budget for the Project, including the Architect’s compensation, is:
2. Amount of the Owner’s budget for the Cost of the Work, excluding the Architect’s compensation, is:

1.1.2.6 The time parameters are:
(Identify, if appropriate, milestone dates, durations or fast track scheduling.)

1.1.2.7 The proposed procurement or delivery method for the Project is:
(Identify method such as competitive bid, negotiated contract, or construction management.)

1.1.2.8 Other parameters are:
(Identify special characteristics or needs of the Project such as energy, environmental or historic preservation requirements.)
1.1.3  PROJECT TEAM

1.1.3.1  The Owner’s Designated Representative is:
(List name, address and other information.)

1.1.3.2  The persons or entities, in addition to the Owner’s Designated Representative, who are required to review the Architect’s submittals to the Owner are:
(List name, address and other information.)

1.1.3.3  The Owner’s other consultants and contractors are:
(List discipline and, if known, identify them by name and address.)

1.1.3.4  The Architect’s Designated Representative is:
(List name, address and other information.)

1.1.3.5  The consultants retained at the Architect’s expense are:
(List discipline and, if known, identify them by name and address.)

1.1.4  Other important initial information is:

1.1.5  When the services under this Agreement include contract administration services, the General Conditions of the Contract for Construction shall be the edition of AIA Document A201 current as of the date of this Agreement, or as follows:

1.1.6  The information contained in this Article 1.1 may be reasonably relied upon by the Owner and Architect in determining the Architect’s compensation. Both parties, however, recognize that such information may change and, in that event, the Owner and the Architect shall negotiate appropriate adjustments in schedule, compensation and Change in Services in accordance with Paragraph 1.3.3.

WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.
ARTICLE 1.2 RESPONSIBILITIES OF THE PARTIES

1.2.1 The Owner and the Architect shall cooperate with one another to fulfill their respective obligations under this Agreement. Both parties shall endeavor to maintain good working relationships among all members of the Project team.

1.2.2 OWNER

1.2.2.1 Unless otherwise provided under this Agreement, the Owner shall provide full information in a timely manner regarding requirements for and limitations on the Project. The Owner shall furnish to the Architect, within 15 days after receipt of a written request, information necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

1.2.2.2 The Owner shall periodically update the budget for the Project, including that portion allocated for the Cost of the Work. The Owner shall not significantly increase or decrease the overall budget, the portion of the budget allocated for the Cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of the Architect to a corresponding change in the Project scope and quality.

1.2.2.3 The Owner’s Designated Representative identified in Paragraph 1.1.3 shall be authorized to act on the Owner’s behalf with respect to the Project. The Owner or the Owner’s Designated Representative shall render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect’s services.

1.2.2.4 The Owner shall furnish the services of consultants other than those designated in Paragraph 1.1.3 or authorize the Architect to furnish them as a Change in Services when such services are requested by the Architect and are reasonably required by the scope of the Project.

1.2.2.5 Unless otherwise provided in this Agreement, the Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

1.2.2.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner’s needs and interests.

1.2.2.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including any errors, omissions or inconsistencies in the Architect’s Instruments of Service.

1.2.3 ARCHITECT

1.2.3.1 The services performed by the Architect, Architect’s employees and Architect’s consultants shall be as enumerated in Article 1.4.

1.2.3.2 The Architect’s services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Architect shall submit for the Owner’s approval a schedule for the performance of the Architect’s services which initially shall be consistent with the time periods established in Subparagraph 1.1.2.6 and which shall be adjusted, if necessary, as the Project proceeds. This schedule shall include allowances for periods of time required for the Owner’s review, for the performance of the Owner’s consultants, and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect or Owner.
1.2.3.3 The Architect’s Designated Representative identified in Paragraph 1.1.3 shall be authorized to act on the Architect’s behalf with respect to the Project.

1.2.3.4 The Architect shall maintain the confidentiality of information specifically designated as confidential by the Owner, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent the Architect from establishing a claim or defense in an adjudicatory proceeding. The Architect shall require of the Architect’s consultants similar agreements to maintain the confidentiality of information specifically designated as confidential by the Owner.

