

## **G Series**

### **G601™–1994 Request for Proposal-Land Survey**

G601–1994 allows owners to request proposals from a number of surveyors based on information deemed necessary by the owner and architect. G601–1994 allows owners to create a Request for Proposal through checking appropriate boxes and filling in project specifics, thus avoiding the costs associated with requesting unnecessary information. G601–1994 may be executed to form the agreement between the owner and the land surveyor once an understanding is reached.

### **G602™–1993 Request for Proposal-Geotechnical Services**

Similar in structure and format to G601™–1994, G602–1993 can form the agreement between the owner and the geotechnical engineer. It allows the owner to tailor the proposal request to address the specific needs of the project. In consultation with the architect, the owner establishes the parameters of service required and evaluates submissions based on criteria such as time, cost, and overall responsiveness to the terms set forth in the Request for Proposal. When an acceptable submission is selected, the owner signs the document in triplicate, returning one copy to the engineer and one to the architect, thus forming the agreement between owner and geotechnical engineer.

### **G612™–2001 Owner's Instructions to the Architect Regarding the Construction Contract, Insurance and Bonds, and Bidding Procedures**

G612–2001 is a questionnaire, drafted to elicit information from the owner regarding the nature of the construction contract.

G612–2001 is divided into three parts. Part A relates to contracts, Part B relates to insurance and bonds, and Part C deals with bidding procedures. The order of the parts follows the project's chronological sequence to match the points in time when the information will be needed. Because many of the items relating to the contract will have some bearing on the development of construction documents, it is important to place Part A in the owner's hands at the earliest possible phase of the project. The owner's responses to Part A will lead to a selection of the appropriate delivery method and contract forms, including the general conditions. Part B naturally follows after selection of the general conditions because insurance and bonding information is dependent upon the type of general conditions chosen. Answers to Part C will follow as the contract documents are further developed.

### **G701™–2001 Change Order**

G701–2001 is for implementing changes in the Work agreed to by the owner, contractor, and architect. Execution of a completed

G701–2001 indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time. The form provides space for the signatures of the owner, architect, and contractor, and for a complete description of the change.

### **G701TMCMa-1992 Change Order, Construction Manager-Adviser Edition**

G701TMCMa-1992 is for implementing changes in the Work agreed to by the owner, contractor, construction manager adviser, and architect. Execution of a completed G701TM-2000 indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time. It provides space for the signatures of the owner, contractor, construction manager adviser, and architect, and for a complete description of the change. The major difference between G701TMCMa-1992 and G701<sup>TM</sup>-2001 is that the signature of the construction manager adviser, along with those of the owner, architect, and contractor, is required to validate the change order.

### **G702<sup>TM</sup>-1992 Application and Certificate for Payment, and G703<sup>TM</sup>-1992 Continuation Sheet**

These two documents provide convenient and complete forms on which the contractor can apply for payment and the architect can certify that payment is due. The forms require the contractor to show the status of the contract sum to date, including the total dollar amount of the work completed and stored to date, the amount of retainage (if any), the total of previous payments, a summary of change orders, and the amount of current payment requested. G703-1992, Continuation Sheet, breaks the contract sum into portions of the work in accordance with a schedule of values prepared by the contractor as required by the general conditions. (Note: The AIA does not publish a standard schedule of values form.) G702-1992 serves as both the contractor's application and the architect's certification. Its use can expedite payment and reduce the possibility of error. If the application is properly completed and acceptable to the architect, the architect's signature certifies to the owner that a payment in the amount indicated is due to the contractor. The form also allows the architect to certify an amount different than the amount applied for, with explanation provided by the architect.

### **G702<sup>TM</sup>CMa-1992 Application and Certificate for Payment, Construction Manager-Adviser Edition**

G702CMa-1992 serves the same purposes as G702<sup>TM</sup>-1992 except that this document expands responsibility for certification of payment to include both the architect and the construction manager. Similarly, both the architect and the construction manager may certify a different amount than that applied for, with each initialing the figures that have been changed and providing written explanation(s) accordingly. The standard form G703<sup>TM</sup>-1992 Continuation Sheet is appropriate for use with G702CMa-1992.

### **G704<sup>TM</sup>-2000 Certificate of Substantial Completion**

G704-2000 is a standard form for recording the date of substantial completion of the work or a designated portion thereof. The contractor prepares a list of items to be completed or corrected, and the architect verifies and amends this list. If the architect finds that the work is substantially complete, the form is prepared for acceptance by the contractor and the owner, and the list of items to be completed or corrected is attached. In G704-2000, the parties agree on the time allowed for completion or correction of the items, the date when the owner will occupy the work or designated portion thereof, and a description of responsibilities for maintenance, heat, utilities, and insurance.

