



Guide to AIA Contract Documents for Small Projects

Resources for Small Project Practitioners, including Small Firms, Sole Practitioners and Custom Residential Architects

Purpose of the Guide

Resources Included in the Guide
Small Project Practitioners
Importance of Written Contracts

Overview of AIA Contract Documents

History of AIA Contract Documents
Document Development

Flagship Documents

A201, General Conditions of the Contract for Construction
B101, Owner/Architect Agreement

Small Projects Family of AIA Contract Documents

A105, Owner/Contractor Agreement—Residential or Small Commercial Project
B105, Owner/Architect Agreement—Residential or Small Commercial Project

Other AIA Documents of Interest to Small Project Practitioners

AIA Agreements for Projects of Limited Scope
A107, Owner/Contractor Agreement
B104, Owner/Architect Agreement
B102, Owner/Architect Agreement—No Predefined Scope of Architect's Services
(with B200 Series Scope of Services documents)
B106, Owner/Architect Agreement for Pro Bono Services
B172, Owner/Architect Agreement for Architect of Record Services
Housing Agreements
Interiors Family of AIA Contract Documents
B305, Architect's Qualification Statement
AIA Documents for Sustainable Projects
Amendments and Supplementary Conditions
A503, Guide for Supplementary Conditions
B503, Guide for Amendments to AIA Owner/Architect Agreements

AIA Contract Document Formats

AIA Contract Documents Software
AIA Documents on Demand
AIA Documents on Paper
AIA Documents Online
AIA Product Availability

AIA Contract Document Resources

Document Content Help
Purchasing Assistance
Software Technical Support
AIA KnowledgeNet
Docucation

Document Comparison Chart

This Guide was developed in collaboration with representatives from the AIA's Small Project Practitioners Knowledge Community, Small Firm Round Table, and Custom Residential Architect Network. The AIA expresses special thanks to the liaisons from groups who assisted in the development, review and revision of this guide, including Marika Snyder, Sara O'Neil Manion, Rob Walker, Andrew Porth and James Cline.

Purpose of the Guide

Resources Included in the Guide

The purpose of this guide is to provide comprehensive information about AIA resources of interest to small project practitioners. As used in this guide, the term “small project practitioners” includes small firms, sole practitioners, and custom residential architects. These resources include the following:

- Selected AIA Contract Documents of particular relevance to small project practitioners.
- Reference material available to download free of charge on the AIA Contract Documents Reference Material Web site (www.aia.org/contractdocs/reference).
- Directions on where to find AIA documents in different formats, such as paper, Adobe PDF (Portable Document Format), and AIA Contract Documents® software.
- Links to relevant resources on AIA KnowledgeNet and Web sites for education and training.
- Contact information for assistance in purchasing AIA Contract Documents and software, technical support, and for assistance with questions about AIA document content and selection.
- Document Comparison Chart: provides a quick reference of major characteristics of many documents discussed in this guide.

Follow the links provided throughout this guide to access these resources. To go to specific sections of interest in this guide, click Bookmark links or topics in the Table of Contents. To view bookmarks, click the Bookmark button  on the left-hand Navigation pane. For quick access to this guide, go to www.aia.org/smallprojectsguide.

Please note that this guide does not provide instructions on how to complete AIA documents or model language for amending contracts or agreements. For that information, refer to the instructions that accompany most AIA documents, and AIA Documents [A503™–2007](#), Guide for Supplementary Conditions, and [B503™–2007](#), Guide for Amendments to AIA Owner/Architect Agreements, as well as additional resources available at www.aia.org/contractdocs/reference, including commentaries, comparatives and guides on other document-related topics.

Although this guide is directed primarily toward providing information and resources for selection and use of AIA Contract Documents, please note that there are many other materials published by the AIA that are useful to assist the small project practitioner with other aspects of practice, including, for example, The Architect’s Handbook of Professional Practice.

This Guide will be periodically revised and updated to reflect changes in the AIA Contract Documents program and to include new information and resources. The revision date of this document is included in the lower right hand corner of the document. Please check back periodically to confirm that you have the latest version of this Guide.

Guide to AIA Contract Documents for Small Projects

Small Project Practitioners

What is a small project? It is difficult to provide a precise definition of a small project. Accordingly the criteria discussed in this paragraph are guidelines only. The key for analysis is the complexity of the project. Generally speaking, a small project is a residential, commercial, retail, industrial or educational project of relatively low cost and brief duration. A small project may be public or private, and may consist of new construction or a renovation. A small project is typically straightforward in design and often does not involve competitive bidding or more complex delivery methods. Specific parameters for cost and size will not be applicable to all small projects. However, in many small projects, the project costs are less than \$1.5 million, and project size less than 5,000 square feet. The duration of a small project is often less than one year from the start of design to the completion of construction. Team members on a small project may have established working relationships and, therefore, more predictable expectations with respect to quality and deliverables.

It is important to consider factors other than size and cost when determining whether to characterize a project as small and, especially, when deciding what contract agreement to use for any given project. Factors such as the sophistication of the parties, the location of the project, and the risks involved are all significant, and should be evaluated by the practitioner on a project by project basis. A contract should be chosen based on this overall analysis. The document synopses provided in this guide will give you an idea of the type of project for which each agreement is appropriate.

Who undertakes a small project? Anyone who undertakes a small project, whether a small, mid-size or large firm, could be considered as a *small project practitioner*. But the majority of small project practitioners are likely to be with small architecture and design firms, architects working as sole practitioners, and custom residential architects. Those small project practitioners typically have more limited resources than large firms. This guide provides information about many resources that are available free of charge to assist the small project practitioner, and to help those practitioners better understand the AIA Contract Documents that are available and tailored to the types of projects that they may be undertaking.

Importance of Written Contracts

Overview. What is a contract? The standard legal definition of a contract is:

“A contract is a promise or a set of promises for the breach of which the law gives a remedy, or the performance of which the law in some way recognizes as a duty.”¹

Legal requirements for a valid contract include a meeting of the minds, offer and acceptance, mutual exchange of consideration, and performance. Stated more simply, a contract is formed when all parties agree to terms, something of value is received by each party (e.g. work completed for payment), and each party is required to perform obligations set forth in the contract. *The importance of using written contracts cannot be overstated, even for the smallest and most straightforward of projects.*

Architects, including small project practitioners, need written contracts so that everyone understands and agrees to the key elements of consideration and performance (i.e., meeting of the minds) at the outset, and to avoid misunderstandings as the project moves forward. Such key elements include, at a minimum, the

¹ Restatement (Second) of Contracts, § 1.

