ConsensusDocs… Building A Better Way!

Whether working at the office, from the road or even at home, the ConsensusDocs platform provides instant access to your contract documents from any computer through a secure web-based portal. Simply log-in and your personalized dashboard makes it easy to locate recent projects, edit contracts, review changes made by your collaborators or start a new contract using any of our 100+ contracts.

Editing, Collaboration, Conversions and Comparisons Made Easy
The Microsoft Word®-based technology allows you to take any ConsensusDocs contract and quickly customize it to meet your specific project requirements. Our new collaboration technology allows you to grant review or editing access to other parties and finalize agreements, while maintaining an easy and efficient version-control system. With our new conversion and comparison tool, you can quickly convert from Word to PDF and PDF to Word or compare different document versions… all at the click of a button.

Construction Practices Have Evolved, So Should Your Contracts
ConsensusDocs contracts are continuously updated to keep pace with the latest changes in construction practices and legal updates. From agreements specifically addressing issues such as building information modeling (BIM), green construction or design-build, our standardized contracts, developed by a coalition of leading industry experts, mean you are assured your projects have the best contractual foundation possible.

Building a Better Way… Through Consensus
ConsensusDocs contracts are written and endorsed by 36 leading associations with members from all stakeholders in the design and construction industry. By fairly allocating risk and incorporating best practices, ConsensusDocs help you reduce costly claims and contingencies, and lessen adversarial negotiations, saving you time and money. Our 100+ contracts are written in plain English and address all project delivery methods. ConsensusDocs’ easy-to-use online application enables contract collaboration and customization to reach consensus with ease.

Better Contracts Make for Better Projects
ConsensusDocs are written by industry experts representing owners, general and specialty contractors, design professionals, attorneys, sureties and a broad range of stakeholders to craft the strongest and most balanced agreements in the industry. Since the major risks and responsibilities have already been efficiently and fairly allocated, ConsensusDocs users save considerable time and money previously spent at the negotiating table, and projects benefit from reduced risk contingencies that increase bid prices.

Simply put… ConsensusDocs are a better way to build and help you achieve better project results!

See What’s New at ConsensusDocs.org
**200 SERIES**

**GENERAL CONTRACTING**

**200 – Agreement and General Conditions Between Owner and Constructor (Lump Sum)**
An integrated agreement and general conditions contract appropriate for use in competitive bid environments or in situations requiring a negotiated lump sum contract.

**200.1 – Time and Price Impacted Materials**
Provides a method for establishing the market price of a construction commodity and for calculating a price adjustment in the event of an extraordinary cost change.

- Schedule A: Materials

**200.2 – Electronic Communications Protocol Addendum**
Determine acceptable formats and technology for electronic communications, including BIM, for communications management and consistency throughout the project.

**202 – Change Order**
Formalize changes in the work and adjustments to contract time and price.

**203 – Interim Directed Change**
A unilateral order issued by the Owner in the absence of agreement on price and time for changes in the work.

**204 – Request for Information**
Used by Contractors or Subcontractors to request information or instructions.

**205 – Short Form Agreement Between Owner and Constructor (Lump Sum)**
This convenient, short-form agreement and general conditions document is premised on concepts found in the ConsensusDocs 200 series.

**220 – Contractor's Qualification Statement for Engineered Construction**
May be used as a generic or contractor-specific pre-qualification statement.

- Schedule A: Past Projects
- Schedule B: Current Projects
- Schedule C: Personnel

**221 – Constructor's Statement of Qualifications**
Helps Owners assess the qualifications of a Constructor.

- Schedule A: Key Personnel
- Schedule B: Past Projects
- Schedule C: Current Projects

**222 – Architect-Engineer's Statement of Qualifications**
Helps Owners assess the qualifications of an Architect-Engineer.

- Schedule A: Key Personnel
- Schedule B: Past Projects
- Schedule C: Current Projects

**235 – Short Form Agreement Between Owner and Contractor (Cost of Work)**
This convenient, short-form agreement and general conditions document is premised on concepts found in the ConsensusDocs 510.