### **G704™CMa–1992 Certificate of Substantial Completion, Construction Manager-Adviser Edition**

G704CMa–1992 serves the same purpose as G704–2000 except that this document expands responsibility for certification of substantial completion to include both the architect and the construction manager.

### **G704/DB™–2004 Acknowledgement of Substantial Completion of a Design-Build Project**

Because of the nature of design-build contracting, the project owner assumes many of the construction contract administration duties performed by the architect in a traditional project. Because there is not an architect to certify substantial completion, A141™–2004 requires the owner to inspect the project to determine whether the work is substantially complete in accordance with the design-build documents and to acknowledge the date when it occurs. G704/DB–2004 is a variation of G704™–2000 and provides a standard form for the owner to acknowledge the date of substantial completion.

### **G705™–2001 (formerly G805™–2001) List of Subcontractors**

G705–2001 is a form for listing subcontractors and others proposed to be employed on a project as required by the bidding documents. It is to be filled out by the contractor and returned to the architect for submission to the owner. G705–2001 was renumbered only in 2007; its content remains the same as in G805–2001.

### **G706™–1994 Contractor's Affidavit of Payment of Debts and Claims**

The contractor submits this affidavit with the final request for payment, stating that all payrolls, bills for materials and equipment, and other indebtedness connected with the work for which the owner might be responsible has been paid or otherwise satisfied. G706–1994 requires the contractor to list any indebtedness or known claims in connection with the construction contract that have not been paid or otherwise satisfied. The contractor may also be required to furnish a lien bond or indemnity bond to protect the owner with respect to each exception.

### **G706A™–1994 Contractor's Affidavit of Release of Liens**

G706A–1994 supports G706™–1994 in the event that the owner requires a sworn statement of the contractor stating that all releases or waivers of liens have been received. In such event, it is normal for the contractor to submit G706™–1994 and G706A–1994 along with attached releases or waivers of liens for the contractor, all subcontractors, and others who may have lien rights against the owner's property. The contractor is required to list any exceptions to the sworn statement provided in G706A–1994, and may be required to furnish to the owner a lien bond or indemnity bond to protect the owner with respect to such exceptions.

### **G707™–1994 Consent of Surety to Final Payment**

This document is intended for use as a companion to G706™–1994, Contractor's Affidavit of Payment of Debts and Claims, on construction projects where the contractor is required to furnish a bond. By obtaining the surety's approval of final payment to the contractor and its agreement that final payment will not relieve the surety of any of its obligations, the owner may preserve its rights under the bond.

### **G707A™–1994 Consent of Surety to Final Reduction in or Partial Release of Retainage**

This is a standard form for use when a surety company is involved and the owner-contractor agreement contains a clause whereby retainage is reduced during the course of the construction project. When duly executed, G707A–1994 assures the owner that such reduction or partial release of retainage does not relieve the surety of its obligations.

### **G709™–2001 Work Changes Proposal Request**

This form is used to obtain price quotations required in the negotiation of change orders. G709–2001 is not a change order or a direction to proceed with the work. It is simply a request to the contractor for information related to a proposed change in the construction contract. G709–2001 provides a clear and concise means of initiating the process for changes in the Work.

### **G710™–1992 Architect's Supplemental Instructions**

This form is used by the architect to issue additional instructions or interpretations or to order minor changes in the work. It is intended to assist the architect in performing its obligations as interpreter of the contract documents in accordance with the owner-architect agreement and the general conditions of the contract for construction. G710–1992 should not be used to change the contract sum or contract time. It is intended to help the architect perform its services with respect to minor changes not involving adjustment in the Contract Sum or Contract Time. Such minor changes are authorized under Section 7.4 of A201™–2007.

### **G711™–1972 Architect's Field Report**

The architect's project representative can use this standard form to maintain a concise record of site visits or, in the case of a full-time project representative, a daily log of construction activities.

### **G712™–1972 Shop Drawing and Sample Record**

This is a standard form by which the architect can log and monitor shop drawings and samples. The form allows the architect to document receipt of the contractor's submittals, subsequent referrals of the submittals to the architect's consultants, action taken, and the date returned to the contractor. G712–1972 can also serve as a permanent record of the chronology of the submittal process.

### **G714™–2007 (formerly G714™–2001) Construction Change Directive**

G714–2007 is a directive for changes in the Work for use where the owner and contractor have not reached an agreement on proposed changes in the Contract Sum or Contract Time. G714–2007 was developed as a directive for changes in the work which, if not expeditiously implemented, might delay the project. Upon receipt of a completed G714–2007, the contractor must promptly proceed with the change in the work described therein.