Guide to AIA Contract Documents for Small Projects

following, all of which are included in AIA Document B105™–2007, Owner/Architect Agreement for a Residential or Small Commercial Project:

- A description of the Project
- Architect’s responsibilities, including the following:
 - o Statement of the standard of care.
 - o Scope of services to be provided, including (1) design and related obligations, and (2) construction phase obligations, if any.
 - o Consultants to be provided by the architect.
- Compensation, including compensation for Basic and Additional Services, and reimbursables
- Owner’s responsibilities, such as project information to be provided, budget, and consultants and contractors to be hired by the owner
- Ownership and use of Instruments of Service
- Termination

These contract provisions help provide basic protection from major elements of risk that may be inherent in even the smallest and most basic type of project. However, as projects become larger and more complicated, there is the potential for additional types of risk and for greater expense; and agreements must be sufficiently detailed to adequately address those issues. AIA Contract Documents have been developed to allocate risks and responsibilities at a level of detail specific to different sizes or types of projects.

In addition, AIA agreements contain a section typically titled “Other Provisions” or “Special Terms and Conditions,” which provides a fill point for the parties to include additional items that may not be specifically addressed in the agreement. Parties may wish to use this section, for example, to clarify items that are not included in the scope of services or to provide a limitation of liability provision such as that set forth in AIA Document B503™–2007, Guide for Amendments to AIA Owner/Architect Agreements.

Form Documents. Most AIA documents published since 1906 have the words “Standard Form” in their titles. The word “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 free to adopt different, and perhaps contradictory, laws affecting that industry—AIA documents form the basis for a generally consistent body of construction law. The standard AIA 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.

Letter forms of agreement are generally discouraged by the AIA, as is the performance of a part or the whole of the Work on the basis of oral agreements or understandings. 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.

Guide to AIA Contract Documents for Small Projects

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. This allows AIA Contract Documents users to become familiar with the standard text, and the normal allocation of risk and responsibility set forth in the documents; and to readily identify and comprehend the impact of modifications made on a project by project basis.

Prior to using any AIA Contract Document, users should view the list of [current AIA documents](#) on the AIA Web site or consult a local AIA component to verify the most recent edition. The list of current documents on the AIA Web site provides document numbers, document titles and editions (year).

Contract selection. AIA Contract Documents are divided into nine families based on project type or delivery method. Documents in each family provide a consistent structure and text base to support the major relationships on a design and construction project. Understanding AIA document families will help you select the most appropriate standard forms for your project. *(Follow the links for a synopsis of the documents in each family.)*

- **Small Projects.** Documents in the Small Projects family are for use on residential and small commercial projects when a project is straightforward in design, is of short duration (less than one year from start of design to completion of construction), and is without delivery complications, such as competitive bidding. A more detailed discussion of the Small Projects documents as well as other AIA Contract Documents of particular interest to small project practitioners is set forth below. Documents in this family are suitable for the conventional delivery approach of design-bid-build.
- **Conventional (A201).** Documents in the Conventional (A201) family are for use on small to large projects when the owner's project is divided into separate contracts for design (with the architect) and construction (with one or more contractors). Documents in this family are suitable for the conventional delivery approach of design-bid-build.

Conventional (A201) documents of particular relevance to small project practitioners and described later in this chapter include AIA Documents A107™, O/C Agreement—Project of Limited Scope; B102™, O/A Agreement—No Predefined Scope of Architect's Services (with B200 series scope of services documents); B104, O/A Agreement—Project of Limited Scope; B106™, O/A Agreement for Pro Bono Services; B107™, Developer-Builder/Architect Agreement for Prototype(s) for Single Family Residential Project; B108™, O/A Agreement for a Federally Funded or Federally Insured Project; and D503™, Guide for Sustainable Projects, including Commentary on the AIA Sustainable Projects Documents.

- **Interiors.** Documents in the Interiors family are for use on small to large tenant projects for FF&E procurement services (i.e., furniture, furnishings and equipment) and for FF&E procurement combined with architectural interior design and construction services. These documents anticipate procurement of FF&E under a contract separate from design services.

Guide to AIA Contract Documents for Small Projects

Other AIA Contract Document families include:

- [Construction Manager as Adviser \(CMA\)](#)
- [Construction Manager as Constructor \(CMc\)](#)
- [Design-Build](#)
- [Integrated Project Delivery \(IPD\)](#)
- [International](#)
- [Program Management](#)

The AIA also publishes [digital practice documents](#), which may be used on any projects, small to large, involving digital data or building information modeling. The digital practice documents have been updated in 2013 and now include AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit; G201–2013, Project Digital Data Protocol Form; and G202–2013, Project Building Information Modeling Form; as well as an updated version of AIA Document [C106](#)™, Digital Data Licensing Agreement. These new 2013 documents represent a significant revision to the approach for dealing with digital data, including building information modeling. For a detailed description, refer to the [Guide, Instructions and Commentary to the 2013 AIA Digital Practice Documents](#).

In addition, the AIA publishes [construction administration and project management forms](#), which are generally useful for all project delivery methods on small to large projects. These forms include qualification statements, bonds, requests for information, change orders, construction change directives, and payment applications and certificates. AIA Documents [B305](#)™, Architect's Qualification Statement; [G701](#)™, Change Order, and [G702](#)™, Application and Certificate for Payment, may be of particular interest to small project practitioners.

Small project practitioners may be interested in viewing [Contract Relationship Diagrams](#) for AIA Contract Document families. These diagrams show relationships among the parties for various delivery methods, and recommended contracts for use among the parties.

[\(back to Table of Contents\)](#)

Overview of AIA Contract Documents

AIA documents are intended for nationwide use and are not drafted to conform to the law of any one state. With that caveat, however, AIA documents provide a solid basis of contract provisions that are enforceable under the existing law at the time of publication. A significant body of case law concerning contracts for design and construction is based largely on the language of AIA standard forms. Those court decisions are discussed in *The American Institute of Architects Legal Citator*, published by Matthew Bender & Company, Inc., a member of LexisNexis. Recent cases are summarized and all cases are keyed to the specific provisions in the AIA documents to which they relate.

