

ADOA/GSD/BPS Statutory Review AIA Document Preparation Procedure

Architect/engineer agreements exceeding \$300,000 in A/E fees for all State-funded, capital outlay, or building renewal projects and construction contracts for all State-funded capital outlay, or building renewal projects exceeding \$50,000 must use AIA contracts as modified by ADOA/GSD/BPS. Following procedure ensures that all AIA contracts are prepared correctly.

1. The agency representative or project manager uses the appropriate contract request form from the ADOA/GSD/BPS web site from the following location:
<http://gsd.azdoa.gov/BPS/review.asp> under the heading “ADOA REQUEST FORMS FOR AIA CONTRACTS” to submit a request to ADOA/GSD/BPS to prepare an AIA contract.
2. He/she fills in the appropriate fields and e-mails the completed form to arabinda.ghosh@azdoa.gov (Chief Engineer to assign Request).
3. The Staff will assign a new Statutory Review project number if one has not already been assigned and will create the document within the appropriate project in the AIA contract document software.
4. The Staff verifies any project manual, plans, and amendment references within the document.
5. The Staff gives the completed draft of the document, along with a hard copy of the original request, to the Chief Engineer (CE) of ADOA/GSD/BPS for review.
6. The CE verifies that the completed AIA document complies with standards, matches the original request, and does not contain any errors.
7. The CE gives any required changes to the Staff.
8. The Staff makes any necessary and final changes to the documents. Will convert documents to Final/PDF format and will e-mail electronic copies of contract with printing instructions back to requesting Agency.
9. The Staff also creates and prints 1 copy of any necessary supporting contracts required by reference from the main document.
10. The Staff stamps a hard copy of the contract request form, fills in the Statutory Review project number, and files the form in the binder labeled “Statutory Review & AIA Contract Request FY ____” on the Statutory Review counter.
11. **The turn-around time for AIA contracts from ADOA/GSD/BPS is a minimum of 3-5 business days. For urgent projects, the turn-around time is a minimum of 2 days (assuming there is Staff available).**