- Exhibit A: Description of Work
- Exhibit B: Existing Contract Documents

**240 – Agreement Between Owner and Design Professional**
Coordinated for use with the ConsensusDocs 200 series, this agreement is used for a Design Professional performing a full range of design and administrative services.

**245 – Short Form Agreement Between Owner and Design Professional**
Sets the relationship between Owner and Design Professional and addresses services from schematic design through contract administration.

**246 – Agreement Between Owner and Geotechnical Consultant**
An agreement addressing the unique nature of services provided by a geotechnical consultant.

**260 – Performance Bond**
Developed with assistance from the surety industry, this standardized performance bond is coordinated for use with the ConsensusDocs 200 and 500 documents.

**261 – Payment Bond**
Developed with assistance from the surety industry, this standardized payment bond is coordinated for use with the ConsensusDocs 200 and 500 documents.

**262 – Bid Bond**
Developed with assistance from the surety industry, this standardized bid bond is coordinated for use with ConsensusDocs the 200 and 500 documents.

**263 – Warranty Bond**
Used for the correction of a defect in the work during a one-year Correction of Work period. Provisions addressing general conditions and Surety obligations are provided.

**270 – Instructions to Bidders on Private Work**
Used for bid submission and award, providing information about pre-bid procedures including obtaining bidding documents, additional information prior to bid opening, and examination of bidding documents and worksite.

**280 – Certificate of Substantial Completion**
Establishes the date of substantial completion of the work or a designated portion thereof.

**281 – Certificate of Final Completion**
Establishes the date of final completion.

**290 – Guidelines for Obtaining Owner Financial Information**
Helps the Contractor identify the type of information that should be requested of the Owner.

**290.1 – Owner Financial Questionnaire**
Contractors and Subcontractors use this form to request specific information about the Owner’s legal structure, land ownership, financing and insurance matters.

**291 – Application for Payment (GMP)**
Facilitates the calculation and documentation of progress payments.

**292 – Application for Payment (Lump Sum)**
Facilitates the calculation and documentation of progress payments.

**293 – Schedule of Values**
Provides a breakdown of the cost of elements of the work and should be used with the ConsensusDocs application for payment forms 291 and 292.

**298 – Joint Venture Agreement Between Constructors for a Project**
An agreement between two or more Constructors to form a joint venture for a project.

**907 – Equipment Lease**
Offered as either a one-page agreement or two-page general conditions.
300 – Tri-Party Agreement for Integrated Project Delivery
This collaborative agreement (Owner, Designer and Contractor), is the first of its kind and uses a Lean construction approach (also known as alliancing or relational contracting). A core team is created to make project decisions.

301 – Building Information Modeling (BIM) Addendum
The first standard contract to globally address legal and administrative issues associated with using BIM. It should be used by anyone inputting information into the BIM Model, and includes a BIM Execution Plan, which allows the parties to determine the level of model reliance.

310 – Green Building Addendum
Another industry first – for projects with green building elements and rating certifications such as LEED. Parties identify objectives and assign roles and responsibilities. A Green Building Facilitator (GBF) is designated to coordinate and implement the green goals.

400 – Preliminary Agreement Between Owner and Design-Builder
This agreement is intended to be used in conjunction with the ConsensusDocs 410 or 415 to take the project through schematic design only.

410 – Agreement and General Conditions Between Owner and Design-Builder (Cost of Work Plus Fee with GMP)
May be used as a follow-up document to the ConsensusDocs 400 or as a stand-alone document that addresses the entire design-build process.
• Amendment No. 1: GMP and Completion Dates

415 – Agreement and General Conditions Between Owner and Design-Builder (Lump Sum Based on the Owner’s Program Including Schematic Design Documents)
Unlike the ConsensusDocs 410, this document cannot be used as a stand-alone document to address the entire design-build process. It is intended as a follow-up document to the ConsensusDocs 400, assuming schematic design documents are included.

420 – Agreement Between Design-Builder and Design Professional
Delineates the respective rights and responsibilities of the Design-Builder and Design Professional.

421 – Statement of Qualifications
Provides information to Owners to assess the qualifications of a Design-Builder.
• Schedule A: Design Personnel
• Schedule B: Construction Personnel
• Schedule C: Past Projects
• Schedule D: Current Projects

450 – Agreement Between Design-Builder and Subcontractor
Intended for use where the Subcontractor has not been retained to provide substantial portions of the design.