AIA documents are grouped by [family](#) and by [series](#). This dual method of organizing the documents makes it quicker and easier for users to select the documents appropriate for their projects. Documents in the same family are coordinated to tie together the various legal and working relationships on the same project types or delivery methods. They are linked by common terminology and procedures and may also adopt

Guide to AIA Contract Documents for Small Projects

one another by reference. The relevant terms of AIA Document A201™–2007, General Conditions of the Contract for Construction, for example, are adopted by reference in several agreements including AIA Documents A101™–2007, A102™–2007, A103™–2007, A401™–2007, B101™–2007 and B103™–2007. Documents in each series reflect the purpose of the document. For example, owner/contractor agreements are found in the A series, and contract administration forms are in the G series. *(Follow the links below for a synopsis of documents in each series.)*

- [A-Series](#), Owner/Contractor Agreements
- [B-Series](#), Owner/Architect Agreements
- [C-Series](#), Other Agreements
- [D-Series](#), Miscellaneous Documents
- [E-Series](#), Exhibits
- F-Series [reserved]
- [G-Series](#), Contract Administration and Project Management Forms

Document series categories are defined by the AIA's document numbering system. *(Learn more about the [AIA Document Numbering System](#).)*

History of AIA Contract Documents

The American Institute of Architects publishes more than 120 contracts and administrative forms that are recognized throughout the design and construction industry as the benchmark documents for managing transactions and relationships involved in construction projects. The AIA's prominence in the field is based on 120 years of experience creating and updating its documents. The history of AIA Contract Documents dates to 1888 when the AIA first published the [Uniform Contract](#) for use between an owner and a contractor. In 1911, the AIA published its first standardized general conditions for construction. The first set of [Standard Documents of the AIA](#) was published in 1911; and the [Second Edition of the Standard Documents](#), in 1915. The 2007 edition of AIA Document A201™ is the sixteenth edition of the general conditions.

Document Development

Process. In accordance with its bylaws, The American Institute of Architects has published documents that serve as standard forms of agreement in the design and construction industry. Owners, architects, contractors, attorneys, insurance experts, and many others regularly contribute to the development and revision of the AIA Contract Documents.

AIA Documents Committee and staff. The AIA Documents Committee is a standing committee of from 20–30 licensed architects and AIA members. The Committee's work is aided by insurance and other special advisors, outside legal counsel, and an AIA staff of in-house attorneys and a technical writer. The Committee meets three or four times each year, with each meeting lasting two and one-half days. Meetings take place in Washington, DC, and locations around the country. Additional AIA staff members provide business management, education, software development, and marketing support for the Documents program.

Members of the Documents Committee are actively engaged in the design and construction industry through employment in architectural firms or construction companies, or for building owners or

Guide to AIA Contract Documents for Small Projects

developers. Members are appointed on an annual basis, but may serve for several years (generally 10 years in order to complete one full A201 family revision cycle). New members are appointed to maintain a balance of viewpoints based on diversity of geography, firm size, practice type, and area of expertise.

To prepare documents, Committee members work with AIA staff attorneys in small task groups assembled by document type. In addition to re-drafting current documents in the portfolio, the Committee recognizes the need for developing new documents that address the ever-changing professional practices. Members devote time between meetings to complete individual assignments and to attend virtual task group meetings held by Web conference. Advisory groups assist the Documents Committee with document development and the AIA with the marketing and production of AIA Contract Documents software.

Drafting Process. The AIA's drafting process is a thorough and deliberate approach that strives to achieve a fair balance among interests affected by the contract documents. The process is based on the cooperative input of the Documents Committee members, advisors and legal counsel, and a wide variety of industry liaisons and subject matter experts.

The Documents Committee generally begins the process of updating or creating new documents two to three years before projected dates of publication. Before the Committee approves new or revised documents for publication, drafts are circulated to Committee members, liaison groups and stakeholders for comment. After document approval, it takes three or four months to publish documents in paper and software.

Beyond the input of the Committee members, the AIA solicits feedback from owners, general contractors, engineers, subcontractors, sureties, lawyers, insurers, and other interested stakeholders. The Committee seeks out and receives input from various liaison groups and stakeholders for each document via written comments and face-to-face meetings. By considering the opinions of a broad range of disciplines, the AIA strives to publish documents that account for the best interests of all parties affected by them.

Revision Cycle. AIA Contract Documents are generally revised and updated every 10 years, but potentially more often depending upon trends in the industry. The AIA updated 40 core documents in 2007. These documents—in the Conventional (A201), Interiors and Small Projects families—are slated to be updated again in 2017. In the interim, the next major update will be Design-Build documents in 2014.

For more information about how AIA Contract Documents are developed, see [Drafting Principles](#) and [Revision Policies](#).

[*\(back to Table of Contents\)*](#)

Flagship Documents: A201 and B101

Although AIA Documents A201 and B101 are generally used in projects that are large in scope, they are included here because they are the flagship documents of the AIA Contract Documents for the design-bid-build delivery method, and many other AIA documents are derived from them. For example, A105 and A107, discussed below, each contains its own internal general conditions rather than using a separate set of general conditions. The general conditions in A105 and A107 are based on A201. Similarly, B104 and B105 are streamlined versions of B101 for use in smaller projects. Commentaries on A201 and B101 may be useful to consult for discussions of analogous provisions in other documents.

Guide to AIA Contract Documents for Small Projects

A201–2007, General Conditions of the Contract for Construction

The general conditions are an integral part of the contract for construction for a large project and they are incorporated by reference into the owner/contractor agreement. They set forth the rights, responsibilities, and relationships of the owner, contractor, and architect. Though not a party to the contract for construction between owner and contractor, the architect participates in the preparation of the contract documents and performs construction phase duties and responsibilities described in detail in the general conditions. AIA Document A201™–2007 is adopted by reference in owner/architect, owner/contractor, and contractor/subcontractor agreements in the Conventional (A201) family of documents; thus, it is often called the “keystone” document.

■ Download a [commentary on AIA Document A201–2007](#).

B101–2007, Owner/Architect Agreement

AIA Document B101™–2007 is a one-part standard form of agreement between owner and architect for building design and construction contract administration. AIA Document B101–2007 was developed to replace AIA Documents B141™–1997 Parts 1 and 2, and B151–1997 (expired 2009), but it more closely follows the format of B151–1997. Services are divided traditionally into basic and additional services. Basic services are performed in five phases: schematic design, design development, construction documents, bidding or negotiation, and construction. This agreement may be used with a variety of compensation methods, including percentage of construction cost and stipulated sum. B101–2007 is intended to be used in conjunction with AIA Document A201™–2007, General Conditions of the Contract for Construction, which it incorporates by reference.

