

 **AIA® Document B101™ – 2017****Standard Form of Agreement Between Owner and Architect**

**AGREEMENT** made as of the 29th day of August in the year 2019  
(In words, indicate day, month and year.)

**BETWEEN** the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

City of Camas  
616 NE Fourth Avenue  
Camas, WA 98607

and the Architect:  
(Name, legal status, address and other information)

LSW Architects, P.C.  
610 Esther Street, Suite 200  
Vancouver, WA 98660

for the following Project:  
(Name, location and detailed description)

**City Hall Renovation Expansion**  
528 NE 4<sup>th</sup> Ave  
Camas, WA 98607

The Project consists of a tenant improvement of the first floor of the Bank of America building, approximately 4310 sf, and the reception area of the existing City Hall building. Improvements are based on the approved block plan diagram and cost estimate dated August 29, 2019.

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

Architect's proposal letter dated August 29, 2019 is attached hereto as "Exhibit 1: Architect's Proposal" and incorporated by reference. Exhibit 1: Architect's Proposal, including Exhibits A-C attached thereto, provide Initial Information available for the Project.

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

See Exhibit 1: Architect's Proposal

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

See Exhibit 1: Architect's Proposal

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

See Exhibit 1: Architect's Proposal.

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§ 1.1.4 The Owner's anticipated design and construction milestone dates:

*(Paragraphs deleted)*

The total project duration is 46 weeks, as indicated in "Schedule of Services" on page 2 of Exhibit 1: Architect's Proposal. Anticipated durations of the design, bidding, permitting, and construction phases are also provided in the Schedule of Services in Exhibit 1: Architect's Proposal.

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

The procurement and delivery will be design-bid-build.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:

*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

Not Applicable

Owner acknowledges that the success or failure of any effort to achieve a Sustainable Objective is necessarily contingent upon on a wide range of factors that are outside of the Architect's control, including without limitation the participation and cooperation of others, such as Owner and Contractor, their respective consultants and subcontractors, authorities with jurisdiction over the Project, as well as any certifying agency or body. Accordingly, Architect does not warrant or guarantee that the Sustainable Objective will be achieved, or that Architect's services will result in the successful certification of the project under any certification standard, or that any specific level of certification will be achieved.

*(Paragraph deleted)*

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:

*(List name, address, and other contact information.)*

Pete Capell  
City Administrator  
City of Camas  
616 NE Fourth Avenue  
Camas, WA 98607

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

*(List name, address, and other contact information.)*

N/A

§ 1.1.9 The Owner shall retain the following consultants and contractors:

*(List name, legal status, address, and other contact information.)*

*(Paragraphs deleted)*

None identified at the time of execution of this Agreement.

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:

*(List name, address, and other contact information.)*

Amy Noe  
LSW Architects, P.C.  
610 Esther Street, Suite 200  
Vancouver, WA 98660

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§ 1.1.11 The Architect shall retain the following consultants:  
(List name, legal status, address, and other contact information.)

.1 Mechanical, Electrical, Lighting, Plumbing Engineer

MKE & Associates, Inc.  
6915 SW Macadam Ave, Suite 200  
Portland, OR 97219  
Tel. 503.892.1188

(Paragraphs deleted)

§ 1.1.12 Other Initial Information on which the Agreement is based: The current design is based on using existing mechanical and electrical systems, with minimal changes.

Also, See Exhibit 1: Architect's Proposal.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

(Paragraphs deleted)

### § 1.3 BUILDING INFORMATION MODELS

§ 1.3.1 The Construction Documents shall be two-dimensional plans and specifications printed and delivered in hard copy, or transmitted electronically in a format intended to not allow modification.

§ 1.3.2 Any use by the Architect or its consultants of 3D-modeling software shall be for the Architect's own internal design and coordination purposes. Owner acknowledges that the Architect's 3D-models, as well as those models developed by the Architect's consultants shall not be set-up, developed, or maintained by the Architect for other purposes.

§ 1.3.3 If requested by Owner, the Architect shall provide 3D-models to Owner or Owner's contractor, subcontractors, consultants or other third-parties, but only subject to the Architect's standard Electronic Document Release executed by Owner and the receiving party.

§ 1.4 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances ("Standard of Care"). The Architect makes no warranty, either expressed or implied, as to the Architect's or its consultants' findings, recommendations, plans, specifications, or professional advice, other than that Architect shall comply with the Standard of Care in the performance of its services. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect's representative authorized to act on behalf of the Architect with respect to the Project is identified in Section 1.1.10.

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§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall procure insurance as provided below. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than one million dollars (\$ 1,000,000 for each occurrence, including for personal and advertising injury, and products and completed operations, and two million (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million dollars (\$ 1,000,000 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than one million dollars (\$ 1,000,000 ) each accident, five hundred thousand dollars (\$ 500,000 ) each employee, and five hundred thousand dollars (\$ 500,000 ) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than two million dollars (\$ 2,000,000 ) per claim and four million dollars (\$ 4,000,000 ) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 **Certificates of Insurance.** The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5. Architect shall not cancel, fail to renew, allow to lapse, or materially change coverage without at least 30 days' written notice to the Owner. Architect shall provide prompt written notice to the Owner in the event of any cancellation, non-renewal or material change to coverage by any insurance carrier. For those insurance coverages that are required to remain in force after final payment, an additional certificate evidencing continuation of such coverage shall be submitted with the final application for payment and upon each annual renewal. Architect must give prompt written notice to Owner (and in any event within 30 days) of any actual reduction in the available limits of Architect's or any Consultant's insurance. Upon Owner's request, Architect will immediately provide an actual copy of its insurance policies.

§ 2.5.9 **Architect's Consultant Insurance Requirements.** The limits of insurance for Architect's consultants shall be no less than the following, unless otherwise agreed to by Owner:

- .1 Workers' Compensation and Employer's Liability: as required of Architect in Section 2.5.4 and Section 2.5.5.
- .2 Commercial General Liability: coverage as required of Architect in Section 2.5.1, but with limits of one million dollars (\$1,000,000) per claim and aggregate.
- .3 Business Auto Policy: as required of Architect in Section 2.5.2.

**.4 Professional Liability: \$2,000,000 per claim and \$4,000,000 aggregate**

In addition to requiring the above limits for consultants, Architect shall require that each consultant add Owner and Architect as additional insureds to the consultant's Commercial General Liability and Business Auto Policies, consistent with Section 2.5.7, and that each consultant provide certificates of insurance consistent with Section 2.5.8.

**ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

**§ 3.1** The Architect's Basic Services consist of those described in this Article 3 and Exhibit 1: Architect's Proposal and, subject to Exhibit 1: Architect's Proposal, include usual and customary mechanical, electrical, lighting and plumbing engineering services. Services not set forth in this Article 3 and Exhibit 1: Architect's Proposal may be provided as Additional Services. In the event of a conflict between the language or terms of this form of Agreement and Exhibit 1: Architect's Proposal, Exhibit 1: Architect's Proposal shall govern.

**§ 3.1.1** The Architect shall 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.

**§ 3.1.2** The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

**§ 3.1.3** The Architect's services shall be provided consistent with Schedule of Services in Exhibit 1: Architect's Proposal. Architect shall, subject to the Standard of Care, endeavor to meet the time limits established by the schedule. However, in the event the Architect is delayed by causes outside its control, or for other reasonable cause, the schedule shall be extended by a reasonable time. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

**§ 3.1.4** The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

**§ 3.1.5** The Architect shall 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.

**§ 3.1.6** The Architect shall 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.

*(Paragraphs deleted)*

**§ 3.1.7 Delegated-Design Components (sometimes referred to as "design-build")**

**§ 3.1.7.1** The Architect and the Owner agree and acknowledge that some systems, materials or equipment can be more effectively and economically designed by the responsible installers, subcontractors or fabricators who will be contracted to Contractor or to Owner directly. ("Delegated-Design Components"). The Owner and Architect shall designate those parts of the Work that shall be Delegated-Design Components. The Owner and Architect shall also confirm whether Architect shall specify performance and design criteria for Delegated-Design Components.

