

THE

AIA Contract Documents™ are the way everyone in the

INDUSTRY

can protect their interests and make all projects meet the highest

STANDARD.



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AIA Contract Documents

THE PROFESSIONAL STANDARD.

AIA provides the most comprehensive and
contract documents so all your projects follow the same high



Since 1888, AIA Contract Documents™ have set the standard for design and construction contracts. Today, they are the most widely used standard form contract documents in the industry. AIA Contract Documents feature over 100 agreements and forms, providing the most complete yet practical way to see that projects run smoothly from start to finish. They offer a proven solution to manage risk, define expectations, and maintain the highest degree of professionalism.

AIA Contract Documents, available both as software and in paper format, are written to provide a common basis for establishing legal and business relationships throughout the construction process. Crafted with an eye to the needs of all parties involved, these contracts are designed to reflect current legal rulings and building practices. They reflect a consensus of owners, contractors, attorneys, architects, engineers, and other design and construction professionals who use them. The result is the most reliable and respected program of standard form contract documents available today.

THE

AIA Contract Documents are how construction

BUSINESS

professionals save time, manage risk, and maintain the highest

STANDARD.

Trust in AIA Contract Documents to help you focus on creating the built environment—rather than struggling to create the documents needed for the process. They are written with well-informed input from stakeholders across the industry, so they reflect current business practices. AIA Contract Documents allow you to save time and hassles, manage risk, and help you conduct construction-based business efficiently and effectively.



The software allows us to do one draft and make changes before creating a final document. The documents are easy to fill in. There is a database in the program that saves information. Productivity is up because we can create documents more quickly.

— Nancy Heppard
Fanning/Howey Associates, Inc.

Save time

AIA Contract Documents software helps you create the agreements and forms you need in a fraction of the time. The software is based on Microsoft® Word, so navigational features are familiar and very easy to use. Create and share these documents easily through e-mail or on your network using Word and PDF. Special dialog boxes help you enter data quickly, while enhanced storage and retrieval capabilities let you automatically incorporate archived data into new documents. Use Microsoft® Word Track Changes functionality to collaborate quickly and accurately with your entire project team onsite or online.



Knowing the AIA is behind this software is a comfort. They are the author of the documents so it adds a level of confidence to things. You know it's going to be accurate and complete.

— Richard DeYoung, AIA
WTW Architects

Manage risk

AIA Contract Documents respect the interests of contractors, owners, lawyers, and architects, and are designed with an eye to the interests of all parties involved in a building project. They cover a complete range of project types and have been strengthened by over a century's worth of legal precedent. Courts throughout the country have recognized their legitimacy time after time, making AIA Contract Documents the most effective way to manage risk and protect interests throughout all phases of construction.

CREATING AND EDITING

- Customizable document templates
- Interactive Microsoft® Word software with familiar navigation
- Document control, from draft to final

COLLABORATING AND STORING

- Edit and review documents using Track Changes
- View additions and deletions in a special report
- Store/share documents on network or send via e-mail

MANAGING AND PRINTING

- Organize data and documents by project
- Retrieve archived data for use in new documents
- Print professional-quality contracts from any printer

THE

AIA Contract Documents provide the industry's most

COMPLETE

program of standard forms so businesses of all sizes have a full-service

SOLUTION.



AIA Contract Documents provide agreements and forms for all of the most common project delivery systems used today in designing and constructing buildings. These documents are grouped in two ways for your convenience: by “families” according to project type or delivery method and by “series” based on how the document is used.

Document families

The documents within each family provide a consistent structure and text base to support the major relationships on a particular delivery method or project type.

Conventional

This is the most frequently used family of documents. It provides agreements and forms for the traditional design-bid or negotiate-build project delivery method. From programming to post occupancy, this family provides the agreements and forms for virtually every relationship and need.

Small Projects

Created for projects that are small, short in duration, straightforward in design, relatively low in cost, and without complications in delivery—this family is frequently used for residential or light commercial projects.