■ Download a [commentary on AIA Document B101–2007](#).

[\(back to Table of Contents\)](#)

Small Projects Family of AIA Contract Documents

The Small Projects Family is comprised of only two documents: AIA Document A105™–2007, an owner/contractor agreement, and AIA Document B105™–2007, an owner/architect agreement. Documents in the Small Projects family are suitable for residential projects, small commercial projects, or other projects of relatively low cost and brief duration when a project is straightforward in design; the project is without delivery complications, such as competitive bidding; and when project team members already have working relationships.

A105, Owner/Contractor Agreement—Residential or Small Commercial Project

AIA Document A105™–2007, Owner/Contractor Agreement for a Residential or Small Commercial Project, is a stand-alone agreement with its own general conditions. AIA Document A105 is for use on a project that is modest in size and brief in duration (less than one year from start of design to completion of construction), and where payment to the contractor is based on a stipulated sum (fixed price). AIA Document A105–2007 is based on AIA Document A107 and AIA Document A201™, General Conditions of the Contract for Construction. Provisions of A105 are pared down: there are no dispute resolution provisions or contractual limits on statutes of limitations.

■ Download [A105–2007](#) (sample). AIA Document A105–2007 replaced A105–1993 and A205–1993 (expired 2009).

Guide to AIA Contract Documents for Small Projects

B105, Owner/Architect Agreement—Residential or Small Commercial Project

AIA Document B105™–2007, Owner/Architect Agreement for a Residential or Small Commercial Project, is intended for use on a residential or small commercial project that is modest in size and brief in duration (i.e., less than one year from start of design to completion of construction). AIA Document B105 is intended for use with AIA Document A105™–2007, Owner/Contractor Agreement for a Residential or Small Commercial Project, which B105 incorporates by reference.

AIA Document B105 is extremely abbreviated and is formatted more informally than other AIA owner/architect agreements. B105 is streamlined and simplified for use by, for example, the homeowner client. It uses article numbers only (no paragraph numbering). B105 consists of only two pages, plus a cover page, and can easily be formatted as an attachment to a proposal letter. Basic Services are compressed into two phases: Design and Construction.

The architect's responsibilities during the Design Phase:

- Learn project requirements
- Develop design
- Prepare Construction Documents
- Coordinate with owner-provided consultants
- Assist owner with filings, obtaining proposals and awarding construction contracts

The architect's responsibilities during the Construction Phase:

- Interpret contract documents
- Review contractor's submittals
- Visit the site
- Review and certify payments
- Reject nonconforming Work

The owner provides cost estimating through a contractor. The architect owns the Instruments of Service and the owner can use them solely for the project.

■ Download [B105–2007](#) (sample). AIA Document B105–2007 replaced B155–1993 (expired 2009).

[\(back to Table of Contents\)](#)

Other AIA Documents of Interest to Small Project Practitioners

AIA Agreements for Projects of Limited Scope

A107, Owner/Contractor Agreement for a Project of Limited Scope. AIA Document A107™–2007, a stand-alone agreement with its own internal general conditions, is intended for use on construction projects of limited scope. A107 is also intended for use on medium-to-large sized projects where payment is based on either a stipulated sum or the cost of the work plus a fee, with or without a guaranteed maximum price. Parties using A107 will also use A107 Exhibit A, if using a cost-plus payment method. AIA Document B104™–2007, Owner/Architect Agreement for a Project of Limited Scope, coordinates with A107–2007 and incorporates A107 by reference.

Guide to AIA Contract Documents for Small Projects

For more complex projects, parties should consider using one of the following other owner/contractor agreements: AIA Document A101™–2007, A102™–2007 or A103™–2007. These agreements are written for a stipulated sum, cost of the work with a guaranteed maximum price, and cost of the work without a guaranteed maximum price, respectively. Each of them incorporates by reference AIA Document A201™–2007, General Conditions of the Contract for Construction. For single family residential projects, or smaller and less complex commercial projects, parties may wish to consider AIA Document A105™–2007, Owner/Contractor Agreement for a Residential or Small Commercial Project.

■ Download [A107–2007](#) (sample).

B104, Owner/Architect Agreement for a Project of Limited Scope. AIA Document B104™–2007, a standard form of agreement between owner and architect for use on medium-sized projects, is an abbreviated version of AIA Document B101™–2007. B104 contains a compressed form of basic services with three phases: Design, Construction Documents, and Construction. B104 has no insurance requirements, requires only a discussion of environmentally responsible design, and may be used with a variety of compensation methods. B104–2007 is intended to be used in conjunction with AIA Document A107™–2007, Owner/Contractor Between for a Project of Limited Scope, which it incorporates by reference.

■ Download [B104–2007](#) (sample).

B102, Owner/Architect Agreement—No Predefined Scope of Architect’s Services

AIA Document B102™–2007, Owner/Architect Agreement Without a Predefined Scope of Architect’s Services, is a standard form of agreement that contains terms and conditions and compensation details. AIA Document B102 does not include a scope of architect’s services, which must be inserted in Article 1 or attached as an exhibit. The separation of the scope of services from the owner/architect agreement allows users the freedom to append alternative scopes of services (*follow the links for a document synopsis*):

- [B201](#), Architect’s Services: Design and Construction Contract Administration
- [B202](#), Architect’s Services: Programming
- [B203](#), Architect’s Services: Site Evaluation
- [B204](#), Architect’s Services: Value Analysis
- [B205](#), Architect’s Services: Historic Preservation
- [B206](#), Architect’s Services: Security Evaluation
- [B207](#), Architect’s Services: On-Site Project Representation
- [B209](#), Architect’s Services: Construction Contract Administration
- [B210](#), Architect’s Services: Facility Support
- [B211](#), Architect’s Services: Commissioning
- [B212](#), Architect’s Services: Regional or Urban Planning
- [B214](#), Architect’s Services: LEED® Certification
- [B252](#), Architect’s Services: Arch. Interior Design
- [B253](#), Architect’s Services: Furniture, Furnishings and Equipment Design

■ Download [B102–2007](#) (sample). AIA Document B102–2007 replaced B141–1997 Part 1 (expired 2009).

