

Re: Bowman on Oct 30, 2024

Additional Instructions (ASI) is a document issued by the Architect to the Contractor. It is intended to inform the Contractor and also generate minor changes to the contractor's work. The official ASI form, recognized industry-wide, is the "AIA Document G710-2017". This form defines the information that should generally be included on the G710-2017, when properly issued, legally modifies the original details of the Owner/Contractor Agreement. It is intended for this document to be issued for minor changes that would not affect the original contract scope. The Architect issues ASI's for most changes to the Construction Documents. Once the G710-2017 is issued the contractor is obligated to perform the work because the form legally modifies the Owner/Contractor Agreement, the contractor is obligated to perform the work at no cost or time ramifications.

The form is used for changes because it is short and efficient as well as legally binding when signed. The G710-2017 is intended to be incorporated so that it can be executed. They are as follows:

- Each ASI should be dated and numbered so that it can be properly tracked during construction administration
- Each ASI should include an area intended for a description of the changes
- Supporting documents should be provided
- The ASI should be signed and dated

Users within GHC are able to access and utilize the AIA Contract Documents Software (Cantina). When using the software, click on the link below and fill out the applicable information. The Administration team will generate the documents for you. If you have any additional questions, please contact the Administration team.

Additional Instructions Request Form

For more information on the nomenclature of the AIA G710-2017:





AIA Document G710™ – 2017

Owner Info

ASI Number for tracking during construction

Architect's Supplemental Instructions

PROJECT: *(name and address)*
 Jefferson Home Site K-8 School

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: February 21, 2019

ASI INFORMATION:
 ASI Number: 002
 Date: May 16, 2019

OWNER: *(name and address)*
 East Baton Rouge Parish School Board
 1050 South Foster Drive
 Baton Rouge, LA 70806

ARCHITECT: *(name and address)*
 GraceHebert Architects, APAC
 501 Government Street, Suite 200
 Baton Rouge, LA 70802

CONTRACTOR: *(name and address)*
 Cangelosi Ward General Contractors, LLC
 9512 Brookline Ave.
 Baton Rouge, LA 70809

The Contractor shall carry out the Work in accordance with the following supplemental instructions without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgment that there will be no change in the Contract Sum or Contract Time.

(Insert a detailed description of the Architect's supplemental instructions and, if applicable, attach or reference specific exhibits.)

Find the attached drawing sheets, including electrical revisions regarding smoke dampers, for incorporation into the construction documents per Fire Marshal comments.

Description of changes

Attachments:

- E2.1C - Electrical Floor Plan Level 01 - Area C
- E3.1A - Electrical F/A Floor Plan Level 01 - Area A
- E3.1B - Electrical F/A Floor Plan Level 01 - Area B
- E3.2A - Electrical F/A Floor Plan Level 02 - Area A
- E3.2B - Electrical F/A Floor Plan Level 02 - Area B
- E6.3 - Schedules and Details

Listing of all attachments associated with ASI

ISSUED BY THE ARCHITECT:

GraceHebert Architects, APAC

ARCHITECT *(Firm name)*



SIGNATURE

David F. Hebert, AIA, NCARB, LEED
 AP, Principal

PRINTED NAME AND TITLE

5/16/19
DATE

Architect's Signature (Form is not legally binding until signed)

executed it should be uploaded and distributed through Centerline. Follow the instructions below:

in the ASI Documents section of the Construction module in Centerline. A dashboard houses all ASI

on: ASI #, Title, Description, the person that created them in Centerline, and the date is was Posted.
reate" button and fill out the information for the ASI #, title, and a brief description of the contents.

ments

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UPLOAD

NOTIFICATION LIST

rtis Architects, LLC

ing

EXISTING DOCUMENTS

CREATE

| ID | DESCRIPTION |
|----|--------------------------------------------------------|
| 13 | Required electrical changes due to mechanical equipmer |
| | Door schedule revisions; plan details |

"Add" button to attach a single file as the packaged ASI.

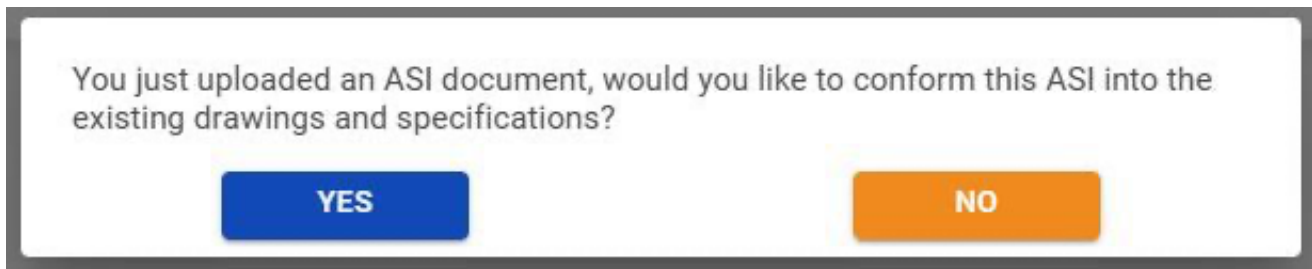
Define Notification List" and select a predetermined ASI notification group or create one for consistent project. Click the green "Save Changes" once complete.

"Create" button to save the information and upload into Centerline.

When uploads, you will see a pop-up asking if you would like to conform this ASI into the existing drawings. Typically, the Project Manager will need to conform the new documents to the set but this gives the PM more convenient time.

: blue "Yes" button, it will automatically direct you to the Publishing and Conforming Center.

: orange "No" button, you will return to the updated dashboard.



As described in the Construction Management Setup section to conform your drawings and specifications on Centerline. Note: Previous versions of the documents will remain on Centerline but be moved from your Files sections. They will continue to be accessible within the individual document's page but will not be part of the current set.