**§ 3.1.7.2** All design services for Delegated-Design Components shall be provided by design professionals licensed in the jurisdiction where the project is located ("Delegated-Design Consultants"), and the delegated-design plans and specifications shall bear the certifications of such licensed design professionals as required by law. The Delegated-Design Consultants shall be required to coordinate their construction documents, drawings and other instruments of service with those of the Architect and to advise the Architect of any potential conflict. The Architect shall have no responsibility for accuracy, completeness, or sufficiency of the Delegated-Design Components, and any review and coordination by the Architect with the Delegated-Design Consultants is solely for consistency with any performance specification provided by the Architect, or for consistency with the Architect's design concept for the Project if no performance specification is provided.



§ 3.1.7.3 The Architect shall be entitled to rely on the technical sufficiency and timely delivery of documents and services furnished by the Delegated-Design Consultants, as well as the computations performed by those consultants in connection with such documents and services, and shall not be required to review or verify those computations or designs for compliance with applicable laws, statutes, ordinances, building codes, and rules and regulations.

§ 3.1.7.4 Owner will require that the Contractor's Delegated-Design Consultants: 1) Coordinate their design services with the Architect's services during the design phases described in this Agreement, and 2) Deliver the plans for the Delegated-Design Components on a schedule agreed to by the Architect. Otherwise, modifications to the Architect's Instruments of Service that are necessary to accommodate or coordinate Delegated-Design Components shall be provided by Architect as an additional service.

§ 3.1.7.5 At the time of execution of this Agreement, the Delegated-Design Components subject to this provision include those components listed below. Delegated-Design Components may be added or removed from the list during the design phases as agreed to by the Owner and Architect.

Fire sprinklers

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents described in Exhibit 1: Architect's Proposal, 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 Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the Schematic Design Documents described in Exhibit 1: Architect's Proposal 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, mechanical and electrical systems and components, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify and establish major materials and systems and establish, in general, their quality levels.

§ 3.3.2 Not used.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments in the design that may impact the estimate of the Cost of the Work, and request the Owner's approval.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 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. 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. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall 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). The Owner may not rely on the Architect for legal advice in regard to procurement information or the agreement between the Owner and the Contractor. The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

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*(Paragraphs deleted)*

### **§ 3.5 Procurement Phase Services**

**§ 3.5.1 General** The Architect shall assist the Owner with Procurement Phase Services; Competitive Bidding or Negotiated Proposals, as provided in Exhibit 1: Architect's Proposal.

*(Paragraphs deleted)*

### **§ 3.6 Construction Phase Services**

#### **§ 3.6.1 General**

**§ 3.6.1.1** 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. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services, right and liabilities under this Agreement unless the Owner and the Architect amend this Agreement. Prior to the execution of the Contract between the Owner and the Contractor, Owner shall provide Architect with a copy of the General Conditions so that Architect may, at its discretion, review and comment on the General Conditions.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work. Owner shall include this provision in its contract with the Contractor.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect 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.

**§ 3.6.2.2** The Architect has the authority to recommend to the Owner that the Owner reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and advise on matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and recommendations of the Architect made pursuant to Section 3.6.2.3 shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and recommendations, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of

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interpretations or recommendations rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### **§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's on-site observations of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in general accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for general conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

### **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect and Owner shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. Architect shall not be required to approve a submittal schedule which does not provide the Architect reasonable time, in the Architect's professional opinion to adequately review the Contractor's submittals. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and take appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, images and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation, or for substantiating installation instructions, or performance of equipment or systems, which are the Contractor's responsibility pursuant to the Contract Documents. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's review of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Delegated Design Components designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. If the Architect specified performance and design criteria for the Delegated Design Component pursuant to Section 3.1.7, then the Architect will review such submittals to reasonably determine that the systems, materials or equipment are designed in general conformance with the performance criteria and the design concept and intent expressed in the Contract Documents. If the Architect did not specify performance and design criteria, the Architect shall review such submittals for general conformance with the design concept. The Architect's review of submittals related to Delegated Design Components is not performed for the purpose of determining the adequacy of the design or for checking the accuracy of design calculations or design presumptions. The Architect shall be entitled to rely

upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information. The Architect shall not be required to provide substantive responses to requests for information that lack sufficient detail or request information on topics that are beyond Architect's expertise and scope including but not limited to construction, means, methods, techniques, sequences or procedures.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

### **§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** 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. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents. Requests by the Owner or Contractor for changes in the Work shall be timely, so as to allow the Architect sufficient time to evaluate the requested change without causing delay to the Project. Such requests for changes in the Work shall be accompanied by sufficient supporting data and information to permit the Architect to make a reasonable determination without extensive investigation or preparation of additional drawings or specifications.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

### **§ 3.6.6 Project Completion**

**§ 3.6.6.1** The Architect shall, as provided herein:

- .1 conduct observations to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .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; and,
- .4 issue a final Certificate for Payment based upon a final observation indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect's observations shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected. The Architect shall report known deviations or inaccuracies of the Contractor's list, but shall not be responsible for Contractor's failure to provide an accurate list or complete the work in accordance with the Contract Documents.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall prepare a Certificate of Substantial Completion for Owner and Contractor's review and confirmation. Owner's execution of the Certificate of Substantial Completion shall confirm Owner's acceptance of the project with only the minor work indicated to be completed or corrected. In the Certificate of Substantial Completion, 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.

**§ 3.6.6.4** The Architect shall 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.

§ 3.6.6.5 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.

### § 3.7 FURNITURE, FURNISHINGS AND EQUIPMENT - CONSTRUCTION PHASE SERVICES

§ 3.7.1 The Architect shall provide administration of the contracts for furniture, furnishings and equipment only as set forth below.

§ 3.7.2 The Architect shall review and approve or take other appropriate action upon the Vendor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 3.7.3 As the buyer of goods, the Owner shall receive, inspect and accept or reject furniture, furnishings and equipment at the time of their delivery to the premises and installation unless otherwise provided. The Architect is not authorized to act as the Owner's agent in contractual matters.

§ 3.7.4 The Architect shall review final placement in order to determine that furniture, furnishings and equipment are in accordance with the requirements of the Contract Documents. The Architect may recommend to the Owner acceptance or rejection of furniture, furnishings and equipment.

## ARTICLE 4 ADDITIONAL SERVICES

### § 4.1 Table not used.

*(Paragraphs deleted)*

*(Table deleted)*

*(Paragraphs deleted)*

### § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing (other than in the usual course of the design review or permit process);
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;

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- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect;
- .12 Revisions to Instruments of Service necessary as a result of untimely, incomplete, or uncoordinated plans and specifications for Delegated Design Components, and coordination of such untimely plans and specifications;
- .13 Review of certificates, consent forms or other similar documents from Owner's lenders(s), investors, partners, assignees or successors, including any attorney fees incurred.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice by email to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Repeatedly reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect, or uncoordinated or incomplete submittals, or submittals that were not reviewed or approved by Contractor, or which do not bear the Contractor's submittal stamp;
- .2 Repeatedly 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;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Weekly, or as otherwise provided in Exhibit 1: Architect's Proposal, visits to the site by the Architect during construction
- .3 One ( 1 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 ( ) inspections for any portion of the Work to determine final completion
- .5 See Exhibit 1: Architect's Proposal for other limits on Architect's Services, including in regard to site observation by Architect's consultants.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided outside the duration anticipated for such services as provided in Exhibit 1: Architect's Proposal, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

*(Paragraph deleted)*

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the

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Project's scope and quality, and to a corresponding change to the Architect's fee and schedule. The Architect is not required to revise the Instruments of Service until it, Owner and Architect agree on the adjustment to the Project's scope and quality, the schedule, and Architect's fee.

§ 5.3 The Owner's representative authorized to act on the Owner's behalf with respect to the Project is identified in Section 1.1.7. The Owner shall render decisions and approve or disapprove the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations. The Architect shall be entitled to rely on the technical sufficiency and timely delivery of documents and services furnished by the Owner's geotechnical engineers, as well as the computations performed by the geotechnical engineer in connection with such documents and services, and shall not be required to review or verify those computations.