Guide to AIA Contract Documents for Small Projects

B106, Owner/Architect Agreement for Pro Bono Services

AIA Document B106™–2010, Owner/Architect Agreement for Pro Bono Services, is a standard form of agreement for building design, construction contract administration, or other professional services provided on a pro bono basis. The architect’s pro bono services are professional services for which the architect receives no financial compensation other than compensation for reimbursable expenses. A table format is provided for the parties to designate the scope of the architect’s pro bono services and the maximum number of hours to be provided by the architect for each pro bono service. If the architect is providing construction phase services, B106–2010 is intended to be used in conjunction with AIA Document A201™–2007, General Conditions of the Contract for Construction, which B106 incorporates by reference.

■ Download [B106–2010](#). AIA Document B106 is available in AIA Contract Documents® software, but is not published in paper. An interactive B106 form is available free of charge from [AIA Documents on Demand®](#).

B172™–2013, Owner/Architect Agreement for Architect of Record Services

AIA Document B172™–2013 provides the agreement between the owner and the architect of record, an entity who is separate and independent from the program manager and design manager, and who acts as a project specific architect. AIA Document B172–2013 is coordinated for use with AIA documents C171–2013, Standard Form of Agreement Between Owner and Program Manager for use in a Multiple Project Program, and B171™–2013, Standard Form of Agreement Between Owner and Design Manager for use in a Multiple Project Program. The architect of record is responsible for preparation of the construction documents, based on criteria received from the owner in a “transfer package”, and related design and bidding phase services, and administration of the owner/contractor agreement on a project by project basis. AIA Document B172–2013 may also, with some modifications, be appropriate for use in other circumstances where an architect is asked to prepare construction documents based on the preliminary design work of another, and to provide related bidding and contract administration services for a project.

■ Download [B172–2013](#) (sample).

Housing Agreements

B107, Developer-Builder/Architect Agreement for Prototype(s) for Single Family Residential Project. AIA Document B107™–2010, a standard form of agreement between developer-builder and architect, is intended for use in situations where the architect will provide limited architectural services in connection with a single family residential project. Under B107, the architect’s services consist of development of Permit Set Documents and limited construction phase services for the first residence of each prototype design constructed by the developer-builder in the development. This document anticipates that the developer-builder will have extensive control over the management of the project, acting in a capacity similar to that of a developer or speculative builder of a housing project, and that the developer-builder is an entity that has experience with applicable residential building codes, selection of materials and systems, and methods of installation and construction.

■ Download [B107–2010](#) (sample). AIA Document B107–2010 replaced B188–1996 (expired April 2012).

B108, Owner/Architect Agreement for a Federally Funded or Federally Insured Project. AIA Document B108™–2009, a standard form of agreement between owner and architect for building design and construction contract administration, is intended for use on federally funded or federally insured projects. AIA Document B108 was developed with the assistance of several federal agencies and contains terms and

Guide to AIA Contract Documents for Small Projects

conditions that are unique to federally funded or federally insured projects. B108 sets forth five traditional phases of basic services: Schematic Design, Design Development, Construction Documents, Bidding or Negotiation, and Construction. Two other types of services are delineated in the document: optional services and additional services. B108 is structured so that either the owner or the architect may be the entity providing cost estimates.

■ Download [B108–2009](#) (sample). AIA Document B108–2009 replaced B181–1994 (expired 2011).

Interiors Family of AIA Contract Documents

A151, Owner/Vendor Agreement for Furniture, Furnishings and Equipment—Stipulated Sum. AIA Document A151™–2007 is intended for use as the contract between owner and vendor for furniture, furnishings and equipment (FF&E) where the basis of payment is a stipulated sum (fixed price) agreed to at the time of contracting. AIA Document A151 adopts by reference and is intended for use with AIA Document A251™–2007, General Conditions of the Contract for Furniture, Furnishings and Equipment. It may be used in any arrangement between the owner and the contractor where the cost of FF&E has been determined in advance, either through bidding or negotiation. AIA Document A151–2007 replaced A175ID–2003 (expired 2009).

A251, General Conditions of the Contract for Furniture, Furnishings and Equipment. AIA Document A251™–2007 provides general conditions for the AIA Document A151–2007, Owner/Vendor Agreement for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum. AIA Document A251 sets forth the duties of the owner, architect and vendor, just as AIA Document A201™–2007, General Conditions of the Contract for Construction, does for building construction projects. Because the Uniform Commercial Code (UCC) governs the sale of goods and has been adopted in nearly every jurisdiction, A251 recognizes the commercial standards set forth in Article 2 of the UCC, and uses certain standard UCC terms and definitions. AIA Document A251–2007 replaced A275ID–2003 (expired 2009).

A751, Invitation and Instructions for Quotation for Furniture, Furnishings and Equipment. AIA Document A751™–2007 provides (1) the Invitation for Quotation for Furniture, Furnishings and Equipment (FF&E) and (2) Instructions for Quotation for Furniture, Furnishings and Equipment. These two documents define the owner’s requirements for a vendor to provide a complete quotation for the work. The purchase of FF&E is governed by the Uniform Commercial Code (UCC). A751 is coordinated with the provisions of the UCC. AIA Document A751–2007 replaced A775ID–2003 (expired 2009).

B152, Owner/Architect Agreement for Architectural Interior Design Services. AIA Document B152™–2007 is a standard form of agreement between the owner and architect for design services related to furniture, furnishings and equipment (FF&E) as well as to architectural interior design. AIA Document B152 divides the architect’s services into eight phases: programming, pre-lease analysis and feasibility, schematic design, design development, contract documents, bidding and quotation, construction contract administration, and FF&E contract administration. B152 replaced B171ID–2003 (expired 2009) and was modified to align, as applicable, with AIA Documents B101™–2007 and A201™–2007. AIA Document B152 is intended for use with AIA Documents A251™–2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, and A201™–2007, General Conditions of the Contract for Construction, both of which it incorporates by reference.

Guide to AIA Contract Documents for Small Projects

B153, Owner/Architect Agreement for Furniture, Furnishings and Equipment Design Services. AIA Document B153™–2007 is a standard form of agreement between the owner and architect for design services related solely to furniture, furnishings and equipment (FF&E). AIA Document B153 divides the architect’s services into six phases: programming, schematic design, design development, contract documents, quotation, and FF&E contract administration. B153 replaced B175ID–2003 (expired 2009) and was modified to align, as applicable, with AIA Documents B101™–2007. AIA Document B153 is intended for use with AIA Document A251™–2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, which it incorporates by reference.