Interiors

This family is intended for use in tenant-landlord projects. The family provides agreements for architectural design services, and for the design and purchase of furniture, furnishings, and equipment (FF&E). The FF&E documents are coordinated with the Uniform Commercial Code sections governing the sale of goods. In this family, the architect does not take a financial interest in the purchase of the FF&E.

Construction Manager-Adviser (CMA)

These agreements and forms are used when construction management services are provided by an independent party acting purely as the owner's adviser from beginning to end. The CMA does not enter into construction contracts and has no monetary interest or financial risk for construction.

Document families *continued*

Construction Manager-Constructor (CMc)

These contracts are used when the owner employs a construction manager to provide construction management services, as well as to construct the project. The roles of contractor and construction manager are merged into one entity who controls construction work via direct contracts with subcontractors and may also assume the financial risk for the construction cost.

Design-Build

This family governs the relationship between the project's owner and design-builder, and between the design-builder and its architects and contractors. The design-build family was rewritten in 2004 and now includes a new agreement between the owner and a design-build consultant, as well as a form for acknowledging the substantial completion of the project.

International

Designed for use on projects based in foreign countries. These agreements provide the business terms and scope of services between the owner of a project located in a foreign country, called the "client," and the U.S. architect, identified as a "consultant." The agreements assume that the U.S. architect is not licensed in the country where the project is located.



Document series

All AIA Contract Documents are identified by an alpha-numeric designation and a title, such as B141™-1997, Agreement between the Owner and Architect. The letter before the document number identifies the type of document according to its use. The letters have the following use designations:

- A series: Owner/Contractor documents
- B series: Owner/Architect documents
- C series: Owner/Consultant documents
- D series: Architect/Industry documents
- G series: Contract administration and project management forms

AIA Contract Documents software allows you to really concentrate on what the work is rather than battle the software.

— Christopher Smith, AIA
Ernst & Young

To maintain the highest level of quality, the AIA follows comprehensive drafting principles in creating and updating its documents. The AIA thoroughly reviews and revises most documents every 10 years to see that they take into account the interests of all participating parties and reflect the latest design and construction trends, legal

decisions, and industry practices. Drafting and revising the documents is a collaborative effort involving a team of experts—including members of the AIA Documents Committee and Institute staff, outside legal counsel, industry professionals, and representatives of other construction industry associations.

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AIA Contract Documents provide comprehensive

TECHNICAL

support and training so your work can meet the highest

STANDARD.



AIA Contract Documents come with all the built-in product training and technical support your firm will need to keep this system running efficiently. Our enhanced online user's guide at www.aia.org provides details on software installation, activation, features, and tips for working with dialogs and documents.

Our Web site at www.aia.org also helps you quickly troubleshoot any software problems and search for frequently asked questions using our online knowledge base search feature. You can also view a step-by-step online tutorial that demonstrates basic features and teaches you everything you need to know to get started.

The AIA provides highly skilled technical support via e-mail, accessible by clicking the "Tech Support" icon on your software toolbar. Our Technical Support representatives can also address your AIA Contract Documents software questions, Monday through Friday, from 8:30 a.m. to 6:00 p.m. (ET), with a toll-free call to 800-942-7732.

The AIA's Web site also provides assistance in navigating, using, and understanding the content of

AIA Contract Documents. At www.aia.org we provide a short synopsis of each of the nearly 100 documents in our program, and commentaries on each of our most popular agreements are available for free download.

For personal assistance on content-related questions, you can send an e-mail to docinfo@aia.org or call 202-626-7526 from 8:30 a.m. to 5:00 p.m. (ET), Monday through Friday.



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AIA Contract Documents

GOOD DESIGN MAKES A DIFFERENCE

For almost 150 years, members of The American Institute of Architects have worked with each other and their communities to create more valuable, healthy, secure, and sustainable buildings and cityscapes. AIA members have access to the right people, knowledge, and tools to create better design, and through such resources and access, they help clients and communities make their visions real.