

Request A Contract

Last updated by Caitlin Burcham on May 15, 2026

This page provides the required steps to follow in order to request agreements with our Owners and Consultants.

****Please note that the Admin team handles the AIA Contractor/Owner Contracts (A101, etc.). Requests submitted for AIA Contract/Owner Contracts will be routed through Admin team.***

Request a contract:

AIA Architect / Owner Contract Request

- To be used if the client does not provide their own form, use one of the following AIA templates (maintained with Grace's standard modifications):
 - B101-2017 Owner/Architect Agreement – Complex projects with higher fees
 - B104-2017 Owner/Architect Agreement – Smaller/less complex projects with a fee under \$100,000
 - B121-2018 Owner/Architect Master Services Agreement
 - B133-2018 Owner/Architect CMAR Agreement
 - B152-2019 Owner/Architect Interior Design Services only
 - Letter Addendum to Master Agreement (Owner)

Consultant Contract Request

- C401-2017 Architect/Consultant Agreement (Project Specific) - Customary consultants (Structural, Mechanical, Electrical, etc.)
- C401-2017 Architect/Consultant Agreement (turned into a Master Agreement with Letter Addendum)
- C402-2017 Architect/Consultant Agreement (Project Specific) - Specialty consultants

AIA Contractor / Owner Contract Request

AIA Contractor / Owner Contract Request

- A101, A133, etc.

Contract Amendment / Additional Service Request

- To be used if Additional Services need to be prepared for existing contract
 - G801-2017
 - G802-2017
 - Additional Service Authorization (Consultants)

RFQ Submission Contract Review

- To be used when a contract sample is provided in RFQ documents for review

Contract Reviews & Approvals

- Owner provided contracts for review

What happens next?

-Practice Leaders now have visibility to the Contract Boards on Monday.com for status

Contract Team



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