B305, Architect’s Qualification Statement

AIA Document B305™–1993, Architect’s Qualification Statement, is a standardized outline form on which the architect may enter information that a client may wish to review before selecting the architect. The owner may use B305 as part of a request for proposal or as a final check on the architect’s credentials. Under some circumstances, B305 may be attached to the owner/architect agreement to show, for example, the team of professionals and consultants expected to be employed on the project.

■ Download [B305–1993](#) (sample). AIA Document B305–1993 replaced B431–1993 (expired 2009).

AIA Documents for Sustainable Projects

AIA Agreements. The Sustainable Projects documents are based on underlying documents in the Conventional (A201) family of AIA Contract Documents, with modifications that address the risks, responsibilities and opportunities unique to projects involving substantial elements of sustainable design and construction (sustainable projects). The Sustainable Projects documents have been developed for use on a wide variety of sustainable projects, including those in which the owner’s sustainable objective includes obtaining a sustainability certification, such as LEED® (Leadership in Energy and Environmental Design), or those in which the sustainable objective is based on incorporation of performance based sustainable design or construction elements without seeking a specific certification. In addition, as new “green” codes are developed, the process outlined in the Sustainable Projects documents will help project participants navigate the requirements of code compliance.

The Sustainable Projects documents provide a process for successful completion of a sustainable project through the use of special definitions, the allocation of the parties’ risks and responsibilities, a specific scope of architect’s services for sustainable projects, and provisions that address specific issues of concern to each party, whether owner, architect or contractor. Taken together, the Sustainable Projects documents provide a fully integrated suite of documents for a design-bid-build project (*follow the links for a document synopsis*):

- [A101–2012 SP](#), Owner/Contractor Agreement—Sustainable Project
- [A201–2012 SP](#), General Conditions—Sustainable Project
- [A401–2012 SP](#), Contractor/subcontractor Agreement—Sustainable Project
- [B101–2012 SP](#), Owner/Architect Agreement—Sustainable Project
- [C401–2012 SP](#), Architect/Consultant Agreement—Sustainable Project

Guide to AIA Contract Documents for Small Projects

AIA Contract Documents will publish sustainable projects versions of other key AIA documents in the fall of 2013, including SP versions of documents in the Construction Manager as Constructor and Construction Manager as Adviser families.

D503, Guide for Sustainable Projects, including Commentary on the AIA Sustainable Projects Documents.

AIA Document D503™–2013, Guide for Sustainable Projects, including Commentary on the AIA Sustainable Projects Documents, discusses the risks, roles and responsibilities faced by owners, architects and contractors on sustainable design and construction projects.

- View or download [D503–2013](#).

Amendments and Supplementary Conditions

A503, Guide for Supplementary Conditions. AIA Document A503™–2007, Guide for Supplementary Conditions, contains model provisions for modifying and supplementing AIA Document A201™–2007, General Conditions of the Contract for Construction. It provides model language with explanatory notes to assist users in adapting AIA Document A201–2007 to specific circumstances. A201–2007, as a standard form document, cannot cover all the particulars of a project. Thus, AIA Document A503–2007 is provided to assist users with modifying A201–2007.

- View or download [A503–2007](#). AIA Document A503–2007 replaced A511–1999 (expired 2009).

B503, Guide for Amendments to AIA Owner/Architect Agreements. AIA Document B503™–2007, Guide for Amendments to AIA Owner/Architect Agreements contains model provisions for amending owner/architect agreements. Some provisions, such as a limitation of liability clause, further define or limit the scope of services and responsibilities. Other provisions introduce different approaches, such as fast-track construction. In all cases, these provisions are provided because they deal with circumstances that are not typically included in other AIA standard form owner/architect agreements.

- View or download [B503–2007](#). AIA Document B503–2007 replaced B511–2001 (expired 2009).

[\(back to Table of Contents\)](#)

AIA Contract Document Formats

AIA Contract Documents are published in paper and are published digitally in Microsoft Word, Microsoft Excel and Adobe Portable Document Format (PDF). All 120 AIA agreements, architect's scope of service documents, and contract administration/project management forms are available in AIA Contract Documents® software as Excel and Word files for editing and as PDF files for final documents. Some 106 AIA documents—excluding documents in the Integrated Project Delivery (IPD) family—are available as PDF forms from the [AIA Documents on Demand](#)® service. Some 104 documents are available in paper. Eight AIA documents, including guides to amendments and supplementary conditions, are published in PDF on the AIA Web site (www.aia.org/contractdocs/reference).

- See this list of [AIA Contract Documents](#) to check document availability in paper and digital formats.

Guide to AIA Contract Documents for Small Projects

AIA Contract Documents Software

AIA documents are available in AIA Contract Documents® software under limited and unlimited licenses that are renewed annually. All documents in software contain *fill points* for customization for a particular project. The content of documents in software can be edited, and draft documents can be shared and reviewed by e-mail. Many documents are enabled for digital signatures ([AIA Documents Enabled for Digital Signatures.](#))

Features of limited and unlimited licenses:

1) Annual limited licenses

- Access to all AIA Contract Documents
- Documents are assigned a DU value ([AIA Document Unit \(DU\)Values](#)).
NOTE: The DU value is subtracted when a final document is first generated. Users may generate as many draft documents or print as many final documents as needed without affecting the DU balance. The DU value of individual documents determines how many projects the License will cover.
- Docs 100 license (100 DUs, for AIA members only) and Docs 300 license (300 DUs), which limit how many documents can be finalized
- License expires after DUs are used or one year elapses

2) Annual unlimited single seat

- Access to all AIA Contract documents
- No limit on the number of documents that can be finalized
- Software installation on one (1) PC only
- Subscription expires after one calendar year

3) Annual unlimited multi-seat licenses: All the benefits of a single seat license, and available in 5, 10, 20, 30, 40 and 50-seat increments.

To purchase software, visit the [AIA Contract Documents](#) Web site and choose among options for architects, contractors, developers or attorneys. Technical support is available by telephone or email: (800) 942-7732 or docstechsupport@aia.org.

AIA Documents on Demand

AIA Documents on Demand® are PDF forms equipped with text and check box fields for data entry. The forms are basically digital versions of AIA documents in paper. Except for data fields, the content of AIA documents cannot be edited (similar to paper forms).

To purchase, visit [AIA Documents on Demand](#), select a document, provide basic project information (inserted into the purchased document), make payment, and then download the document (PDF) within seven days of purchase. Complete the PDF form by selecting check boxes or typing data into text fields, and then print the form. AIA documents on demand are intended for private, one-time use. Completed documents may be reproduced, but only for use on the design or construction project for which they were purchased. Technical support is available by telephone or email: (800) 942-7732 or docstechsupport@aia.org.