1.2.3.5 Except with the Owner’s knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect’s professional judgment with respect to this Project.

1.2.3.6 The Architect shall review laws, codes, and regulations applicable to the Architect’s services. The Architect shall respond in the design of the Project to requirements imposed by governmental authorities having jurisdiction over the Project.

1.2.3.7 The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any errors, omissions or inconsistencies in such services or information.

ARTICLE 1.3 TERMS AND CONDITIONS

1.3.1 COST OF THE WORK

1.3.1.1 The Cost of the Work shall be the total cost or, to the extent the Project is not completed, the estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

1.3.1.2 The Cost of the Work shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Architect, including the costs of management or supervision of construction or installation provided by a separate construction manager or contractor, plus a reasonable allowance for their overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work.

1.3.1.3 The Cost of the Work does not include the compensation of the Architect and the Architect’s consultants, the costs of the land, rights-of-way and financing or other costs that are the responsibility of the Owner.

1.3.2 INSTRUMENTS OF SERVICE

1.3.2.1 Drawings, specifications and other documents, including those in electronic form, prepared by the Architect and the Architect’s consultants are Instruments of Service for use solely with respect to this Project. The Architect and the Architect’s consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

1.3.2.2 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to reproduce the Architect’s Instruments of Service solely for purposes of constructing, using and maintaining the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall
obtain similar nonexclusive licenses from the Architect’s consultants consistent with this Agreement. Any termination of this Agreement prior to completion of the Project shall terminate this license. Upon such termination, the Owner shall refrain from making further reproductions of Instruments of Service and shall return to the Architect within seven days of termination all originals and reproductions in the Owner’s possession or control. If and upon the date the Architect is adjudged in default of this Agreement, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license permitting the Owner to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections or additions to the Instruments of Service solely for purposes of completing, using and maintaining the Project.

1.3.2.3 Except for the licenses granted in Subparagraph 1.3.2.2, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. However, the Owner shall be permitted to authorize the Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the Work by license granted in Subparagraph 1.3.2.2. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect’s consultants. The Owner shall not use the Instruments of Service for future additions or alterations to this Project or for other projects, unless the Owner obtains the prior written agreement of the Architect and the Architect’s consultants. Any unauthorized use of the Instruments of Service shall be at the Owner’s sole risk and without liability to the Architect and the Architect’s consultants.

1.3.2.4 Prior to the Architect providing to the Owner any Instruments of Service in electronic form or the Owner providing to the Architect any electronic data for incorporation into the Instruments of Service, the Owner and the Architect shall by separate written agreement set forth the specific conditions governing the format of such Instruments of Service or electronic data, including any special limitations or licenses not otherwise provided in this Agreement.

1.3.3 CHANGE IN SERVICES
1.3.3.1 Change in Services of the Architect, including services required of the Architect’s consultants, may be accomplished after execution of this Agreement, without invalidating the Agreement, if mutually agreed in writing, if required by circumstances beyond the Architect’s control, or if the Architect’s services are affected as described in Subparagraph 1.3.3.2. In the absence of mutual agreement in writing, the Architect shall notify the Owner prior to providing such services. If the Owner deems that all or a part of such Change in Services is not required, the Owner shall give prompt written notice to the Architect, and the Architect shall have no obligation to provide those services. Except for a change due to the fault of the Architect, Change in Services of the Architect shall entitle the Architect to an adjustment in compensation pursuant to Paragraph 1.5.2, and to any Reimbursable Expenses described in Subparagraph 1.3.9.2 and Paragraph 1.5.5.

1.3.3.2 If any of the following circumstances affect the Architect’s services for the Project, the Architect shall be entitled to an appropriate adjustment in the Architect’s schedule and compensation:
1. change in the instructions or approvals given by the Owner that necessitate revisions in Instruments of Service;
2. enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Instruments of Service;
13.4 MEDIATION
13.4.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by arbitration.

