

Subconsultant Agreements

Last updated by Caitlin Burcham on Feb 26, 2026

Consultant Proposals are *NEVER to be signed by any team member*. The Contract Team will issue an AIA agreement per the process below.

Consultants will NOT be paid until their contract is signed and saved in the project folder on the server.

Subconsultant/Consultant Agreements may be requested via submission:

- Consultant Contract Request Form

Required info will include:

- Consultant Name, Scope, Fee, Site Visits, Included in basic services vs. Reimbursable, etc.
- A copy of consultant's proposal (not signed) may be provided with contract request to help with information required for finalizing AIA contract.

Forms Used:

- C401–2017 (Project Specific)
- C402–2018 (Project Specific)
- C401-2017 turned into Master Agreement with Letter Addendum
- Letter Addendums to Master Agreements

Required documentation to be received from consultants with their signed agreement:

- W-9 (sent to Clint Skinner)
- Current Certificate of Insurance (filed for expiration tracking)

Tracking Subconsultant Agreements

- Subconsultant Agreements are currently tracked through Monday.com, which auto-populates from the request forms here on Milo.

Pass through vs Reimbursable Consultants

What is a pass through?

A pass through consists of Grace passing invoices along to an Owner for the Owner to pay the Consultant directly for work completed by the Consultant. In this case, Owner contracts with and pays the Consultant directly. Therefore, Grace will not be required have a contract with the Consultant.

What is a reimbursable?

A reimbursable consists of Consultants (typically Owner provided Consultants) that will be retained and paid by Grace, but the costs for the Consultant will be reimbursed to Grace by the Owner. In this case, a contract must be completed between Grace and Consultant (typically a C402) before payment will be released to the Consultant.

Contact



Zeb Scott
General Counsel



Caitlin Burcham
Senior Contract & Compliance Specialist



Kim Tovrea
Contract Specialist II



Olivia Smith
Contract Specialist I