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AIA Documents on Paper

AIA Contract Documents on paper can be purchased from 80 local distributors located across the country. Documents not available in paper can be downloaded from the [AIA Documents on Demand](#)[®] service. See this list of [AIA Contract Documents](#) for information on document availability.

■ View a list of [AIA Contract Documents Full Service Distributors](#)

AIA Documents Online

Nine (9) AIA documents can be downloaded free of charge on the AIA Contract Documents Reference Material web pages (www.aia.org/contractdocs/reference), under the subheads Amendments and Supplementary Conditions and Other Reference Material:

- [A503–2007](#), Guide for Supplementary Conditions
- [A521–2012](#), Uniform Location of Subject Matter
- [A533–2009](#), Guide for Supplementary Conditions, Construction Manager as Adviser Edition
- [B503–2007](#), Guide for Amendments to AIA Owner/Architect Agreements
- [D503–2013](#), Guide for Sustainable Projects, including Commentary on the AIA Sustainable Projects Documents
- [G612–2001](#), Owner’s Instructions to the Architect*

*This version of AIA Document G612 cannot be edited. An editable version is available in AIA Contract Documents[®] software.

AIA Document [B106™–2010](#), Owner/Architect Agreement for Pro Bono Services, can also be downloaded free of charge. An interactive B106 form is available free of charge from [AIA Documents on Demand](#)[®].

AIA Product Availability

AIA Contract Documents are available in software, on paper and on the Web. Follow these links for vendors and pricing information:

- [AIA Contract Documents[®] Software](#): Documents with editable content and fill points, available under several types of licenses.
- [AIA Documents on Demand](#)[®]: Documents sold individually as PDF forms with editable fill points.
- [AIA documents on paper](#): Documents sold individually to fill out in longhand.
- [AIA documents online](#): Documents to download free of charge.

[\(back to Table of Contents\)](#)

AIA Contract Documents Resources

Document Content Help

Document Instructions. Most AIA Contract Documents include instruction sheets. In addition to background information about AIA documents in general, the instruction sheets describe the purpose of each document and identify related documents. If the document is a new edition, instruction sheets describe changes from the previous edition. Although line-by-line instructions are not provided, instruction

Guide to AIA Contract Documents for Small Projects

sheets identify and provide guidance for completing key *fill points*. In some instances, instruction sheets provide model language (e.g., compensation options for owner/architect agreements).

AIA Doc Info telephone assistance. The AIA **Doc Info** telephone line provides answers to questions about document content and assistance with document selection. AIA **Doc Info** telephone assistance is available Monday–Friday, from 8:30 a.m. to 5:00 p.m. Eastern Time:

- Telephone: (202) 626-7526
- E-mail: docsinfo@aia.org

AIA Contract Documents Knowledge Base. The AIA Contract Documents [Knowledge Base](#) is an online database that provides answers to more than 600 frequently asked questions (FAQs) about purchasing AIA contract documents, using AIA Contract Documents® software, and selecting and understanding AIA contract documents and administrative forms.

AIA Contract Documents Reference Material. The AIA Contract Documents Reference Material Web site (www.aia.org/contractdocs/reference) provides access to a variety of documents that are available for viewing or to download free of charge:

- Synopses of AIA documents by [family](#) and [series](#)
- Contract relationship [diagrams](#) for AIA document families
- [Free documents and guides](#)
- Guides for [amendments or supplementary conditions](#) to AIA owner/architect and owner/contractor agreements
- [Articles](#) on sustainability, digital practice, integrated project delivery (IPD), AGC ConsensusDOCS and the 2007 update of core AIA documents
- [Commentaries](#) on and [comparisons](#) of key AIA documents
- Lists of [current editions and document availability](#) in three formats: ACD software, paper and AIA Documents on Demand
- Lists of [retired](#) (since 2007) and [expired](#) (since 1888) documents
- Description of the AIA's [document numbering system](#)
- [Other reference material](#), including frequently asked questions (FAQs) and information on recent modifications to AIA documents

Purchasing Assistance

AIA Contract Documents Customer Support Center: Open Monday–Friday, from 8:30 a.m. to 6:00 p.m. Eastern Time:

- Telephone: (800) 942-7732
- Fax: (202) 879-3083
- E-mail: docspurchases@aia.org

Guide to AIA Contract Documents for Small Projects

Software Technical Support

AIA Contract Documents Technical Support Center: Open Monday–Friday, from 8:30 a.m. to 6:00 p.m. Eastern Time:

- Telephone: (800) 942-7732
- Fax: (202) 879-3083
- E-mail: docstechsupport@aia.org

To access technical support in AIA Contract Documents® software, click the **Help** tab, and then click the **E-mail Software Support** icon. E-mail requests for support are addressed within 4 business hours.

AIA KnowledgeNet

The AIA KnowledgeNet is an interactive Web site where architects and allied professionals can connect and share expertise. The site is built around subject matter communities, including small project practitioners.

Resources for small project practitioners on the AIA KnowledgeNet include the following:

- [Small Firms Resource Center](#). Tips and solutions especially geared for the small project practitioner. The web site contains blogs, design ideas, practice tools, contract and insurance information, and information on building performance, practice management and sustainability resources.
- [Small Firm Round Table](#). The AIA Small Firm Round Table focuses on the needs of small firms. Its mission is to further the special and unique interests of architects practicing in small firms and architects as sole practitioners by working with and through the American Institute of Architects. Secondly, it is to act as a central body to promote the creation, and to facilitate and coordinate the efforts of additional Small Firm Round Tables at the component level. The web site contains blogs, webinars, discussion forums, publications, announcements, practice tools, best practices and upcoming events.
- [Small Project Practitioners Knowledge Community](#). The AIA Small Project Practitioners Knowledge Community generates, collects, and distributes knowledge for architects of small firms and designers of small projects. The web site contains blogs, videos, podcasts, discussion forums, announcements, toolkits, shared files, trust programs, AIA Trust for Small Firms, AIA Small Projects Awards Program, Small Projects Practitioners Journal, and information on design trends, managing a practice, navigating the economy, and contracts and insurance.
- [Custom Residential Architects Network \(CRAN\)](#). A network of more than 1,000 members, hosting blogs, a library, events calendar and discussion forums. CRAN develops knowledge and information to benefit architects who are engaged in, or who are interested in learning more about, custom residential practice. CRAN presents information and facilitates the exchange of knowledge and expertise to promote the professional development of its members via discussion forums, national symposia and conventions, publications, and local activities.