13.4.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

13.4.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

13.5 ARBITRATION
13.5.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to arbitration. Prior to arbitration, the parties shall endeavor to resolve disputes by mediation in accordance with Paragraph 13.4.

13.5.2 Claims, disputes and other matters in question between the parties that are not resolved by mediation shall be decided by arbitration which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association.

13.5.3 A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

13.5.4 No arbitration arising out of or relating to this Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement and signed by the Owner, Architect, and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim,
dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

1.3.5.5 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

1.3.6 CLAIMS FOR CONSEQUENTIAL DAMAGES
The Architect and the Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party’s termination in accordance with Paragraph 1.3.8.

1.3.7 MISCELLANEOUS PROVISIONS
1.3.7.1 This Agreement shall be governed by the law of the principal place of business of the Architect, unless otherwise provided in Paragraph 1.4.2.

1.3.7.2 Terms in this Agreement shall have the same meaning as those in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

1.3.7.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Architect’s services are substantially completed.

1.3.7.4 To the extent damages are covered by property insurance during construction, the Owner and the Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

1.3.7.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

1.3.7.6 Unless otherwise provided in this Agreement, the Architect and Architect’s consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site.

1.3.7.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect’s promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect’s materials shall not include the Owner’s confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner’s promotional materials for the Project.
1.3.7.8 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates that would require knowledge, services or responsibilities beyond the scope of this Agreement.

1.3.7.9 The Owner and Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to an institutional lender providing financing for the Project. In such event, the lender shall assume the Owner’s rights and obligations under this Agreement. The Architect shall execute all consents reasonably required to facilitate such assignment.

1.3.8 TERMINATION OR SUSPENSION

1.3.8.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect’s option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, prior to suspension of services, the Architect shall give seven days’ written notice to the Owner. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect’s services. The Architect’s fees for the remaining services and the time schedules shall be equitably adjusted.

1.3.8.2 If the Project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect’s services. The Architect’s fees for the remaining services and the time schedules shall be equitably adjusted.

1.3.8.3 If the Project is suspended or the Architect’s services are suspended for more than 90 consecutive days, the Architect may terminate this Agreement by giving not less than seven days’ written notice.

1.3.8.4 This Agreement may be terminated by either party upon not less than seven days’ written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

1.3.8.5 This Agreement may be terminated by the Owner upon not less than seven days’ written notice to the Architect for the Owner’s convenience and without cause.

1.3.8.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Subparagraph 1.3.8.7.

1.3.8.7 Termination Expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect’s anticipated profit on the value of the services not performed by the Architect.
1.3.9 PAYMENTS TO THE ARCHITECT

1.3.9.1 Payments on account of services rendered and for Reimbursable Expenses incurred shall be made monthly upon presentation of the Architect’s statement of services. No deductions shall be made from the Architect’s compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Architect has been adjudged to be liable.

1.3.9.2 Reimbursable Expenses are in addition to compensation for the Architect’s services and include expenses incurred by the Architect and Architect’s employees and consultants directly related to the Project, as identified in the following Clauses:

1. transportation in connection with the Project, authorized out-of-town travel and subsistence, and electronic communications;
2. fees paid for securing approval of authorities having jurisdiction over the Project;
3. reproductions, plots, standard form documents, postage, handling and delivery of Instruments of Service;
4. expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
5. renderings, models and mock-ups requested by the Owner;
6. expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and the Architect’s consultants;
7. reimbursable expenses as designated in Paragraph 1.5.5;
8. other similar direct Project-related expenditures.

1.3.9.3 Records of Reimbursable Expenses, of expenses pertaining to a Change in Services, and of services performed on the basis of hourly rates or a multiple of Direct Personnel Expense shall be available to the Owner or the Owner’s authorized representative at mutually convenient times.

1.3.9.4 Direct Personnel Expense is defined as the direct salaries of the Architect’s personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, employee retirement plans and similar contributions.