460 – Agreement Between Design-Builder and Design-Build Subcontractor (Subcontractor Provides a GMP)
Intended for use where the Subcontractor is retained by the Design-Builder early in the design phase. Construction is performed based on cost of the work, plus a fee, up to the GMP.
• Amendment No. 1: GMP and Appendices

470 – Performance Bond (Surety Liable for Design Costs of Work)
Bond between Surety and Design-Builder where the Surety is liable for the design costs; includes Surety obligations, design liability, dispute resolution and more.

471 – Performance Bond (Surety Not Liable for Design Services)
Bond between Surety and Design-Builder where the Surety is not liable for the design costs; includes Surety obligations, design liability, dispute resolution and more.

472 – Payment Bond (Surety Liable for Design Costs of Work)
Bond between Surety and Design-Builder where the Surety is liable for the design costs; includes Surety obligations, design liability, dispute resolution and more.

473 – Payment Bond (Surety Not Liable for Design Services)
Bond between Surety and Design-Builder where the Surety is not liable for the design costs; includes Surety obligations, design liability, dispute resolution and more.

481 – Certificate of Substantial Completion
Establishes the date of substantial completion of the work.

482 – Certificate of Final Completion
Establishes the date of final completion of the work.

491 – Application for Payment (Cost of Work With GMP)
Used with the ConsensusDocs 410 and provides for notarization.

492 – Application for Payment (Lump Sum)
Used with the ConsensusDocs 415 and provides for notarization.

495 – Change Order (Cost Plus With GMP)
Used with the ConsensusDocs 410 and requires Design-Builder and Owner signatures.

496 – Change Order (Lump Sum)
Used with the ConsensusDocs 415 and requires Design-Builder and Owner signatures.

“ConsensusDocs offer the industry the best opportunity for a project to be completed on time and on budget, an outcome that benefits everyone on the project rather than just one stakeholder.”

– James T. Yand, Esq., Stafford Frey Cooper, Seattle, WA
700 SERIES
SUBCONTRACTING

702 – Standard Purchase Order for Commodity Goods
This agreement is used for the purchase of commodity goods (versus the ConsensusDocs 703 for noncommodity goods), and assigns risks and liabilities where each party has control.

702.1 – Additional Terms and Conditions to Purchase Order for Commodity Goods.
Additional terms and conditions for ConsensusDocs 702.

703 – Purchase Agreement for Noncommodity Goods
This comprehensive agreement for the purchase of complex goods that meet project requirements (and may require specific on-site installation), coordinates the Constructor, Distributor and Factory, and assigns risk and liability where each party has control.

705 – Invitation to Bid/Subbid Proposal
Used for Subcontractors to describe the scope of work covered in their bids.

706 – Performance Bond
Bond requested by a Contractor from a Subcontractor to guarantee the Subcontractor’s performance.

707 – Payment Bond
Bond requested by a Contractor from a Subcontractor to guarantee that the Subcontractor will pay laborers and suppliers.

710 – Application for Payment
Standard form for Subcontractor’s requests for payment.

721 – Statement of Qualifications
Used by the Subcontractor to provide information such as qualifications, references, performance history and safety record.
  • Schedule A: Key Personnel
  • Schedule B: Past Projects
  • Schedule C: Current Projects

725 – Agreement Between Subcontractor and Subsubcontractor
The first and only standard agreement of its kind, and is well-suited to this generally less complex relationship.
  • Exhibit E: Insurance Requirements

750 – Agreement Between Constructor and Subcontractor
This subcontract is generally compatible with the ConsensusDocs 200 or other agreements. An indemnity provision is included.

750.1 – Rider Between Contractor and Subcontractor for Material Storage at Subcontractor’s Site
Governs storage of materials and equipment at a Subcontractor’s site, and sets a standard for minimum precautions and coverages. It may be attached as a rider to the ConsensusDocs 750.

751 – Short Form Agreement Between Constructor and Subcontractor
This short form subcontract includes essential terms and conditions including an indemnity provision.

