

using the AIA documents

WHERE TO FIND THEM

The AIA documents in electronic format can be accessed through the “AIA CONTRACT DOCUMENTS” program. RMW has six licenses — two for SF, one in Sacramento, two for SJ, and one with Gloria.

- If you need an AIA document or are searching for one, let Gloria or Felice know, and we will send it you in WORD format. The document is filled-in by you and then we processed it to its final form using the AIA documents program. Unfortunately, this is the only way to do it.
- In Rspace, there are some AIA documents without modifications which can be used when needed, for example, the Certificate of Substantial Completion.

WHY DO THEY MATTER

The AIA documents address the contract relationships in the practice of architecture and are the nationwide “standard” and a “resource” that we use to provide our services.

These documents are issued by the AIA which, since its beginning back in the 1800s, maintains a committee which is in charge of maintaining the documents.

AIA Documents are updated and revised constantly. The main documents are updated every ten years and other documents are added, revised, and retired from the library as the practice of architecture changes and expands.

RMW MODEL LANGUAGE

RMW does not use the AIA documents in their “out of the box” form. The AIA documents are designed to be the repository of the typical methods of the practice of architecture nationwide for all types of firms and practices; therefore, their language is typically modified according to each firm’s practice.

The AIA documents used in RMW contain “model language,” that is, language that deletes, adds, or modifies the original language to better fit our contractual needs. This “model language” has been added through the years by RMW team members and reviewed and recommended by our lawyers, and carries years of RMW experience.

RMW modified AIA documents are used for the following:

- As a starting point when we are negotiating with our clients,
- As a repository of language that is important to modify or negotiate when working with contracts.
- As guidelines for writing our own RMW contracts and other documents.

Because these documents describe the “standard” services provided by architects including the “standard” procedures for contract administration, they are also the basis of RMW contract administration procedures recorded in our construction documents.

The two AIA documents most used as reference in our practice are the AIA A201 “General Conditions of the Contract for Construction” and the AIA B101 “Standard Form of Agreement between Owner and Architect”.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect’s Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect’s services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner’s Consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner’s Consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.