ARTICLE 1.4 SCOPE OF SERVICES AND OTHER SPECIAL TERMS AND CONDITIONS

1.4.1 Enumeration of Parts of the Agreement. This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect. This Agreement comprises the documents listed below.


1.4.1.2 Standard Form of Architect’s Services: Design and Contract Administration, AIA Document B141-1997, or as follows:
(List other documents, if any, delineating Architect’s scope of services.)

1.4.1.3 Other documents as follows:
(List other documents, if any, forming part of the Agreement.)

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1.4.2 Special Terms and Conditions. Special terms and conditions that modify this Agreement are as follows:

ARTICLE 1.5 COMPENSATION
1.5.1 For the Architect’s services as described under Article 1.4, compensation shall be computed as follows:

1.5.2 If the services of the Architect are changed as described in Subparagraph 1.3.3.1, the Architect’s compensation shall be adjusted. Such adjustment shall be calculated as described below or, if no method of adjustment is indicated in this Paragraph 1.5.2, in an equitable manner.

(Insert basis of compensation, including rates and multiples of Direct Personnel Expense for Principals and employees, and identify Principals and classify employees, if required. Identify specific services to which particular methods of compensation apply.)

1.5.3 For a Change in Services of the Architect’s consultants, compensation shall be computed as a multiple of \((\text{            })\) times the amounts billed to the Architect for such services.

1.5.4 For Reimbursable Expenses as described in Subparagraph 1.3.9.2, and any other items included in Paragraph 1.5.5 as Reimbursable Expenses, the compensation shall be computed as a multiple of \((\text{            })\) times the expenses incurred by the Architect, and the Architect’s employees and consultants.

1.5.5 Other Reimbursable Expenses, if any, are as follows:
1.5.6 The rates and multiples for services of the Architect and the Architect’s consultants as set forth in this Agreement shall be adjusted in accordance with their normal salary review practices.

1.5.7 An initial payment of Dollars ($ ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner’s account at final payment. Subsequent payments for services shall be made monthly, and where applicable, shall be in proportion to services performed on the basis set forth in this Agreement.

1.5.8 Payments are due and payable ( ) days from the date of the Architect’s invoice. Amounts unpaid ( ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of interest agreed upon.)

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner’s and Architect’s principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

1.5.9 If the services covered by this Agreement have not been completed within ( ) months of the date hereof, through no fault of the Architect, extension of the Architect’s services beyond that time shall be compensated as provided in Paragraph 1.5.2.

This Agreement entered into as of the day and year first written above.

OWNER (Signature)  ARCHITECT (Signature)

(Printed name and title)  (Printed name and title)

CAUTION: You should sign an original AIA document or a licensed reproduction. Originals contain the AIA logo printed in red; licensed reproductions are those produced in accordance with the Instructions to this document.

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The American Institute of Architects is pleased to provide this sample copy of an AIA Contract Document for educational purposes. Created with the consensus of contractors, attorneys, architects and engineers, the AIA Contract Documents represent over 110 years of legal precedent.

AIA DOCUMENT B141-1997

Standard Form of Architect's Services: Design and Contract Administration

TABLE OF ARTICLES

2.1 PROJECT ADMINISTRATION SERVICES
2.2 SUPPORTING SERVICES
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2.5 CONSTRUCTION PROCUREMENT SERVICES
2.6 CONTRACT ADMINISTRATION SERVICES
2.7 FACILITY OPERATION SERVICES
2.8 SCHEDULE OF SERVICES
2.9 MODIFICATIONS

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.
ARTICLE 2.1 PROJECT ADMINISTRATION SERVICES

2.1.1 The Architect shall manage the Architect’s services and administer the Project. The Architect shall consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The Architect shall coordinate the services provided by the Architect and the Architect’s consultants with those services provided by the Owner and the Owner’s consultants.

