On-Site Project Representation

Why a Client May Need These Services

- On-site project representative during the construction phase of a project

Knowledge and Skills Required

- Determine the number of architect's representatives to be stationed at the project site
- Services that the on-site representative will perform
- Formularization of the project's plans, specifications, schedule, budget, materials, methods of construction
- Desired level of fit and finish for signature items

Representative Process Tasks

- Schedule for the on-site representation
- Attending job-site meetings
- Monitoring the contractor's construction schedule
- Observing systems and equipment testing
- Preparing a log of activities at the site
- Maintaining on-site records

The AIA provides a contract document designed especially for these types of architectural services. The AIA suggests a two-part agreement:

B102–2007, Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services provides terms and conditions only.

B207–2008 (formerly B352-2000), Standard Form of Architect's Services: On-Site Project Representation provides the architect's scope of services only.

Together they equal a complete owner-architect agreement.

AIA Document B207™–2008 establishes the architect's scope of services when the architect provides an on-site project representative during the construction phase. B207–2008 provides for agreement on the number of architect's representatives to be stationed at the project site, a schedule for the on-site representation, and the services that the on-site representative will perform. AIA Document B207–2008 is a scope of services document only and may not be used as a stand-alone owner/architect agreement. NOTE: B207–2008 replaces AIA Document B352™–2000 (expired May 31, 2010).

For more information about AIA Contract Documents, visit www.aia.org/contractdocs/about

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