§ 5.6 Not used.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities, or that modify the Contract Documents. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

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§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect, as well as Delegated-Design Components, and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work, including a design contingency; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 Not used.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit

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such information for its use on the Project. The Architect is not responsible for any change made in, or misuse of, electronic forms of its Instruments of Service, whether intentional or unintentional, after the Instruments of Service leave the Architect's contract.

**§ 7.2** Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials. The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

**§ 7.3** The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

**§ 7.3.1** In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, including without retaining the Architect to provide Construction Phase Services on the Project for which the Instruments of Service are intended, then the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to defend, indemnify and hold harmless the Architect and its consultants from and against all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

**§ 7.4** Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

*(Paragraph deleted)*

**§ 7.5** The Architect may, from time to time, issue certain plans, specifications and other documents in two-dimensional conventional (printed) or in electronic media form (two-dimensional AutoCad or Revit) for the recipients' use as base documents in the preparation of shop drawings and submittals for use in providing of design services or certifications to be provided by contractors. Such documents will be issued on the Owner's behalf for the convenience of the recipients. Such documents are not Contract Documents and the Architect shall issue them subject to its standard Electronic Document Release attached hereto as Exhibit 2 and incorporated by reference.

**§ 7.6** Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## **ARTICLE 8 CLAIMS AND DISPUTES**

### **§ 8.1 General**

**§ 8.1.1** The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all

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claims and causes of action not commenced in accordance with this Section 8.1.1. For the purpose of this section, "Substantial Completion," is defined as the earlier of: 1) The date of Substantial Completion determined by the Architect in the Certificate of Substantial Completion issued by the Architect, 2) The effective date of a Temporary Certificate of Occupancy issued by the governmental authority with jurisdiction over the Project, 3) The effective date of a Certificate of Occupancy issued by the governmental authority with jurisdiction over the Project, or 4) The date Owner actually occupies Project.

**§ 8.1.2** To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

**§ 8.1.3** The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

**§ 8.1.4 Certificate of Merit.** To facilitate negotiation and to help the parties resolve project issues without resort to formal dispute resolution, Owner agrees that, as a condition precedent to any demand for mediation, or initiation of arbitration or litigation in regard to a claim that Architect did not comply with the Professional Standard, Owner will obtain a written certificate executed by a design professional with experience providing similar services on similar projects and licensed in the state in which the Project is located, certifying that in the opinion of the licensed design professional, the Architect, or its consultant(s) as appropriate, failed to comply with the Professional Standard, and that Owner's damages are a direct result of that failure to comply with the Professional Standard. Owner agrees to provide such certification to Architect thirty (30) calendar days prior to any demand for mediation or arbitration, or the institution of legal or equitable proceedings. Owner agrees that any action initiated before such certificate is provided shall be dismissed, without prejudice.

## **§ 8.2 Mediation**

**§ 8.2.1** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. This requirement cannot be waived except by an explicit written waiver signed by the Owner and the Architect. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution. The parties will cooperate in good faith and attempt to resolve any Dispute that arises prior to mediation.

**§ 8.2.2** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the Arbitration Service of Portland in accordance with its mediation procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. A principal of the Architect and Owner's Administrator or designee, both having full authority to settle the Dispute (subject to ratification by the Owner's Board of Directors), must attend the mediation session. To the extent there are other parties in interest, such as the Contractor, Subcontractors, suppliers, and/or consultants, their representatives, with full authority to settle all pending Disputes or claims, may also attend the mediation session. Unless the Owner and the Architect mutually agree in writing otherwise, all unresolved claims shall be considered at a single mediation session which shall occur prior to Final Acceptance of the Project by the Owner. Neither party may bring litigation on a Dispute unless the Dispute has been properly raised and considered in the above mediation procedure.

**§ 8.2.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

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§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:  
(Check the appropriate box.)

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

(Paragraphs deleted)

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

#### ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Owner fails to perform its Owner responsibilities as required by this Agreement, the Architect may also elect to suspend services. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted. The Architect's election not to suspend services under this provision does not waive the Architect's rights, remedies, claims or defenses.

§ 9.2 If the Owner suspends the Project, or the project is dormant, with no services provided by the Architect, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

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(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

N/A

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

N/A

§ 9.8 Not used.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 **Applicable Law.** This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

§ 10.2 **Definitions.** Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 10.3 **Assignment.** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a commercial institutional lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 **Certificates.** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement, or of which the Architect otherwise reasonably disapproves.

§ 10.5 **No Third-Party Beneficiaries.** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 **Hazardous Materials.** Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 **Promotional Material.** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 **Confidential Information.** If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall

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not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

**§ 10.8.1** The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

**§ 10.9 No Legal Services.** Owner acknowledges that the Architect does not provide legal or insurance services. To the extent that the Architect assists or reviews forms, proposals or certificates, including in regard to bid documents, the contract for construction or the General Conditions, the architect's assistance or reviews are for architectural issues and content only. Owner shall engage, at Owner's expense, professional legal and insurance services for drafting and review of contracts and other legal and insurance documents.

**§ 10.10 Waiver.** No failure on the part of either party to exercise its rights under this Agreement shall be considered a waiver, release, or relinquishment of any rights or powers conferred under this Agreement.

**§ 10.11 Notices.** Notices under this Agreement will be deemed given on the earlier of actual delivery or refusal of a party to accept delivery when given in person, by messenger service, by overnight courier, or by certified or registered U.S. Mail, in each instance with all applicable postage and delivery charges prepaid, and in each case to the appropriate address as listed in this Agreement (or to such other address as either party may from time to time designate by written notice given to the other party).

**§ 10.12 Venue.** Without waiver of the dispute resolution provisions, the parties agree to the following venues: Any court action or proceeding allowed under this Agreement or based on any right arising out of this Agreement shall be brought in Clark County District or Superior Court, or subject to applicable jurisdictional requirements, in the United States District Court for the Western District of Washington, in Seattle.

**§ 10.13 Exhibits.** The exhibits referenced in this Agreement are part of this Agreement as if fully set forth in this Agreement.

**§ 10.14 Severability.** The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**§ 10.15 "Certification."** Certification by the Architect or its consultants is an expression of professional judgment, and not a warranty or guarantee.

**§ 10.16 "Days."** "Days" are calendar days, unless otherwise noted. If a deadline falls on a weekend or a government holiday, the deadline shall be the next calendar day.

**§ 10.18 Insurance Coverage Preserved.** Notwithstanding any other provision herein, nothing shall be construed so as to void, vitiate, or adversely affect any insurance coverages held by either party to this Agreement.

## ARTICLE 11 COMPENSATION

**§ 11.1** For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

*(Paragraphs deleted)*

The Architect shall be compensated as provided in Exhibit 1: Architect's Proposal.

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**§ 11.2**

*(Paragraphs deleted)*

Not used.

**§ 11.3** For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

Unless otherwise agreed in writing, on a time and materials basis at the hourly rates provided in Exhibit 3: Hourly Rates

**§ 11.4** Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent ( 10 %), or as follows:

*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

**§ 11.5** Not used.

*(Table deleted)*

**§ 11.6** Not used.

**§ 11.6.1** When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

**§ 11.7** The hourly billing rates for services of the Architect and the Architect's consultants are set forth in Exhibit 3: Hourly Rates. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

*(Table deleted)*

**§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

§ 11.9 **Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

N/A

## § 11.10 Payments to the Architect

### § 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 Not used.

### § 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty days ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

twelve % 12%

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

*(Paragraphs deleted)*

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

### § 12.1 INDEMNIFICATION

§ 12.1.1 **Architect Indemnification.** To the fullest extent permitted by law and subject to Section 12.2 Limitations of Remedy, the Architect shall indemnify and hold harmless (but not defend) the Owner and its shareholders, members, officers and employees ("Owner Indemnified Parties") from and against all third-party claims, losses, damages, liabilities, awards and judgments arising from or related to Architect's performance of Services pursuant to this Agreement, including Owner's reasonable defense costs such as attorneys' fees, expert fees, and other costs and expenses ("Architect Indemnified Claims"), but only to the extent such Architect Indemnified Claims are caused by the negligent acts, errors or omissions of the Architect, its consultants, or anyone for whose acts Architect is legally responsible, in the performance of services pursuant to this Agreement.

