

**UAB FACILITIES
STANDARD OFFICE INSTRUCTIONS
PROCEDURES FOR PROCESSING
ARCHITECT/CONSULTANT AGREEMENTS & CONTRACTS**

PURPOSE:

The purpose is to establish the procedures for preparing Architect/Consultant agreement and contract packages for execution through Facilities Administration.

REQUIREMENTS:

Insurance Certificate

Certificate of Professional Liability Insurance-

\$2Million general aggregate
\$1Million per each occurrence

The certificate should also include Worker's Comp, Auto, and General Liability.

Project Financing & Scheduling Report

The Project Manager submitting the agreement must provide an approved copy of project PFSR that indicates adequate funding for financial commitments for the project.

PROCEDURES:

1.0 Owner & Architect Agreement

- 1.1 The Architect shall complete five (5) copies of the **State of Alabama ABC Form B-2, revised August 2001 (+OAagmt.pdf)**, with original signatures by an authorized agent.
- 1.2 The Architect shall complete five (5) copies of UAB's **Article 16 (+ARTICLE16.pdf)** (either FEE or DPE) with original signatures by an authorized agent.

2.0 Owner & Consultant Agreement

- 2.1 The Consultant shall complete five (5) copies of proposal listing general terms and conditions in his own format with original signatures by an authorized agent.

- 2.2 Included in the Consultant's proposal, there must be a statement that reads as follows, but not necessarily in the same exact context:
- "The work shall not exceed \$xx,xxx without prior written approval by the Owner."
- 3.0 Formal Amendments
- 3.1 Formal amendments are not to be considered the same as Extra/Additional Services, but are those services that exceed the Definitions or Requirements of Extra/Additional Services (see SOI AD-4).
- 3.2 Amendments to Architect/Consultant agreements shall follow same execution procedures as original agreements including:
- 3.2.1 Owner & Architect Agreement: The Architect shall complete five (5) copies of the **State of Alabama ABC Form B-4 (+amendment.pdf)**, revised August 2001, with original signatures by an authorized agent.
- 3.2.2 Owner & Consultant Agreement: The Consultant shall complete five (5) copies of amendment proposal listing general terms and conditions in his own format with original signatures by an authorized agent.
- 3.2.3 A copy of the original approved agreement that is being amended.
- 3.2.4 A copy of the current insurance certificate (see Requirements for limits).
- 4.0 Execution
- 4.1 The Project Manager should check the agreement for accuracy, including verification that:
- 4.1.1 The general information is correct (name, address, project description, etc.).
- 4.1.2 The scope of services stated is adequately expressed for the expected services to be rendered.
- 4.1.3 The fee structure concurs with the negotiated terms.
- 4.1.4 A reference has been made to Article 16 – Special Provisions - on the State ABC Form B-2 of the Owner/Architect Agreement.

FEE Projects:

"See attached Article 16 – Special Provisions to State of Alabama Agreement between Owner and Architect

Percentage of the Basic Rate of the Fee Schedule hereby made a part of this Agreement.”

DPE Projects:

“See attached Article 16 – Special Provisions to State of Alabama Agreement between Owner and Architect Direct Personnel Expense (DPE) hereby made a part of this Agreement.”

- 4.1.5 The Certificate of Insurance includes the correct amounts as stipulated in the agreement. Workers’ Compensation, Comprehensive General, Comprehensive Auto and Professional Liability must be listed.
- 4.1.6 The agreement has been signed in the correct place and that the signature line for UAB approval is correct. It should read as follows:

The Board of Trustees of The University of Alabama
for The University of Alabama at Birmingham

Patricia A. Raczynski
Associate Vice President for Financial Affairs

- 4.2 The Certificate of Insurance and the approved PFSR should be placed on top of the agreement package and forwarded to the Director of Administration – Facilities.

(END OF PROCEDURE)