

G601™-1994, Request for Proposal—Land Survey

AIA Document 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 AIA Document G601™-1994, AIA Document 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.

G701-2001, Change Order

AIA Document G701™-2001 is for implementing changes in the work agreed to by the owner, contractor, and architect. Execution of a completed AIA Document 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.

G701™CMa-1992, Change Order, Construction Manager-Adviser Edition

AIA Document G701™CMa-1992 is for implementing changes in the work agreed to by the owner, contractor, construction manager adviser, and architect. Execution of a completed AIA Document 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. 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 AIA Documents G701CMa-1992 and G701-2001 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.

G702-1992, Application and Certificate for Payment

AIA Documents G702™-1992, Application and Certificate for Payment, and G703™-1992, Continuation Sheet, 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. AIA Document G703-1992 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.

AIA Document 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.

G703-1992, Continuation Sheet

AIA Documents G702™-1992, Application and Certificate for Payment, and G703™-1992, Continuation Sheet, 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. AIA Document G703-1992 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.

G704-2000, Certificate of Substantial Completion

AIA Document 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 AIA Document 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

AIA Document G704™CMa-1992 serves the same purpose as AIA Document 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, AIA Document G704™DB-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. AIA Document G704DB-2004 is a variation of AIA Document G704™-2000 and provides a standard form for the owner to acknowledge the date of substantial completion. Note: AIA Document G704DB-2004 expires on December 31, 2015, and is replaced AIA Document G744-2014.

G705™-2001 (formerly G805-2001), List of Subcontractors

AIA Document 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. NOTE: AIA Document G705-2001 was renumbered in 2007, but its content remains the same as in AIA Document G805™-2001 (expired May 31, 2009).

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. AIA Document 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

AIA Document G706A™-1994 supports AIA Document 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 AIA Documents 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

AIA Document G707™-1994 is intended for use as a companion to AIA Document 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, AIA Document 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. AIA Document 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. AIA Document G709-2001 provides a clear and concise means of initiating the process for changes in the work.

G710™–1992, Architect’s Supplemental Instructions

AIA Document G710™–1992 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. AIA Document 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 AIA Document 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

AIA Document G712™–1972 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. AIA Document G712–1972 can also serve as a permanent record of the chronology of the submittal process.

G714™–2007, Construction Change Directive

AIA Document 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. AIA Document 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. NOTE: G714–2007 replaces AIA Document G714™–2001 (expired May 31, 2009).

G714™CMA–1992, Construction Change Directive, Construction Manager-Adviser Edition

AIA Document G714™CMA–1992 serves the same purpose as AIA Document 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

AIA Document G715™–1997 is intended for use in adopting ACORD Form 25-S to certify the coverage required of contractors under AIA Document A201™–2007, General Conditions of the Contract for Construction. Since the ACORD certificate does not have space to show all the coverages required in AIA Document 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 (RFI)

AIA Document 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.

G732™-2009 (formerly G702CMA-1992), Application and Certificate for Payment, Construction Manager as Adviser Edition

AIA Document G732™-2009 serves the same purposes as AIA Document G702™-1992. The standard form AIA Document G703™-1992, Continuation Sheet, is appropriate for use with G732-2009. NOTE: G732-2009 replaces AIA Document G702™CMA-1992 (expired December 31, 2010).

G736™-2009 (formerly G722CMA-1992), Project Application and Project Certificate for Payment, Construction Manager as Adviser Edition

Use AIA Document G736™-2009 with AIA Document G737™-2009, Summary of Contractors' Applications for Payment. These forms are designed for 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 AIA Documents G732™-2009 and G703™-1992, payment application forms, to the construction manager-adviser, who collects and compiles them to complete G736-2009. AIA Document G737-2009 serves as a summary of the contractors' applications with totals being transferred to AIA Document G736-2009. The construction manager-adviser can then sign G736, have it notarized, and submit it along with the G737 to the architect. Both the architect and the construction manager must certify the payment amount. NOTE: G736-2009 replaces AIA Document G722™CMA-1992 (expired December 31, 2010).

G737™-2009 (formerly G723CMA-1992), Summary of Contractors' Applications for Payment, Construction Manager as Adviser Edition

Use AIA Document G736™-2009 with AIA Document G737™-2009, Summary of Contractors' Applications for Payment. These forms are designed for 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 AIA Documents G703™-1992 and G732™-2009, payment application forms, to the construction manager-adviser, who collects and compiles them to complete AIA Document G736-2009. AIA Document G737-2009 serves as a summary of the contractors' applications with totals being transferred to G736. The construction manager-adviser can then sign G736, have it notarized, and submit it along with the G737 to the architect. Both the architect and the construction manager must certify the payment amount. NOTE: G737-2009 replaces AIA Document G723™CMA-1992 (expired December 31, 2010).

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

AIA Document 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 AIA Document B101™-2007. NOTE: G801-2007 replaces AIA Document G605™-2000 (expired May 31, 2009).

G802™-2007 (formerly G606-2000), Amendment to the Professional Services Agreement

AIA Document 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 AIA Document B101™-2007. NOTE: G802-2007 replaces AIA Document G606™-2000 (expired May 31, 2009).

G803™-2007 (formerly G607-2000), Amendment to the Consultant Services Agreement

AIA Document G803™-2007 is intended for use by an architect or consultant when amending the professional services provisions in the AIA's architect-consultant agreement, AIA Document C401™-2007. NOTE: G803-2007 replaces AIA Document G607™-2000 (expired May 31, 2009).

G804™-2001, Register of Bid Documents

AIA Document 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. AIA Document 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

AIA Document 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

AIA Document 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. AIA Document 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

AIA Document G808™-2001 is used for recording information about approvals and zoning and building code issues gathered in the course of providing professional services. AIA Document G808-2001 should be completed piece by piece as a project progresses and periodically reviewed to ensure information

relevance. A supplemental attachment, AIA Document G808A™-2001, Construction Classification Worksheet, can help a design team work through the range of code compliance combinations available before choosing a final compliance strategy.

G809™-2001, Project Abstract

AIA Document 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 AIA Document G809-2001 can support planning for similar projects and answer questions pertaining to past work.

G810™-2001, Transmittal Letter

AIA Document 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.