§ 12.1.2 **Owner Indemnification.** To the fullest extent permitted by law, the Owner shall indemnify and hold harmless (but not defend) the Architect, its shareholders, members, officers and employees ("Architect Indemnified Parties"), from and against all third-party claims, losses, damages, liabilities, awards and judgments arising from or related to the Project including reasonable defense costs such as attorneys' fees, expert fees, and other costs and expenses ("Owner Indemnified Claims"), but only to the extent such Owner Indemnified Claims are caused by the negligent acts, errors or omissions of Owner, its contractors or consultants, or anyone for whose acts Owner is legally responsible.

Init.

## § 12.2 LIMITATIONS OF REMEDY

**§ 12.2.1 No Personal Liability.** To the fullest extent permitted by law, Owner's remedy, and the remedy of any successor, assignee, beneficiary or indemnitee, for claims arising from this Agreement or from the performance of Services pursuant to this Agreement, shall be limited to claims against the Architect, a corporation. Owner's directors, officers, agents, shareholders, and employees (collectively, "Owner Principals") shall not be personally liable for claims arising from this Agreement at any time. Furthermore, Owner shall look solely to the assets, including available insurance, of Architect for the satisfaction of any judgment or award arising from any claim arising from this Agreement or from the performance of services pursuant to this Agreement.

**§ 12.2.2 Limitation of Liability.** To the fullest extent permitted by law, the total aggregate joint, several and individual liability of Architect (including its officers, directors, partners, and employees if Section 12.2.1 of this Agreement is not enforceable) to Owner and anyone claiming by, through, or under Owner, as well as to any successor, assignee, beneficiary, or indemnitee of, or under, this Agreement, for any claims, losses, costs or damages ("Liabilities") whatsoever, arising out of, resulting from, or in any way related to the Project, this Agreement, or the services provided pursuant to this Agreement, from any cause or causes, including but not limited to negligence, professional negligence, malpractice, strict liability, vicarious liability, breach of contract, breach of warranty, indemnity, or contribution, shall be limited in the aggregate for any and all claims, to greater of: 1) The proceeds of any insurance policy or policies required by Section 2.5 of this Agreement that funds any settlement, award or verdict, up to the applicable required limit of coverage required by Section 2.5, or 2) or two hundred and fifty thousand dollars (\$250,000).

**§ 12.3** Notwithstanding any other provision in this Agreement to the contrary, nothing herein contained shall be construed as:

- .1 constituting a guarantee, warranty or assurance, either express or implied, that the Architect's or its consultants' services will yield or accomplish a perfect outcome for the Project; or
- .2 obligating the Architect to exercise professional skill or judgment greater than that which can reasonably be expected from other architects under like circumstances; or
- .3 an assumption by the Architect of the liability of any other party (except its consultants); or
- .4 an assumption by the Architect of any obligation relating to safety of the Project, safety being the exclusive responsibility of the Contractor; or
- .5 creating any fiduciary responsibility on the part of the Architect to the Owner or any other party.

**§ 12.4** The Architect and its consultants shall not be responsible for circumstances, conditions, occurrences, or events outside of their reasonable control, including without limitation, acts of God and nature, war, hostilities, riot, terrorism, and labor shortages or strikes. Nor shall the Architect or its consultants be responsible for delays or damages caused by failure of the Owner or Owner's agents and contractors to furnish information or to approve or disapprove the Architect's work promptly, or due to late, slow or faulty performance by the Owner, the Owner's consultants or contractors, or governmental agencies.

## ARTICLE 13 SCOPE OF THE AGREEMENT

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect with respect to their rights, duties and obligations and supersedes all prior negotiations, representations or agreements, either written or oral, and this Agreement governs the services to be provided by Architect, exclusively. Architect has no duty with respect to such services independent of this Agreement. This Agreement may be amended only by written instrument signed by both the Owner and Architect. The representations made in this Agreement are the only representations that Owner is relying on for its decision to enter into this Agreement. This Agreement may not be modified or amended except by mutual agreement of the Owner and Architect. Such agreement may only be evidenced by a written instrument signed by both parties or by electronic mail between the parties and confirmed by each party.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect

.2

*(Paragraphs deleted)*

Exhibits:

Exhibit 1: Architect’s Proposal

Exhibit 2: Electronic Document Release

*(Paragraphs deleted)*

Exhibit 3: Hourly Rates

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER *(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
ARCHITECT *(Signature)*

\_\_\_\_\_  
*(Printed name, title, and license number, if required)*

Init.

/



# Additions and Deletions Report for AIA® Document B101™ – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 15:06:20 ET on 09/24/2019.

## PAGE 1

**AGREEMENT** made as of the 29th day of August in the year 2019

...

City of Camas  
616 NE Fourth Avenue  
Camas, WA 98607

...

LSW Architects, P.C.  
610 Esther Street, Suite 200  
Vancouver, WA 98660

...

**City Hall Renovation Expansion**  
528 NE 4<sup>th</sup> Ave  
Camas, WA 98607

The Project consists of a tenant improvement of the first floor of the Bank of America building, approximately 4310 sf, and the reception area of the existing City Hall building. Improvements are based on the approved block plan diagram and cost estimate dated August 29, 2019.

## PAGE 2

Architect's proposal letter dated August 29, 2019 is attached hereto as "Exhibit 1: Architect's Proposal" and incorporated by reference. Exhibit 1: Architect's Proposal, including Exhibits A-C attached thereto, provide Initial Information available for the Project.

...

See Exhibit 1: Architect's Proposal

...

See Exhibit 1: Architect's Proposal

...

See Exhibit 1: Architect's Proposal.

## PAGE 3

.1 — Design phase milestone dates, if any:

.2 — Construction commencement date:

.3 — Substantial Completion date or dates:

.4 — Other milestone dates:

The total project duration is 46 weeks, as indicated in "Schedule of Services" on page 2 of Exhibit 1: Architect's Proposal. Anticipated durations of the design, bidding, permitting, and construction phases are also provided in the Schedule of Services in Exhibit 1: Architect's Proposal.

...

The procurement and delivery will be design-bid-build.

...

Not Applicable

Owner acknowledges that the success or failure of any effort to achieve a Sustainable Objective is necessarily contingent upon on a wide range of factors that are outside of the Architect's control, including without limitation the participation and cooperation of others, such as Owner and Contractor, their respective consultants and subcontractors, authorities with jurisdiction over the Project, as well as any certifying agency or body. Accordingly, Architect does not warrant or guarantee that the Sustainable Objective will be achieved, or that Architect's services will result in the successful certification of the project under any certification standard, or that any specific level of certification will be achieved.

~~§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™ 2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204 2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204 2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.~~

...

Pete Capell  
City Administrator  
City of Camas  
616 NE Fourth Avenue  
Camas, WA 98607

...

N/A

...

.1— Geotechnical Engineer:

.2— Civil Engineer:

.3— Other, if any:

*— (List any other consultants and contractors retained by the Owner.)*

None identified at the time of execution of this Agreement.

...

Amy Noe  
LSW Architects, P.C.  
610 Esther Street, Suite 200  
Vancouver, WA 98660

**PAGE 4**

**§ 1.1.11** The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2: following consultants:  
*(List name, legal status, address, and other contact information.)*

.1 Mechanical, Electrical, Lighting, Plumbing Engineer

MKE & Associates, Inc.  
6915 SW Macadam Ave, Suite 200  
Portland, OR 97219  
Tel. 503.892.1188

**§ 1.1.11.1** Consultants retained under Basic Services:

.1— Structural Engineer:

.2— Mechanical Engineer:

.3— Electrical Engineer:

**§ 1.1.11.2** Consultants retained under Supplemental Services:

**§ 1.1.12** Other Initial Information on which the Agreement is based: The current design is based on using existing mechanical and electrical systems, with minimal changes.