2.1.2 When Project requirements have been sufficiently identified, the Architect shall prepare, and periodically update, a Project schedule that shall identify milestone dates for decisions required of the Owner, design services furnished by the Architect, completion of documentation provided by the Architect, commencement of construction and Substantial Completion of the Work.

2.1.3 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program, budget and aesthetics in developing the design for the Project.

2.1.4 Upon request of the Owner, the Architect shall make a presentation to explain the design of the Project to representatives of the Owner.

2.1.5 The Architect shall submit design documents to the Owner at intervals appropriate to the design process for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely on approvals received from the Owner in the further development of the design.

2.1.6 The Architect shall assist the Owner in connection with the Owner’s responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

2.1.7 EVALUATION OF BUDGET AND COST OF THE WORK

2.1.7.1 When the Project requirements have been sufficiently identified, the Architect shall prepare a preliminary estimate of the Cost of the Work. This estimate may be based on current area, volume or similar conceptual estimating techniques. As the design process progresses through the end of the preparation of the Construction Documents, the Architect shall update and refine the preliminary estimate of the Cost of the Work. The Architect shall advise the Owner of any adjustments to previous estimates of the Cost of the Work indicated by changes in Project requirements or general market conditions. If at any time the Architect’s estimate of the Cost of the Work exceeds the Owner’s budget, the Architect shall make appropriate recommendations to the Owner to adjust the Project’s size, quality or budget, and the Owner shall cooperate with the Architect in making such adjustments.

2.1.7.2 Evaluations of the Owner’s budget for the Project, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect represent the Architect’s judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor’s methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner’s budget for the Project or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.
2.1.7.3 In preparing estimates of the Cost of the Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the scope of the Project and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner’s budget for the Cost of the Work. If an increase in the Contract Sum occurring after execution of the Contract between the Owner and the Contractor causes the budget for the Cost of the Work to be exceeded, that budget shall be increased accordingly.

2.1.7.4 If bidding or negotiation has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the construction industry.

2.1.7.5 If the budget for the Cost of the Work is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

1. give written approval of an increase in the budget for the Cost of the Work;
2. authorize rebidding or renegotiating of the Project within a reasonable time;
3. terminate in accordance with Subparagraph 1.3.8.5; or
4. cooperate in revising the Project scope and quality as required to reduce the Cost of the Work.

2.1.7.6 If the Owner chooses to proceed under Clause 2.1.7.5.4, the Architect, without additional compensation, shall modify the documents for which the Architect is responsible under this Agreement as necessary to comply with the budget for the Cost of the Work. The modification of such documents shall be the limit of the Architect’s responsibility under this Paragraph 2.1.7. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not construction is commenced.

ARTICLE 2.2 SUPPORTING SERVICES

2.2.1 Unless specifically designated in Paragraph 2.8.3, the services in this Article 2.2 shall be provided by the Owner or the Owner’s consultants and contractors.

2.2.1.1 The Owner shall furnish a program setting forth the Owner’s objectives, schedule, constraints and criteria, including space requirements and relationships, special equipment, systems and site requirements.

2.2.1.2 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

2.2.1.3 The Owner shall furnish services of geotechnical engineers which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate recommendations.
ARTICLE 2.3 EVALUATION AND PLANNING SERVICES

2.3.1  The Architect shall provide a preliminary evaluation of the information furnished by the Owner under this Agreement, including the Owner’s program and schedule requirements and budget for the Cost of the Work, each in terms of the other. The Architect shall review such information to ascertain that it is consistent with the requirements of the Project and shall notify the Owner of any other information or consultant services that may be reasonably needed for the Project.

2.3.2  The Architect shall provide a preliminary evaluation of the Owner’s site for the Project based on the information provided by the Owner of site conditions, and the Owner’s program, schedule and budget for the Cost of the Work.

2.3.3  The Architect shall review the Owner’s proposed method of contracting for construction services and shall notify the Owner of anticipated impacts that such method may have on the Owner’s program, financial and time requirements, and the scope of the Project.

