Signing the Team: A Sub-Consultant Checklist

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SUMMARY

Subconsultant agreements outline contractual roles and responsibilities and should include the standard elements listed below.

AGREEMENTS WITH SUBCONSULTANTS

Contracts with subconsultants establish respective roles and responsibilities. Subconsultant agreements should always be in writing; a standard form issued by a professional association is preferable.

The agreements between the prime design professional and each independent consultant should describe in detail the separate duties and responsibilities of each. Because almost all design and construction projects involve multiple contracts, subconsultant agreements should be coordinated to help minimize conflicts, ambiguities, or duplication of responsibilities.

The following points of coordination are among those that deserve attention:

- Quality control requirements and responsibilities
- Design criteria and standards, including drawing or CAD file format
- Schedule requirements
- Budget requirements and any construction cost limitations
- Terms, conditions, and timing of payments
- Use and ownership of documents
- Terms and provisions for termination
- Dispute resolution provisions
- Insurance requirements, including certificates of insurance
- Limitation of liability provisions

RESOURCES

More Best Practices

The following AIA Best Practices provide additional information related to this topic:

09.01.01 Risk Management Checklist

09.01.02 Antitrust Compliance Guidelines

10.02.01 Electronic Data Transfer: A Sample Disclaimer Notice

For More Information

See "Project Team Agreements" by Timothy Twomey, Esq., AIA, *The Architect's Handbook of Professional Practice,* 13th edition, Chapter 11, page 289.

See also the 14th edition of the *Handbook*, which can be ordered from the AIA Bookstore by calling 800-242-3837 (option 4) or by email at bookstore@aia.org.

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