Docucation

[Docucation](#), the AIA Contract Documents Education and Training Portal, provides an easy, convenient and affordable way to get quality education and resources. The Education Library offers an array of [podcasts](#), [live webinars](#), and [in-person training](#). A Resources section includes [FAQs](#) and [content training tools](#). You can also register for [AIA continuing education courses](#).

[\(back to Table of Contents\)](#)

Document Comparison Chart

	Owner/Contractor Agreements				Owner/Architect Agreements	
	A101–2007	A101–2007 SP	A105–2007	A107–2007	B101–2007	B101–2007 SP
Title	Owner/Contractor Agreement, where the basis of Payment is a Stipulated Sum	Owner/Contractor Agreement, for use on a Sustainable Project where the basis of Payment is a Stipulated Sum	Owner/Contractor Agreement for a Residential or Small Commercial Project	Owner/Contractor Agreement for a Project of Limited Scope	Owner/Architect Agreement	Owner/Architect Agreement, for use on a Sustainable Project
Purpose	O/C agreement where the basis of payment is a stipulated sum and cost has been determined in advance through bidding or negotiation.	Version of A101 for use on a sustainable project.	O/C agreement for a residential or small commercial project. Payment to the Contractor is a stipulated sum (fixed price).	O/C agreement for projects of limited scope (medium size).	Flagship O/A agreement, generally for use on larger projects. Assumes Architect will provide cost estimates and design Project to meet Owner's budget for cost of the Work.	Version of B101 for use on a sustainable project.
General Conditions	A201–2007	A201–2007 SP	Internal general conditions.	Internal general conditions.	A201–2007	A201–2007 SP
Method of Compensation	Stipulated Sum	Stipulated Sum	Stipulated Sum	Stipulated Sum or Cost of the Work Plus a Fee with or without a GMP	Various methods. See document instructions.	Various methods. See document instructions.
Number of Pages	8	8	10	26 (including 6-page exhibit)	19 (plus 3-page optional Exhibit A)	20 (plus 3-page optional Exhibit A)
Phases of Architect's Services	NA	NA	NA	NA	Five phases of Basic Services (schematic design, design development, construction documents, bidding or negotiation, construction) and Additional Services	Five phases of Basic Services (schematic design, design development, construction documents, bidding or negotiation, construction) plus Sustainability Services and Additional Services
Dispute Resolution	Initial decision by the architect or neutral, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution.	Initial decision by the architect or neutral, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution.	N/A	Initial decision by the architect, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution.	Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.	Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.
Insurance	Owner and Contractor are required to maintain insurance and provide bonds as set forth in A201–2007.	Owner and Contractor are required to maintain insurance and provide bonds as set forth in A201–2007 SP.	Owner and Contractor are required to maintain insurance and provide bonds as set forth in Article 5.	Owner and Contractor are required to maintain insurance and provide bonds as set forth in Article 17.	Contains fill points to list types and limits of Architect's insurance coverage. For Owner's insurance requirements, see A201–2007.	Contains fill points to list types and limits of Architect's insurance coverage. For Owner's insurance requirements, see A201–2007 SP.
Related Documents	A201, A401, A503, A701, B101, C401	A201 SP, A401 SP, A503, A701, B101 SP, C401 SP	B105	B104, A503	A201, C401	A201 SP, C401 SP

Guide to AIA Contract Documents for Small Projects

Document Comparison Chart (cont.)

	Owner/Architect Agreements					
	B102–2007	B104–2007	B105–2007	B106–2010	B107–2010	B108–2009
Title	Owner/Architect Agreement without a Predefined Scope of Architect's Services	Owner/Architect Agreement for a Project of Limited Scope	Owner/Architect Agreement for a Residential or Small Commercial Project	Owner/Architect Agreement for Pro Bono Services	Developer-Builder and Architect Agreement for Prototype(s) for Single Family Residential Project	Owner/Architect Agreement for a Federally Funded or Federally Insured Project
Purpose	O/A agreement containing only business terms and conditions. Scope of services must be inserted or attached.	O/A agreement for projects of limited scope (medium size). Abbreviated version of B101–2007.	O/A agreements for a residential or small commercial project. Adopts A105 by reference for Architect's Construction Phase duties.	O/A agreement for professional services provided on a pro bono basis.	Developer-Builder/Architect agreement for design of one or more prototype(s) for a single family residential project.	O/A agreement for use on federally funded or federally insured projects. Contains terms and conditions that are unique to such projects.
General Conditions	NA	A107–2007	A105–2007	A201–2007	NA	A201–2007
Method of Compensation	Various methods. See document instructions.	Various methods. See document instructions.	Various methods. See document instructions.	No financial compensation, other than Reimbursable Expenses.	Various methods. See document instructions.	Various methods. See document instructions.
Number of Pages	8	13	3	15	15	19
Phases of Architect's Services	Terms and conditions only; scope of services must be attached.	Three phases of Basic Services (design, construction documents, construction) and Additional Services	Two abbreviated phases of Basic Services (design and construction) and abbreviated Additional Services	Table format for parties to designate scope of pro bono services and maximum number of hours to be provided.	Two phases of Basic Services (design—schematic to permit set documents only, and limited construction phase) and Additional Services.	Five phases of Basic Services (schematic design, design development, construction documents, bidding or negotiation, construction) Optional Services and Additional Services
Dispute Resolution	Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.	Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.	N/A	Meet and confer, then mediation. If mediation not successful, check-box selection of method for binding dispute resolution.	Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.	Mediation. If mediation not successful, check-box selection of method for binding dispute resolution.
Insurance	Contains fill points to list types and limits of Architect's insurance coverage.	No insurance requirements specified for Architect. For Owner's insurance requirements, see A107–2007.	No insurance requirements specified for Architect. For Owner's insurance requirements, see A105–2007.	No insurance requirements for Architect. Owner must maintain CGL insurance and other insurance required pursuant to A201, if applicable.	Contains fill points to list types and limits of Architect's insurance coverage.	Contains fill points to list types and limits of Architect's insurance coverage. For Owner's insurance requirements, see A201–2007.
Related Documents	B201, B202, B203, B204, B205, B206, B207, B209, B210, B211, B212, B214	A107, C401	A105	A201	C401	A201, C401

[\(back to Table of Contents\)](#)