Also, See Exhibit 1: Architect's Proposal.

...

**§ 1.3** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

**§ 1.3.1** Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™ 2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

**§ 1.3 BUILDING INFORMATION MODELS**

**§ 1.3.1** The Construction Documents shall be two-dimensional plans and specifications printed and delivered in hard copy, or transmitted electronically in a format intended to not allow modification.

**§ 1.3.2** Any use by the Architect or its consultants of 3D-modeling software shall be for the Architect's own internal design and coordination purposes. Owner acknowledges that the Architect's 3D-models, as well as those models developed by the Architect's consultants shall not be set-up, developed, or maintained by the Architect for other purposes.

**§ 1.3.3** If requested by Owner, the Architect shall provide 3D-models to Owner or Owner's contractor, subcontractors, consultants or other third-parties, but only subject to the Architect's standard Electronic Document Release executed by Owner and the receiving party.

**§ 1.4** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form.

...

**§ 2.2** The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar ~~circumstances~~ circumstances ("Standard of Care"). The Architect makes no warranty, either expressed or implied, as to the Architect's or its consultants' findings, recommendations, plans, specifications, or professional advice, other than that Architect shall comply with the Standard of Care in the performance of its services. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

~~§ 2.3 The Architect shall identify a Architect's representative authorized to act on behalf of the Architect with respect to the Project. Project is identified in Section 1.1.10.~~

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~~§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. procure insurance as provided below. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.~~

~~§ 2.5.1 Commercial General Liability with policy limits of not less than (\$ —) for each occurrence and (\$ —) one million dollars (\$ 1,000,000 for each occurrence, including for personal and advertising injury, and products and completed operations, and two million (\$ 2,000,000) in the aggregate for bodily injury and property damage.~~

~~§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million dollars (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.~~

...

~~§ 2.5.5 Employers' Liability with policy limits not less than one million dollars (\$ 1,000,000) each accident, five hundred thousand dollars (\$ 500,000) each employee, and five hundred thousand dollars (\$ 500,000) policy limit.~~

~~§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than two million dollars (\$ 2,000,000) per claim and four million dollars (\$ 4,000,000) in the aggregate.~~

...

~~§ 2.5.8 **Certificates of Insurance.** The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5. Architect shall not cancel, fail to renew, allow to lapse, or materially change coverage without at least 30 days' written notice to the Owner. Architect shall provide prompt written notice to the Owner in the event of any cancellation, non-renewal or material change to coverage by any insurance carrier. For those insurance coverages that are required to remain in force after final payment, an additional certificate evidencing continuation of such coverage shall be submitted with the final application for payment and upon each annual renewal. Architect must give prompt written notice to Owner (and in any event within 30 days) of any actual reduction in the available limits of Architect's or any Consultant's insurance. Upon Owner's request, Architect will immediately provide an actual copy of its insurance policies.~~

~~§ 2.5.9 **Architect's Consultant Insurance Requirements.** The limits of insurance for Architect's consultants shall be no less than the following, unless otherwise agreed to by Owner:~~

- ~~.1 Workers' Compensation and Employer's Liability: as required of Architect in Section 2.5.4 and Section 2.5.5.~~
- ~~.2 Commercial General Liability: coverage as required of Architect in Section 2.5.1, but with limits of one million dollars (\$1,000,000) per claim and aggregate.~~
- ~~.3 Business Auto Policy: as required of Architect in Section 2.5.2.~~
- ~~.4 Professional Liability: \$2,000,000 per claim and \$4,000,000 aggregate~~

~~In addition to requiring the above limits for consultants, Architect shall require that each consultant add Owner and Architect as additional insureds to the consultant's Commercial General Liability and Business Auto Policies, consistent with Section 2.5.7, and that each consultant provide certificates of insurance consistent with Section 2.5.8.~~

PAGE 6

~~§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical Exhibit 1: Architect's Proposal and, subject to Exhibit 1: Architect's Proposal, include usual and customary mechanical, electrical, lighting and plumbing engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services and Exhibit 1: Architect's Proposal may be provided as~~



Additional Services. In the event of a conflict between the language or terms of this form of Agreement and Exhibit 1: Architect's Proposal, Exhibit 1: Architect's Proposal shall govern.

...

**§ 3.1.3** As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. 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. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. The Architect's services shall be provided consistent with Schedule of Services in Exhibit 1: Architect's Proposal. Architect shall, subject to the Standard of Care, endeavor to meet the time limits established by the schedule. However, in the event the Architect is delayed by causes outside its control, or for other reasonable cause, the schedule shall be extended by a reasonable time. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

...

### **§ 3.2 Schematic Design Phase Services**

**§ 3.2.1** The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.2.2** The Architect shall 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.

**§ 3.2.3** The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

**§ 3.2.4** 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.

**§ 3.2.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. 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.

**§ 3.2.5.1** The Architect shall 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. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

**§ 3.2.5.2** The Architect shall 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.

**§ 3.2.6** The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.2.7** The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### **§ 3.1.7 Delegated-Design Components (sometimes referred to as "design-build")**

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User Notes:

(1110587254)

§ 3.1.7.1 The Architect and the Owner agree and acknowledge that some systems, materials or equipment can be more effectively and economically designed by the responsible installers, subcontractors or fabricators who will be contracted to Contractor or to Owner directly. ("Delegated-Design Components"). The Owner and Architect shall designate those parts of the Work that shall be Delegated-Design Components. The Owner and Architect shall also confirm whether Architect shall specify performance and design criteria for Delegated-Design Components.

§ 3.1.7.2 All design services for Delegated-Design Components shall be provided by design professionals licensed in the jurisdiction where the project is located ("Delegated-Design Consultants"), and the delegated-design plans and specifications shall bear the certifications of such licensed design professionals as required by law. The Delegated-Design Consultants shall be required to coordinate their construction documents, drawings and other instruments of service with those of the Architect and to advise the Architect of any potential conflict. The Architect shall have no responsibility for accuracy, completeness, or sufficiency of the Delegated-Design Components, and any review and coordination by the Architect with the Delegated-Design Consultants is solely for consistency with any performance specification provided by the Architect, or for consistency with the Architect's design concept for the Project if no performance specification is provided.

§ 3.1.7.3 The Architect shall be entitled to rely on the technical sufficiency and timely delivery of documents and services furnished by the Delegated-Design Consultants, as well as the computations performed by those consultants in connection with such documents and services, and shall not be required to review or verify those computations or designs for compliance with applicable laws, statutes, ordinances, building codes, and rules and regulations.

§ 3.1.7.4 Owner will require that the Contractor's Delegated-Design Consultants: 1) Coordinate their design services with the Architect's services during the design phases described in this Agreement, and 2) Deliver the plans for the Delegated-Design Components on a schedule agreed to by the Architect. Otherwise, modifications to the Architect's Instruments of Service that are necessary to accommodate or coordinate Delegated-Design Components shall be provided by Architect as an additional service.

§ 3.1.7.5 At the time of execution of this Agreement, the Delegated-Design Components subject to this provision include those components listed below. Delegated-Design Components may be added or removed from the list during the design phases as agreed to by the Owner and Architect.

#### Fire sprinklers

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, Documents described in Exhibit 1: Architect's Proposal, 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 Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents described in Exhibit 1: Architect's Proposal 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, systems and components, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify and establish major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3. Not used.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to in the design that may impact the estimate of the Cost of the Work, and request the Owner's approval.

#### **PAGE 7**

§ 3.4.3 During the development of the Construction Documents, the Architect shall 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). The Owner may not rely on the Architect for legal advice in regard to procurement information or the agreement between the Owner and the

Contractor. The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

~~§ 3.4.4~~ The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

~~§ 3.4.5~~ The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

~~§ 3.5.1 General~~ The Architect shall 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.~~with Procurement Phase Services; Competitive Bidding or Negotiated Proposals, as provided in Exhibit 1: Architect's Proposal.