ARTICLE 2.4 DESIGN SERVICES

2.4.1  The Architect’s design services shall include normal structural, mechanical and electrical engineering services.

2.4.2  SCHEMATIC DESIGN DOCUMENTS

2.4.2.1  The Architect shall provide Schematic Design Documents based on the mutually agreed-upon program, schedule, and budget for the Cost of the Work. The documents shall establish the conceptual design of the Project illustrating the scale and relationship of the Project components. The Schematic Design Documents shall include a conceptual site plan, if appropriate, and preliminary building plans, sections and elevations. At the Architect’s option, the Schematic Design Documents may include study models, perspective sketches, electronic modeling or combinations of these media. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

2.4.3  DESIGN DEVELOPMENT DOCUMENTS

2.4.3.1  The Architect shall provide Design Development Documents based on the approved Schematic Design Documents and updated budget for the Cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications that identify major materials and systems and establish in general their quality levels.

2.4.4  CONSTRUCTION DOCUMENTS

2.4.4.1  The Architect shall provide Construction Documents based on the approved Design Development Documents and updated budget for the Cost of the Work. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the Project.

2.4.4.2  During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of: (1) bidding and procurement information which describes the time, place and conditions of bidding; bidding or proposal forms; and the form of agreement between the Owner and the Contractor; and (2) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect also shall compile the Project Manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.
ARTICLE 2.5 CONSTRUCTION PROCUREMENT SERVICES

2.5.1 The Architect shall assist the Owner in obtaining either competitive bids or negotiated proposals and shall assist the Owner in awarding and preparing contracts for construction.

2.5.2 The Architect shall assist the Owner in establishing a list of prospective bidders or contractors.

2.5.3 The Architect shall assist the Owner in bid validation or proposal evaluation and determination of the successful bid or proposal, if any. If requested by the Owner, the Architect shall notify all prospective bidders or contractors of the bid or proposal results.

2.5.4 COMPETITIVE BIDDING

2.5.4.1 Bidding Documents shall consist of bidding requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings.

2.5.4.2 If requested by the Owner, the Architect shall arrange for procuring the reproduction of Bidding Documents for distribution to prospective bidders. The Owner shall pay directly for the cost of reproduction or shall reimburse the Architect for such expenses.

2.5.4.3 If requested by the Owner, the Architect shall distribute the Bidding Documents to prospective bidders and request their return upon completion of the bidding process. The Architect shall maintain a log of distribution and retrieval, and the amounts of deposits, if any, received from and returned to prospective bidders.

2.5.4.4 The Architect shall consider requests for substitutions, if permitted by the Bidding Documents, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

2.5.4.5 The Architect shall participate in or, at the Owner’s direction, shall organize and conduct a pre-bid conference for prospective bidders.

2.5.4.6 The Architect shall prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.

2.5.4.7 The Architect shall participate in or, at the Owner’s direction, shall organize and conduct the opening of the bids. The Architect shall subsequently document and distribute the bidding results, as directed by the Owner.

2.5.5 NEGOTIATED PROPOSALS

2.5.5.1 Proposal Documents shall consist of proposal requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings.

2.5.5.2 If requested by the Owner, the Architect shall arrange for procuring the reproduction of Proposal Documents for distribution to prospective contractors. The Owner shall pay directly for the cost of reproduction or shall reimburse the Architect for such expenses.

2.5.5.3 If requested by the Owner, the Architect shall organize and participate in selection interviews with prospective contractors.

2.5.5.4 The Architect shall consider requests for substitutions, if permitted by the Proposal Documents, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.

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2.5.5.5 If requested by the Owner, the Architect shall assist the Owner during negotiations with prospective contractors. The Architect shall subsequently prepare a summary report of the negotiation results, as directed by the Owner.

ARTICLE 2.6 CONTRACT ADMINISTRATION SERVICES

2.6.1 GENERAL ADMINISTRATION

2.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. Modifications made to the General Conditions, when adopted as part of the Contract Documents, shall be enforceable under this Agreement only to the extent that they are consistent with this Agreement or approved in writing by the Architect.