### **G714™CMa–1992 Construction Change Directive, Construction Manager-Adviser Edition**

G714CMa–1992 serves the same purpose as G714™–2007 except that this document expands responsibility for signing construction change directives to include both the architect and the construction manager.

**G715™–1991 Supplemental Attachment for Acord Certificate of Insurance 25-S (7/90)**

This document is intended for use in adopting ACORD Form 25-S to certify the coverage required of contractors under A201™–2007, General Conditions of the Contract for Construction. Since the Acord certificate does not have space to show all the coverages required in A201–2007, the Supplemental Attachment form should be completed, signed by the Contractor's insurance representative, and attached to the Acord certificate.

**G716™–2004 Request for Information**

G716–2004 provides a standard form for an owner, architect and contractor to request further information from each other during construction. The form asks the requesting party to list the relevant drawing, specification or submittal reviewed in attempting to find the information. Neither the request nor the response received provides authorization for work that increases the cost or time of the project.

**G722™CMa–1992 Project Application and Project Certificate for Payment, Construction Manager-Adviser Edition, and G723™CMa–1992 Project Application Summary, Construction Manager-Adviser Edition**

G722™CMa–1992, Project Application and Project Certificate for Payment, Construction Manager-Adviser Edition, is to be used in conjunction with G723™CMa–1992, Project Application Summary. These documents are designed to be used on a project where a construction manager is employed as an adviser to the owner, but not as a constructor, and where multiple contractors have separate, direct agreements with the owner. Each contractor submits separate G702™CMa–1992 and G703™CMa–1992, payment application forms to the construction manager-adviser, who collects and compiles them to complete G723CMa–1992. G723CMa–1992 serves as a summary of the contractors' applications with totals being transferred to the G722™CMa–1992. The construction manager-adviser can then sign the G722CMa–1992, have it notarized, and submit it along with the G723CMa–1992 (to which all of the separate contractors' G702CMa–1992 forms are attached) to the architect. Both the architect and the construction manager must certify the payment amount.

**G801™–2007 (formerly G605™–2000) Notification of Amendment to the Professional Services Agreement**

G801–2007 is intended to be used by an architect when notifying an owner of a proposed amendment to the AIA's owner-architect agreements, such as B101–2007.

**G802™–2007 (formerly G606™–2000) Amendment to the Professional Services Agreement**

G802–2007 is intended to be used by an architect when amending the professional services provisions in the AIA's owner-architect agreements, such as B101™–2007.

**G803™–2007 (formerly G607™–2000) Amendment to the Consultant Services Agreement**

G803–2007 is intended to be used by an architect or consultant when amending the professional services provisions in the AIA's architect-consultant agreement C401™–2007.

### **G804™–2001 Register of Bid Documents**

G804–2001 serves as a log for bid documents while they are in the possession of contractors, subcontractors, and suppliers during the bidding process. The form allows tracking by bidder of documents issued, deposits received, and documents and deposits returned. G804–2001 is particularly useful as a single point of reference when parties interested in the project call for information during the bidding process.

### **G806™–2001 Project Parameters Worksheet**

G806–2001 is an administrative form intended to help maintain a single standard list of project parameters including project objectives, owner's program, project delivery method, legal parameters, and financial parameters.

### **G807™–2001 Project Team Directory**

G807–2001 is used as a single point of reference for basic information about project team members including the owner, architect's consultants, contractor, and other entities.

G807–2001 differs from AIA Document G808™–2001, Project Data, which contains only data about the project and project site.

G807–2001 should be carefully checked against the owner-architect agreement so that specific requirements as to personnel representing the owner and those involved with the architect in providing services are in conformance with the agreement.

### **G808™–2001 Project Data and G808™A–2001 Construction Classification Worksheet**

G808–2001 is used for recording information about approvals and zoning and building code issues gathered in the course of providing professional services. G808–2001 should be completed piece by piece as a project progresses and periodically reviewed to ensure information relevance. The attached worksheet, G808A–2001, Construction Classification Worksheet, can be used to supplement the G808–2001. G808A–2001 can help a design team work through the range of code compliance combinations available before choosing a final compliance strategy.

### **G809™–2001 Project Abstract**

G809–2001 establishes a brief, uniform description of project data to be used in the tabulation of architect marketing information and firm statistics. The intent is to provide a single sheet summary where information can be sorted, compiled, and summarized to present a firm's experience. Information compiled in G809–2001 can support planning for similar projects and answer questions pertaining to past work.

### **G810™–2001 Transmittal Letter**

G810–2001 allows for the orderly flow of information between parties involved in the design and construction phase of a project. It serves as a written record of the exchange of project information and acts as a checklist reminding the sender to tell the recipient what exactly is being sent, how the material is being sent, and why it is being sent.