752 – Subcontract for Use on Federal Construction
The first and only standard subcontract agreement for federal projects that is compliant with the 2009 Federal Acquisition Regulation (FAR).
  • FAR Provisions Exhibit

760 – Bid or Proposal Bond
Used when a bid or proposal bond is required.

781 – Certificate of Substantial Completion
Establishes the date of substantial completion of the work.

782 – Certificate of Final Completion
Establishes the date of final completion of the work.

790 – Subcontractor Request for Information (RFI)
Used by Subcontractors to request information or instructions.

795 – Change Order
Formalizes changes in the work and makes adjustments to subcontract time and price.

796 – Interim Directed Change
A unilateral order issued by the Contractor in absence of agreement on price and time for changes in the Subcontractor’s work.

500 SERIES
CONSTRUCTION MANAGEMENT

500 – Agreement and General Conditions Between Owner and Construction Manager (GMP with Option for Preconstruction Services)
This is CM-at-Risk agreement, with integrated general conditions, includes an option for preconstruction services.
  • Amendment No. 1: GMP and Completion Dates

510 – Agreement and General Conditions Between Owner and Construction Manager (Cost of Work with Option for Preconstruction Services)
Intended to form an integrated agreement and general conditions document between Owner and Construction Manager performing work on a cost of the work plus a fee basis without a GMP, including an option for preconstruction services.

525 – Change Order/Construction Manager Fee Adjustment
Used with projects built under the Construction Management method of contracting.

NEW

702 – Standard Purchase Order for Commodity Goods
This agreement is used for the purchase of commodity goods (versus the ConsensusDocs 703 for noncommodity goods), and assigns risks and liabilities where each party has control.

702.1 – Additional Terms and Conditions to Purchase Order for Commodity Goods.
Additional terms and conditions for ConsensusDocs 702.

703 – Purchase Agreement for Noncommodity Goods
This comprehensive agreement for the purchase of complex goods that meet project requirements (and may require specific on-site installation), coordinates the Constructor, Distributor and Factory, and assigns risk and liability where each party has control.

705 – Invitation to Bid/Subbid Proposal
Used for Subcontractors to describe the scope of work covered in their bids.

706 – Performance Bond
Bond requested by a Contractor from a Subcontractor to guarantee the Subcontractor’s performance.

707 – Payment Bond
Bond requested by a Contractor from a Subcontractor to guarantee that the Subcontractor will pay laborers and suppliers.

710 – Application for Payment
Standard form for Subcontractor’s requests for payment.

721 – Statement of Qualifications
Used by the Subcontractor to provide information such as qualifications, references, performance history and safety record.
  • Schedule A: Key Personnel
  • Schedule B: Past Projects
  • Schedule C: Current Projects

725 – Agreement Between Subcontractor and Subsubcontractor
The first and only standard agreement of its kind, and is well-suited to this generally less complex relationship.
  • Exhibit E: Insurance Requirements

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This subcontract is generally compatible with the ConsensusDocs 200 or other agreements. An indemnity provision is included.

750.1 – Rider Between Contractor and Subcontractor for Material Storage at Subcontractor’s Site
Governs storage of materials and equipment at a Subcontractor’s site, and sets a standard for minimum precautions and coverages. It may be attached as a rider to the ConsensusDocs 750.

751 – Short Form Agreement Between Constructor and Subcontractor
This short form subcontract includes essential terms and conditions including an indemnity provision.

752 – Subcontract for Use on Federal Construction
The first and only standard subcontract agreement for federal projects that is compliant with the 2009 Federal Acquisition Regulation (FAR).
  • FAR Provisions Exhibit

760 – Bid or Proposal Bond
Used when a bid or proposal bond is required.

781 – Certificate of Substantial Completion
Establishes the date of substantial completion of the work.

782 – Certificate of Final Completion
Establishes the date of final completion of the work.

790 – Subcontractor Request for Information (RFI)
Used by Subcontractors to request information or instructions.

795 – Change Order
Formalizes changes in the work and makes adjustments to subcontract time and price.