2.6.1.2 The Architect’s responsibility to provide the Contract Administration Services under this Agreement commences with the award of the initial Contract for Construction and terminates at the issuance to the Owner of the final Certificate for Payment. However, the Architect shall be entitled to a Change in Services in accordance with Paragraph 2.8.2 when Contract Administration Services extend 60 days after the date of Substantial Completion of the Work.

2.6.1.3 The Architect shall be a representative of and shall advise and consult with the Owner during the provision of the Contract Administration Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written amendment.

2.6.1.4 Duties, responsibilities and limitations of authority of the Architect under this Article 2.6 shall not be restricted, modified or extended without written agreement of the Owner and Architect with consent of the Contractor, which consent will not be unreasonably withheld.

2.6.1.5 The Architect shall review properly prepared, timely requests by the Contractor for additional information about the Contract Documents. A properly prepared request for additional information about the Contract Documents shall be in a form prepared or approved by the Architect and shall include a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested.

2.6.1.6 If deemed appropriate by the Architect, the Architect shall on the Owner’s behalf prepare, reproduce and distribute supplemental Drawings and Specifications in response to requests for information by the Contractor.

2.6.1.7 The Architect shall interpret and decide matters concerning performance of the Owner and Contractor under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

2.6.1.8 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for the results of interpretations or decisions so rendered in good faith.

2.6.1.9 The Architect shall render initial decisions on claims, disputes or other matters in question between the Owner and Contractor as provided in the Contract Documents. However, the Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.
2.6.2 EVALUATIONS OF THE WORK

2.6.2.1 The Architect, as a representative of the Owner, shall visit the site at intervals appropriate to the stage of the Contractor’s operations, or as otherwise agreed by the Owner and the Architect in Article 2.8, (1) to become generally familiar with and to keep the Owner informed about the progress and quality of the portion of the Work completed, (2) to endeavor to guard the Owner against defects and deficiencies in the Work, and (3) to determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor’s rights and responsibilities under the Contract Documents.

2.6.2.2 The Architect shall report to the Owner known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor. However, the Architect shall not be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the Work.

2.6.2.3 The Architect shall at all times have access to the Work wherever it is in preparation or progress.

2.6.2.4 Except as otherwise provided in this Agreement or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents. Communications by and with the Architect’s consultants shall be through the Architect.

2.6.2.5 The Architect shall have authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

2.6.3 CERTIFICATION OF PAYMENTS TO CONTRACTOR

2.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue Certificates for Payment in such amounts. The Architect’s certification for payment shall constitute a representation to the Owner, based on the Architect’s evaluation of the Work as provided in Paragraph 2.6.2 and on the data comprising the Contractor’s Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect’s knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.
2.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor’s right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

2.6.3.3 The Architect shall maintain a record of the Contractor’s Applications for Payment.

2.6.4 SUBMITTALS

2.6.4.1 The Architect shall review and approve or take other appropriate action upon the Contractor’s submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect’s action shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor or separate contractors, while allowing sufficient time in the Architect’s professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect’s review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect’s approval of a specific item shall not indicate approval of an assembly of which the item is a component.

2.6.4.2 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

2.6.4.3 If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Architect shall specify appropriate performance and design criteria that such services must satisfy. Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor shall bear such professional’s written approval when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

2.6.5 CHANGES IN THE WORK

2.6.5.1 The Architect shall prepare Change Orders and Construction Change Directives for the Owner’s approval and execution in accordance with the Contract Documents. The Architect may authorize minor changes in the Work not involving an adjustment in Contract Sum or an extension of the Contract Time which are consistent with the intent of the Contract Documents. If necessary, the Architect shall prepare, reproduce and distribute Drawings and Specifications to describe Work to be added, deleted or modified, as provided in Paragraph 2.8.2.