### ~~§ 3.5.2 Competitive Bidding~~

~~§ 3.5.2.1~~ Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

~~§ 3.5.2.2~~ The Architect shall assist the Owner in bidding the Project by:

- ~~.1~~ — facilitating the distribution of Bidding Documents to prospective bidders;
- ~~.2~~ — organizing and conducting a pre-bid conference for prospective bidders;
- ~~.3~~ — preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- ~~.4~~ — organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

~~§ 3.5.2.3~~ If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### ~~§ 3.5.3 Negotiated Proposals~~

~~§ 3.5.3.1~~ Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

~~§ 3.5.3.2~~ The Architect shall assist the Owner in obtaining proposals by:

- ~~.1~~ — facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- ~~.2~~ — organizing and participating in selection interviews with prospective contractors;
- ~~.3~~ — preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- ~~.4~~ — participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

~~§ 3.5.3.3~~ If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

## PAGE 8

~~§ 3.6.1.1~~ 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. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services-services, right and liabilities under this Agreement unless the Owner and the Architect amend this Agreement. Prior to the execution of the Contract between the Owner and the Contractor, Owner shall provide Architect with a copy of the General Conditions so that Architect may, at its discretion, review and comment on the General Conditions.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work. Owner shall include this provision in its contract with the Contractor.

...

§ 3.6.2.2 The Architect has the authority to recommend to the Owner that the Owner reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and ~~decide~~ advise on matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and ~~decisions~~ recommendations of the Architect made pursuant to Section 3.6.2.3 shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and ~~decisions~~ recommendations, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or ~~decisions~~ recommendations rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

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§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's ~~evaluation on-site observations~~ of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in general accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for general conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

...

§ 3.6.4.1 The Architect and Owner shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. Architect shall not be required to approve a submittal schedule which does not provide the Architect reasonable time, in the Architect's professional opinion to adequately review the Contractor's submittals. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and ~~approve, or take other~~ appropriate action upon, the Contractor's submittals such as Shop Drawings, Product ~~Data~~ Data, images and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation, or for substantiating installation instructions, or performance of equipment or systems, which are the Contractor's ~~responsibility~~ responsibility pursuant to the Contract Documents. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or



procedures. The Architect's ~~approval~~ review of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** ~~If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work Delegated Design Components designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. If the Architect specified performance and design criteria for the Delegated Design Component pursuant to Section 3.1.7, then the Architect will review such submittals to reasonably determine that the systems, materials or equipment are designed in general conformance with the performance criteria and the design concept and intent expressed in the Contract Documents. If the Architect did not specify performance and design criteria, the Architect shall review such submittals for general conformance with the design concept. The Architect's review of submittals related to Delegated Design Components is not performed for the purpose of determining the adequacy of the design or for checking the accuracy of design calculations or design presumptions.~~ The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information. The Architect shall not be required to provide substantive responses to requests for information that lack sufficient detail or request information on topics that are beyond Architect's expertise and scope including but not limited to construction, means, methods, techniques, sequences or procedures.

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**§ 3.6.5.1** 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. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents. Requests by the Owner or Contractor for changes in the Work shall be timely, so as to allow the Architect sufficient time to evaluate the requested change without causing delay to the Project. Such requests for changes in the Work shall be accompanied by sufficient supporting data and information to permit the Architect to make a reasonable determination without extensive investigation or preparation of additional drawings or specifications.

...

**§ 3.6.6.1** The Architect ~~shall~~ shall, as provided herein:

- .1 ~~conduct inspections~~ observations to determine the date or dates of Substantial Completion and the date of final completion;

...

- .4 issue a final Certificate for Payment based upon a final ~~inspection~~ observation indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect's ~~inspections~~ observations shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected. The Architect shall report known deviations or inaccuracies of the Contractor's list, but shall not be responsible for Contractor's failure to provide an accurate list or complete the work in accordance with the Contract Documents.



**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall prepare a Certificate of Substantial Completion for Owner and Contractor’s review and confirmation. Owner’s execution of the Certificate of Substantial Completion shall confirm Owner’s acceptance of the project with only the minor work indicated to be completed or corrected. In the Certificate of Substantial Completion, 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.

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**ARTICLE 4 – SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 3.7 FURNITURE, FURNISHINGS AND EQUIPMENT - CONSTRUCTION PHASE SERVICES**

**§ 3.7.1** The Architect shall provide administration of the contracts for furniture, furnishings and equipment only as set forth below.

**§ 3.7.2** The Architect shall review and approve or take other appropriate action upon the Vendor’s submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

**§ 3.7.3** As the buyer of goods, the Owner shall receive, inspect and accept or reject furniture, furnishings and equipment at the time of their delivery to the premises and installation unless otherwise provided. The Architect is not authorized to act as the Owner’s agent in contractual matters.

**§ 3.7.4** The Architect shall review final placement in order to determine that furniture, furnishings and equipment are in accordance with the requirements of the Contract Documents. The Architect may recommend to the Owner acceptance or rejection of furniture, furnishings and equipment.

**ARTICLE 4 ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services ~~Table not used.~~**

**§ 4.1.1** The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

| <b>Supplemental Services</b>  | <b>Responsibility</b><br><i>(Architect, Owner, or not provided)</i> |
|---|---|
| <b>§ 4.1.1.1</b> — Programming  |   |
| <b>§ 4.1.1.2</b> — Multiple preliminary designs   |   |
| <b>§ 4.1.1.3</b> — Measured drawings  |   |
| <b>§ 4.1.1.4</b> — Existing facilities surveys  |   |
| <b>§ 4.1.1.5</b> — Site evaluation and planning   |   |
| <b>§ 4.1.1.6</b> — Building Information Model management responsibilities               |   |
| <b>§ 4.1.1.7</b> — Development of Building Information Models for post construction use |   |
| <b>§ 4.1.1.8</b> — Civil engineering  |   |
| <b>§ 4.1.1.9</b> — Landscape design   |   |
| <b>§ 4.1.1.10</b> — Architectural interior design                                       |   |
| <b>§ 4.1.1.11</b> — Value analysis  |   |

| <b>Supplemental Services</b>  | <b>Responsibility</b><br><i>(Architect, Owner, or not provided)</i> |
|---|---|
| § 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3 |   |
| § 4.1.1.13 On-site project representation                               |   |
| § 4.1.1.14 Conformed documents for construction                         |   |
| § 4.1.1.15 As-designed record drawings                                  |   |
| § 4.1.1.16 As-constructed record drawings                               |   |
| § 4.1.1.17 Post-occupancy evaluation                                    |   |
| § 4.1.1.18 Facility support services                                    |   |
| § 4.1.1.19 Tenant-related services                                      |   |
| § 4.1.1.20 Architect's coordination of the Owner's consultants          |   |
| § 4.1.1.21 Telecommunications/data design                               |   |
| § 4.1.1.22 Security evaluation and planning                             |   |
| § 4.1.1.23 Commissioning  |   |
| § 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3       |   |
| § 4.1.1.25 Fast-track design services                                   |   |
| § 4.1.1.26 Multiple bid packages  |   |
| § 4.1.1.27 Historic preservation  |   |
| § 4.1.1.28 Furniture, furnishings, and equipment design                 |   |
| § 4.1.1.29 Other services provided by specialty Consultants             |   |
| § 4.1.1.30 Other Supplemental Services                                  |   |

**§ 4.1.2 Description of Supplemental Services**

**§ 4.1.2.1** A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

**§ 4.1.2.2** A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

**§ 4.1.3** If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™ 2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

...

- .7 Preparation for, and attendance at, a public presentation, meeting or ~~hearing~~ hearing (other than in the usual course of the design review or permit process);

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- ~~.11 Assistance to the Initial Decision Maker, if other than the Architect.~~ Architect;
- .12 Revisions to Instruments of Service necessary as a result of untimely, incomplete, or uncoordinated plans and specifications for Delegated Design Components, and coordination of such untimely plans and specifications;
- .13 Review of certificates, consent forms or other similar documents from Owner's lenders(s), investors, partners, assignees or successors, including any attorney fees incurred.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice by email to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- ~~.1 Reviewing Repeatedly reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;~~ approved by the Architect, or uncoordinated or incomplete submittals, or submittals that were not reviewed or approved by Contractor, or which do not bear the Contractor's submittal stamp;
- ~~.2 Responding Repeatedly 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;~~

...

