

The AIA Contract Documents

what we need to know to use them as our tools

THE AIA documents are organized as follows:

- **A-Series:** OWNER-CONTRACTOR AGREEMENTS
- **B-Series:** OWNER-ARCHITECT AGREEMENTS
- **C Series:** Other agreements
- **D Series:** Miscellaneous Documents
- **E Series:** Exhibits
- **G Series:** Contract Administration and Project Management Forms

For a complete list of AIA Documents go to <https://www.aiacontracts.org/contract-doc-pages/82156-all-contract-documents>.

These documents are our business TOOLS

THE AIA documents are the national standard for contracts and forms. They are accepted by other professional organizations, government entities, firms, and other industry members.

Besides they purpose, we can use them for the following:

- To describe our services and contractual relationships with our clients and with the contractors.
- As basis for reviewing and comparing contracts and other documents which we our clients want us to use.
- For preparing our RWM contracts and forms, and our project documents.
- As a source of language and terminology thorough out our services (design, documentation, administration, etc.)

Information in this module is from "The AIA Contract Documents" <https://www.aiacontracts.org/find>

Available AIA Documents with modified RMW Language

- **A101-2017** Standard Form of Agreement Between Owner and Contractor.
 - Used when the project price is based on a stipulated sum. This document is very important to us because it describes the Architect's services during construction and the contractual relationships between Architect, Owner, and Contractor.
- **B101-2017** Owner-Architect Agreement
 - Used for large project along with the A101. This document is important to us because its RMW modified language can be exported to other Owner-Architect agreements for projects with different scopes or to contracts provided by Owners. Basically, it is our "master template" agreement.
- **B104-2017** Standard Abbreviated Format Agreement Between Owner and Architect
 - Used for projects for medium size projects or projects with limited scope.
- **B121-2018** Owner-Architect Master Agreement
 - This contract establishes a master agreement with multiple service orders.
 - B221-2016 Owner/Architect Service Order (use with the B121).
- **B152-2017** Owner Architect Agreement for Architectural Interior Design
 - Used for any size interior project including FF&E services.
- **B201-2017** Standard Form of Architect's Services
 - Used as a template of services for design and contract administration.
- **B211-2007** Architect's Services: Commissioning
 - Used for conventional commissioning services by the Architect (coordination, developing a commissioning plan, etc.)
- **B214-2012** Architect's Services: LEED Certification
 - Used when we are in charge of certification.
- **C401-2017** Architect-Consultant Agreement
- **C421-2017** Architect-Consultant Master Agreement
 - This contract establishes a master agreement with multiple service orders.
 - C422-2018 Service Order (use with the C422).

Where to find the AIA documents

If you only want to **take a look** at any document published by the AIA:

- Go to <https://www.aiacontracts.org/>, find your document, and download a free PDF file (you do not need to SIGN-IN).

If you want to **edit** a document with RMW Modified Language:

- Download the “DRAFT” document from the RMW Rspace site (In Word format).
 - Make and finalize your changes.
 - Hand it to the person who has the AIA license to process the documents for final processing to obtain a clean copy without the “DRAFT” legend (in SF Felice; in SAC, Gloria). **Editing these documents can only be done using the AIA licensed program for processing AIA documents.**

If you want to use an AIA document not in Rspace:

- SIGN IN the AIA Contracts site:
 - Earl Gerfen has the user and password information.
- Download the “DRAFT” document from the AIA Contract Document site (In Word format).
- Make and finalize your changes.
- Hand it to the person who has the AIA license to process the documents for final processing to obtain a clean copy without the “DRAFT” legend. **This can only be done with the AIA licensed program.**

Documents we use “out of the box”

- For preparing Bidding Documents:
 - **A310-2010** Bid Bond
 - **A312-2010** Performance Bond and Payment Bond
- For organizing and protecting our electronic files:
 - **C106-2013** Digital Data Licensing
 - **D203-2013** Building Information Modeling and Digital Data Exhibit
 - **G201-2013** Project Digital Data Protocol
 - **G202-2013** Project BIM Protocol
- For Contract Administration:
 - **G701-2017** Change Order
 - **G702-1992** Application and Certificate for Payment
 - **G704-2017** Certificate of Substantial Completion

Documents to use as guides

- **B503-2017** Guide for Amendments to AIA Owner Contract Agreements
- **D503-2013** Guide for Sustainable Projects
- **E204-2017** Sustainable Projects Exhibit
- **G612-2011** Instructions to the Architect, Bidding Procedures, Insurance & Bonds
- **G612-2017** Owner’s Instructions to the Architect

Sign in with RMW’s username and password ask Earl Gerfen for them