2.6.5.2 The Architect shall review properly prepared, timely requests by the Owner or Contractor for changes in the Work, including adjustments to the Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit the Architect to make a reasonable determination without extensive investigation or preparation of additional drawings or specifications. If the Architect
determines that requested changes in the Work are not materially different from the requirements of the Contract Documents, the Architect may issue an order for a minor change in the Work or recommend to the Owner that the requested change be denied.

2.6.5.3 If the Architect determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, the Architect shall make a recommendation to the Owner, who may authorize further investigation of such change. Upon such authorization, and based upon information furnished by the Contractor, if any, the Architect shall estimate the additional cost and time that might result from such change, including any additional costs attributable to a Change in Services of the Architect. With the Owner’s approval, the Architect shall incorporate those estimates into a Change Order or other appropriate documentation for the Owner’s execution or negotiation with the Contractor.

2.6.5.4 The Architect shall maintain records relative to changes in the Work.

2.6.6 PROJECT COMPLETION
2.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive from the Contractor and forward to the Owner, for the Owner’s review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

2.6.6.2 The Architect’s inspection shall be conducted with the Owner’s Designated Representative to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

2.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including any amounts needed to pay for final completion or correction of the Work.

2.6.6.4 The Architect shall receive from the Contractor and forward to the Owner: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment and (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens.

ARTICLE 2.7 FACILITY OPERATION SERVICES
2.7.1 The Architect shall meet with the Owner or the Owner’s Designated Representative promptly after Substantial Completion to review the need for facility operation services.

2.7.2 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall conduct a meeting with the Owner and the Owner’s Designated Representative to review the facility operations and performance and to make appropriate recommendations to the Owner.
ARTICLE 2.8 SCHEDULE OF SERVICES

2.8.1 Design and Contract Administration Services beyond the following limits shall be provided by the Architect as a Change in Services in accordance with Paragraph 1.3.3:

1. up to ( ) reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor.
2. up to ( ) visits to the site by the Architect over the duration of the Project during construction.
3. up to ( ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents.
4. up to ( ) inspections for any portion of the Work to determine final completion.

2.8.2 The following Design and Contract Administration Services shall be provided by the Architect as a Change in Services in accordance with Paragraph 1.3.3:

1. review of a Contractor’s submittal out of sequence from the submittal schedule agreed to by the Architect;
2. responses to the Contractor’s requests for information where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
3. Change Orders and Construction Change Directives requiring evaluation of proposals, including the preparation or revision of Instruments of Service;
4. providing consultation concerning replacement of Work resulting from fire or other cause during construction;
5. evaluation of an extensive number of claims submitted by the Owner’s consultants, the Contractor or others in connection with the Work;
6. evaluation of substitutions proposed by the Owner’s consultants or contractors and making subsequent revisions to Instruments of Service resulting therefrom;
7. preparation of design and documentation for alternate bid or proposal requests proposed by the Owner; or
8. Contract Administration Services provided 60 days after the date of Substantial Completion of the Work.
2.8.3 The Architect shall furnish or provide the following services only if specifically designated:

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<thead>
<tr>
<th>Services</th>
<th>Responsibility (Architect, Owner or Not Provided)</th>
<th>Location of Service Description</th>
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<td>1.3</td>
<td>Geotechnical Services</td>
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<td>1.5</td>
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<td>Economic Feasibility Studies</td>
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<td>Environmental Studies and Reports</td>
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<td>Owner-Supplied Data Coordination</td>
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<td>Schedule Development and Monitoring</td>
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<td>Tenant-Related Services</td>
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Description of Services.
(Insert descriptions of the services designated.)
ARTICLE 2.9 MODIFICATIONS

2.9.1 Modifications to this Standard Form of Architect’s Services: Design and Contract Administration, if any, are as follows:

By its execution, this Standard Form of Architect’s Services: Design and Contract Administration and modifications hereto are incorporated into the Standard Form of Agreement Between the Owner and Architect, AIA Document B141-1997, that was entered into by the parties as of the date:

OWNER (Signature)  
(Printed name and title)

ARCHITECT (Signature)  
(Printed name and title)

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