- ~~.1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor~~
- ~~.2 (—) Weekly, or as otherwise provided in Exhibit 1: Architect's Proposal, visits to the site by the Architect during construction~~
- ~~.3 One ( 1 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents~~
- ~~.4 ( ) inspections for any portion of the Work to determine final completion.~~ completion
- ~~.5 See Exhibit 1: Architect's Proposal for other limits on Architect's Services, including in regard to site observation by Architect's consultants.~~

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided ~~more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier,~~ outside the duration anticipated for such services as provided in Exhibit 1: Architect's Proposal, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within ~~(—) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.~~

...

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality. ~~quality~~, and to a corresponding change to the Architect's fee and schedule. The Architect is

not required to revise the Instruments of Service until it, Owner and Architect agree on the adjustment to the Project's scope and quality, the schedule, and Architect's fee.

~~§ 5.3 The Owner shall identify a Owner's representative authorized to act on the Owner's behalf with respect to the Project. Project is identified in Section 1.1.7. The Owner shall render decisions and approve or disapprove the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.~~

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~~§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations. The Architect shall be entitled to rely on the technical sufficiency and timely delivery of documents and services furnished by the Owner's geotechnical engineers, as well as the computations performed by the geotechnical engineer in connection with such documents and services, and shall not be required to review or verify those computations.~~

~~§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1. Not used.~~

~~§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™ 2017, Sustainable Projects Exhibit, attached to this Agreement. required.~~

...

~~§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional ~~responsibilities~~, responsibilities, or that modify the Contract Documents. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.~~

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~~§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the ~~Architect~~ Architect, as well as ~~Delegated-Design Components~~, and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the ~~Work~~; Work, including a design contingency; or other costs that are the responsibility of the Owner.~~

...

~~§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service. Not used.~~

...

~~§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. The Architect is not responsible for any change made in, or misuse of, electronic forms of its Instruments of Service, whether intentional or unintentional, after the Instruments of Service leave the Architect's contract.~~

§ 7.2 Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials. The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

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§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, including without retaining the Architect to provide Construction Phase Services on the Project for which the Instruments of Service are intended, then the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to defend, indemnify and hold harmless the Architect and its consultants from and against all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

...

~~§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.~~

§ 7.5 The Architect may, from time to time, issue certain plans, specifications and other documents in two-dimensional conventional (printed) or in electronic media form (two-dimensional AutoCad or Revit) for the recipients' use as base documents in the preparation of shop drawings and submittals for use in providing of design services or certifications to be provided by contractors. Such documents will be issued on the Owner's behalf for the convenience of the recipients. Such documents are not Contract Documents and the Architect shall issue them subject to its standard Electronic Document Release attached hereto as Exhibit 2 and incorporated by reference.

~~§ 7.6 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.~~

...

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1. For the purpose of this section, "Substantial Completion," is defined as the earlier of: 1) The date of Substantial Completion determined by the Architect in the Certificate of Substantial Completion issued by the Architect, 2) The effective date of a Temporary Certificate of Occupancy issued by the governmental authority with jurisdiction over the Project, 3) The effective date of a Certificate of Occupancy issued by the governmental authority with jurisdiction over the Project, or 4) The date Owner actually occupies Project.

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§ 8.1.4 Certificate of Merit. To facilitate negotiation and to help the parties resolve project issues without resort to formal dispute resolution, Owner agrees that, as a condition precedent to any demand for mediation, or initiation of arbitration or litigation in regard to a claim that Architect did not comply with the Professional Standard, Owner will obtain a written certificate executed by a design professional with experience providing similar services on similar projects and licensed in the state in which the Project is located, certifying that in the opinion of the licensed design professional, the Architect, or its consultant(s) as appropriate, failed to comply with the Professional Standard, and



that Owner's damages are a direct result of that failure to comply with the Professional Standard. Owner agrees to provide such certification to Architect thirty (30) calendar days prior to any demand for mediation or arbitration, or the institution of legal or equitable proceedings. Owner agrees that any action initiated before such certificate is provided shall be dismissed, without prejudice.

**§ 8.2.1** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. This requirement cannot be waived except by an explicit written waiver signed by the Owner and the Architect. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution. The parties will cooperate in good faith and attempt to resolve any Dispute that arises prior to mediation.

**§ 8.2.2** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the ~~American Arbitration Association Arbitration Service of Portland~~ in accordance with its ~~Construction Industry Mediation Procedures~~ mediation procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. ~~If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~ A principal of the Architect and Owner's Administrator or designee, both having full authority to settle the Dispute (subject to ratification by the Owner's Board of Directors), must attend the mediation session. To the extent there are other parties in interest, such as the Contractor, Subcontractors, suppliers, and/or consultants, their representatives, with full authority to settle all pending Disputes or claims, may also attend the mediation session. Unless the Owner and the Architect mutually agree in writing otherwise, all unresolved claims shall be considered at a single mediation session which shall occur prior to Final Acceptance of the Project by the Owner. Neither party may bring litigation on a Dispute unless the Dispute has been properly raised and considered in the above mediation procedure.

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Litigation in a court of competent jurisdiction

...

### **§ 8.3 Arbitration**

~~**§ 8.3.1** If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.~~

~~**§ 8.3.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.~~

~~**§ 8.3.2** The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~

~~**§ 8.3.3** The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

**§ 8.3.4 Consolidation or Joinder**

~~§ 8.3.4.1~~ Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

~~§ 8.3.4.2~~ Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

~~§ 8.3.4.3~~ The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

...

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect’s option, cause for suspension of performance of services under this Agreement. If the Owner fails to perform its Owner responsibilities as required by this Agreement, the Architect may also elect to suspend services. If the Architect elects to suspend services, the Architect shall give seven days’ written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect’s services. The Architect’s fees for the remaining services and the time schedules shall be equitably adjusted. The Architect’s election not to suspend services under this provision does not waive the Architect’s rights, remedies, claims or defenses.

**§ 9.2** If the Owner suspends the Project, or the project is dormant, with no services provided by the Architect, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect’s services. The Architect’s fees for the remaining services and the time schedules shall be equitably adjusted.

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N/A

...

N/A

~~§ 9.8~~ Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.Not used.

...

**§ 10.1 Applicable Law.** This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction’s choice of law rules. ~~If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.~~

**§ 10.2 Definitions.** Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

**§ 10.3 Assignment.** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a commercial institutional lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

**§ 10.4 Certificates.** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement, or of which the Architect otherwise reasonably disapproves.

**§ 10.5 No Third-Party Beneficiaries.** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

**§ 10.6 Hazardous Materials.** Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

**§ 10.7 Promotional Material.** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

**§ 10.8 Confidential Information.** If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

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**§ 10.9** ~~The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.~~ **No Legal Services.** Owner acknowledges that the Architect does not provide legal or insurance services. To the extent that the Architect assists or reviews forms, proposals or certificates, including in regard to bid documents, the contract for construction or the General Conditions, the architect's assistance or reviews are for architectural issues and content only. Owner shall engage, at Owner's expense, professional legal and insurance services for drafting and review of contracts and other legal and insurance documents.

**§ 10.10 Waiver.** No failure on the part of either party to exercise its rights under this Agreement shall be considered a waiver, release, or relinquishment of any rights or powers conferred under this Agreement.

**§ 10.11 Notices.** Notices under this Agreement will be deemed given on the earlier of actual delivery or refusal of a party to accept delivery when given in person, by messenger service, by overnight courier, or by certified or registered U.S. Mail, in each instance with all applicable postage and delivery charges prepaid, and in each case to the appropriate address as listed in this Agreement (or to such other address as either party may from time to time designate by written notice given to the other party).

