

Services and Deliverables

Architectural Projects | AIA B101 2017



This is a list of the Architect's services and deliverables described in the AIA Document B101™ – 2017 © AIA.

BASIC SERVICES

SERVICES NOT INCLUDED IN THIS LIST ARE ADDITIONAL SERVICES

PRELIMINARY SERVICES

THE ARCHITECT SHALL:

1. **SERVICES:** Manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.
2. **SERVICES:** Coordinate its services with those services provided by the Owner and the Owner's consultants.
3. **SERVICES:** As soon as practicable after the date in the Agreement, submit for the Owner's approval a schedule for the performance of the Architect's services.
4. **DELIVERABLES:** Schedule of Architect's Services: The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work. The 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.
5. **SERVICES:** Contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.
6. **SERVICES:** 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.

SCHEMATIC DESIGN PHASE SERVICES AND DELIVERABLES

THE ARCHITECT SHALL:

1. **SERVICES:** Review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.
2. **SERVICES:** Prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.
 - 2.1. Present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project components.
3. **DELIVERABLES:** Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.
 - 3.1. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.
4. **SERVICES:** Consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with

the Owner's program, schedule and budget for the Cost of the Work.

5. **SERVICES:** Consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.
6. **DELIVERABLES:** Submit to the Owner an estimate of the Cost of the Work.
7. **SUBMITTAL:** Submit the Schematic Design Documents to the Owner, and request the Owner's approval.

DESIGN DEVELOPMENT PHASE SERVICES AND DELIVERABLES THE ARCHITECT SHALL:

1. **DELIVERABLES:** Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, prepare Design Development Documents for the Owner's approval.
 - 1.1. **DELIVERABLES:** The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.
2. **SERVICES:** Update the estimate for the Cost of the Work. (DD documents are for pricing).
3. **SUBMITTAL:** Submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request Owner's approval.

CONSTRUCTION DOCUMENTS PHASE SERVICES AND DELIVERABLES THE ARCHITECT SHALL:

1. **DELIVERABLES:** Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval.
 - 1.1. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work.
 - 1.2. The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.
2. **SERVICES:** Assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions).
3. **DELIVERABLES:** Compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.
4. **SERVICES:** Update the estimate for the Cost of the Work.
5. **SUBMIT:** Submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

PROCUREMENT PHASE SERVICES AND DELIVERABLES THE ARCHITECT SHALL

1. **SERVICES:** Assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.
2. **COMPETITIVE BIDDING:**

2.1. THE Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

2.2. Architect shall:

2.2.1. Facilitate the distribution of Bidding Documents to prospective bidders;

2.2.2. Organize and conduct a pre-bid conference for prospective bidders;

2.2.3. Prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda;

2.2.4. Organize and conduct the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

2.3. **ADDITIONAL SERVICES:** Review substitutions during the Bidding process and prepare related addenda.

3. NEGOTIATED PROPOSALS:

3.1. Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

3.2. Architect shall:

3.2.1. Facilitate the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;

3.2.2. Organize and participate in selection interviews with prospective contractors;

3.2.3. Prepare responses to questions from prospective contractors and provide clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda;

3.2.4. Participate in negotiations with prospective contractors, and subsequently prepare a summary report of the negotiation results, as directed by the Owner.

3.3. **ADDITIONAL SERVICES:** Review substitutions during if allowed and prepare related addenda.

CONSTRUCTION PHASE SERVICES AND DELIVERABLES

1. **SERVICES:** Assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or

proposal, if any; and, (4) awarding and preparing contracts for construction.

2. The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction.

2.1. Construction services start with the Award of Contract and on the date the Architect issues the final Certificate for Payment.

3. **EVALUATION OF THE WORK:** The Architect shall:

3.1. Visit the site at intervals as agreed with the Owner and shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

3.2. Interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor.

4. **CERTIFICATES FOR PAYMENT:**

4.1. Review and certify the amounts due the Contractor and shall issue certificates in such amounts.

5. **SUBMITTALS:**

5.1. Review the Contractor's submittal schedule.

5.2. Review or take other appropriate action upon, the Contractor's submittals but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

5.3. Review and respond to requests for information about the Contract Documents.

5.4. Maintain a record of submittals and copies of submittals.

6. **CHANGES IN THE WORK**

6.1. The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time.

6.2. Maintain records relative to changes in the Work.

7. PROJECT COMPLETION

- 7.1. Conduct inspections to determine the date or dates of Substantial Completion and the date of final completion.
- 7.2. Issue Certificates of Substantial Completion.
- 7.3. Forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor;
- 7.4. Issue a final Certificate for Payment.
- 7.5. When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.
- 7.6. Forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.
- 7.7. Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

THIS IS END OF BASIC SERVICES.

SUPPLEMENTAL AND ADDITIONAL SERVICES

1. SUPPLEMENTAL SERVICES

- 1.1. The AIA B101 includes a list of Supplemental Services which may be required for the completion of the Project and which either the Architect or the Owner SHOULD provide. The AGREEMENT should indicate who is responsible for these services when needed. **EXAMPLES:** Programming, Conformed Documents for Construction; Interior Design.

2. ADDITIONAL SERVICES

- 2.1. These are services that the Architect can provide after the execution of the Agreement if needed,
- 2.2. The Architect shall only provide these after the written consent by the Owner is received. **EXAMPLE:** Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or 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.

THE END