**§ 10.12 Venue.** Without waiver of the dispute resolution provisions, the parties agree to the following venues: Any court action or proceeding allowed under this Agreement or based on any right arising out of this Agreement shall be

brought in Clark County District or Superior Court, or subject to applicable jurisdictional requirements, in the United States District Court for the Western District of Washington, in Seattle.

**§ 10.13 Exhibits.** The exhibits referenced in this Agreement are part of this Agreement as if fully set forth in this Agreement.

**§ 10.14 Severability.** The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**§ 10.15 "Certification."** Certification by the Architect or its consultants is an expression of professional judgment, and not a warranty or guarantee.

**§ 10.16 "Days."** "Days" are calendar days, unless otherwise noted. If a deadline falls on a weekend or a government holiday, the deadline shall be the next calendar day.

**§ 10.18 Insurance Coverage Preserved.** Notwithstanding any other provision herein, nothing shall be construed so as to void, vitiate, or adversely affect any insurance coverages held by either party to this Agreement.

...

.1 — Stipulated Sum  
— (Insert amount)

.2 — Percentage Basis  
— (Insert percentage value)

— ( ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 — Other  
— (Describe the method of compensation)

The Architect shall be compensated as provided in Exhibit 1: Architect's Proposal.

**§ 11.2** For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Not used.

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Unless otherwise agreed in writing, on a time and materials basis at the hourly rates provided in Exhibit 3: Hourly Rates

**§ 11.4** Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent ( 10 %), or as follows:

...

**§ 11.5** When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Not used.

|                                 |                              |               |
|---------------------------------|------------------------------|---------------|
| Schematic Design Phase          | percent (                    | %)            |
| Design Development Phase        | percent (                    | %)            |
| Construction Documents Phase    | percent (                    | %)            |
| Procurement Phase               | percent (                    | %)            |
| Construction Phase              | percent (                    | %)            |
| <b>Total Basic Compensation</b> | <b>one hundred percent (</b> | <b>100 %)</b> |

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work. ~~Not used.~~

...

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth ~~below~~, in Exhibit 3: Hourly Rates. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

...

| Employee or Category | Rate (\$0.00) |
|----------------------|---------------|
|----------------------|---------------|

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§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

...

N/A

...

§ 11.10.1.1 An initial payment of zero (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$ —) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred. ~~Not used.~~

...

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty days ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

twelve % 12%

...



## **ARTICLE 12 – SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:  
(Include other terms and conditions applicable to this Agreement.)

## **ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:  
(Include other terms and conditions applicable to this Agreement.)

### **§ 12.1 INDEMNIFICATION**

**§ 12.1.1 Architect Indemnification.** To the fullest extent permitted by law and subject to Section 12.2 Limitations of Remedy, the Architect shall indemnify and hold harmless (but not defend) the Owner and its shareholders, members, officers and employees ("Owner Indemnified Parties") from and against all third-party claims, losses, damages, liabilities, awards and judgments arising from or related to Architect's performance of Services pursuant to this Agreement, including Owner's reasonable defense costs such as attorneys' fees, expert fees, and other costs and expenses ("Architect Indemnified Claims"), but only to the extent such Architect Indemnified Claims are caused by the negligent acts, errors or omissions of the Architect, its consultants, or anyone for whose acts Architect is legally responsible, in the performance of services pursuant to this Agreement.

**§ 12.1.2 Owner Indemnification.** To the fullest extent permitted by law, the Owner shall indemnify and hold harmless (but not defend) the Architect, its shareholders, members, officers and employees ("Architect Indemnified Parties"), from and against all third-party claims, losses, damages, liabilities, awards and judgments arising from or related to the Project including reasonable defense costs such as attorneys' fees, expert fees, and other costs and expenses ("Owner Indemnified Claims"), but only to the extent such Owner Indemnified Claims are caused by the negligent acts, errors or omissions of Owner, its contractors or consultants, or anyone for whose acts Owner is legally responsible.

### **§ 12.2 LIMITATIONS OF REMEDY**

**§ 12.2.1 No Personal Liability.** To the fullest extent permitted by law, Owner's remedy, and the remedy of any successor, assignee, beneficiary or indemnitee, for claims arising from this Agreement or from the performance of Services pursuant to this Agreement, shall be limited to claims against the Architect, a corporation. Owner's directors, officers, agents, shareholders, and employees (collectively, "Owner Principals") shall not be personally liable for claims arising from this Agreement at any time. Furthermore, Owner shall look solely to the assets, including available insurance, of Architect for the satisfaction of any judgment or award arising from any claim arising from this Agreement or from the performance of services pursuant to this Agreement.

**§ 12.2.2 Limitation of Liability.** To the fullest extent permitted by law, the total aggregate joint, several and individual liability of Architect (including its officers, directors, partners, and employees if Section 12.2.1 of this Agreement is not enforceable) to Owner and anyone claiming by, through, or under Owner, as well as to any successor, assignee, beneficiary, or indemnitee of, or under, this Agreement, for any claims, losses, costs or damages ("Liabilities") whatsoever, arising out of, resulting from, or in any way related to the Project, this Agreement, or the services provided pursuant to this Agreement, from any cause or causes, including but not limited to negligence, professional negligence, malpractice, strict liability, vicarious liability, breach of contract, breach of warranty, indemnity, or contribution, shall be limited in the aggregate for any and all claims, to greater of: 1) The proceeds of any insurance policy or policies required by Section 2.5 of this Agreement that funds any settlement, award or verdict, up to the applicable required limit of coverage required by Section 2.5, or 2) or two hundred and fifty thousand dollars (\$250,000).

**§ 12.3** Notwithstanding any other provision in this Agreement to the contrary, nothing herein contained shall be construed as:

- .1 constituting a guarantee, warranty or assurance, either express or implied, that the Architect's or its consultants' services will yield or accomplish a perfect outcome for the Project; or
- .2 obligating the Architect to exercise professional skill or judgment greater than that which can reasonably be expected from other architects under like circumstances; or

- .3 an assumption by the Architect of the liability of any other party (except its consultants); or
- .4 an assumption by the Architect of any obligation relating to safety of the Project, safety being the exclusive responsibility of the Contractor; or
- .5 creating any fiduciary responsibility on the part of the Architect to the Owner or any other party.

**§ 12.4** The Architect and its consultants shall not be responsible for circumstances, conditions, occurrences, or events outside of their reasonable control, including without limitation, acts of God and nature, war, hostilities, riot, terrorism, and labor shortages or strikes. Nor shall the Architect or its consultants be responsible for delays or damages caused by failure of the Owner or Owner’s agents and contractors to furnish information or to approve or disapprove the Architect’s work promptly, or due to late, slow or faulty performance by the Owner, the Owner’s consultants or contractors, or governmental agencies.

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect with respect to their rights, duties and obligations and supersedes all prior negotiations, representations or agreements, either written or oral. Architect has no duty with respect to such services independent of this Agreement. This Agreement may be amended only by written instrument signed by both the Owner and Architect. The representations made in this Agreement are the only representations that Owner is relying on for its decision to enter into this Agreement. This Agreement may not be modified or amended except by mutual agreement of the Owner and Architect. Such agreement may only be evidenced by a written instrument signed by both parties or by electronic mail between the parties and confirmed by each party.

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- .2 AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
 \_\_\_\_\_  
*(Insert the date of the E203-2013 incorporated into this agreement.)*

- .3 Exhibits:  
 (Check the appropriate box for any exhibits incorporated into this Agreement.)

Exhibit 1: Architect’s Proposal

AIA Document E204™ 2017, Sustainable Projects Exhibit, dated as indicated below: Exhibit 2: Electronic Document Release

*(Insert the date of the E204-2017 incorporated into this agreement.)*

Other Exhibits incorporated into this Agreement:

*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

- .4 Other documents:  
 \_\_\_\_\_  
*(List other documents, if any, forming part of the Agreement.)* Exhibit 3: Hourly Rates

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 15:06:20 ET on 09/24/2019 under Order No. 3274976397 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ – 2017, Standard Form of Agreement Between Owner and Architect, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

\_\_\_\_\_  
*(Signed)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Dated)*