796 – Interim Directed Change
A unilateral order issued by the Contractor in absence of agreement on price and time for changes in the Subcontractor’s work.
800 SERIES
PROGRAM MANAGEMENT

800 – Program Management Agreement and General Conditions Between Owner and Program Manager
A “pure agent/program manager,” not at risk agreement, with all design and construction contracts signed by the Owner or the PM acting as the Owner’s agent. The PM may replace the Owner’s facilities staff to oversee a project under a variety of methods (e.g., design-bid-build or design-build) for each discrete project or site.

801 – Construction Management Agreement Between Owner and Construction Manager
(CM is Owner’s Agent and Owner Enters Into All Trade Contractor Agreements)
May be used with the construction management process when the Owner awards all the trade contracts.

802 – Agreement Between Owner and Trade Contractor (CM is Owner’s Agent)
Describes the legal relationship between the Owner and each Trade Contractor, who becomes prime to the Owner (compatible with the ConsensusDocs 801).

803 – Agreement Between Owner and Architect-Engineer (CM Acting as Agent Has Been Retained by Owner)
Developed to coordinate with ConsensusDocs’ other CM agency forms, specifically ConsensusDocs 801 and 802.

810 – Agreement Between Owner and Owner’s Representative
Agreement between an Owner and a person/entity acting as an Independent Contractor, who serves as the Owner’s authorized representative, assuming the Owner retains an Architect-Engineer and a Contractor.

812 – Interim Directed Change
Issued by the Owner to the Trade Contractor in the absence of agreement on price and time for changes to the work.

813 – Change Order
Used to formalize changes in the work and make adjustments to time and price.

814 – Certificate of Substantial Completion
Establishes the date of substantial completion of the work.

815 – Certificate of Final Completion
Establishes the date of final completion of the work.

“Heart of Ohio Family Health Centers employed the industry-endorsed ConsensusDocs contracts to efficiently assemble and lead a design and construction team that delivered a cutting-edge, dispute-free project for us and for the community. We are proud of how the whole construction team used these documents to deliver this extraordinary project.”

– Joy Parker, RN, CEO
Capital Park Family Health Center

Construction Practices Have Evolved, So Should Your Contracts

- **24/7 ACCESS** – Access your contracts anytime, anywhere via our new cloud-based system
- **EASY TO EDIT** – If you know how to use Microsoft Word®, you know how to customize ConsensusDocs contracts.
- **EASY TO COLLABORATE** - Invite anyone to collaborate on your contract for free - you control editing rights.
- **CREATE FAVORITES** – Create “Favorites” at the click of a button from ConsensusDocs contracts that have been modified to meet your unique needs.
- **CONVERT & COMPARE** – Comparison tools allow you to easily see changes from one document version to another. Upload and convert your own documents.
- **FREE GUIDANCE** – User instructions are embedded within the contracts and reference the free ConsensusDocs Guidebook.
Purchase Your Subscription Today!

ConsensusDocs are delivered through a cloud-based platform that uses Microsoft Word® for ease of project-specific modifications. Subscribers receive free training, technical support, and the ConsensusDocs Guidebook, which provides additional information about specific provisions and commentary by endorsing organizations.

ConsensusDocs is the industry innovator and leader in collaboratively-written contract documents, and you can be assured that as a ConsensusDocs subscriber, you will receive free updates with your subscription package as they become available. This ensures that you always have access to the most current contracts.

### ConsensusDocs Subscriptions

(Pricing is retail / member)

#### FULL PACKAGE

Unlimited use of all 100+ contracts for one full year.

- First user license $999 / $799
- Additional user licenses (2 – 9) $599 / $479 per additional user*

#### SUBCONTRACTING PACKAGE

Unlimited use of subcontracting and select other contracts for one full year.

- First user license $549 / $449
- Additional user licenses (2 – 9) $329 / $269 per additional user*
  
  (Contracts included: 703, 705, 706, 707, 710, 721, 725, 750, 750.1, 751, 752, 760, 781, 782, 790, 795, 796, 200.1, 200.2, 290, 290.1, 301, 310, 450, 460, 470, 907)

#### EXPRESS PACKAGE (Unlimited)

Unlimited use of select short form and administrative contracts for one full year.

- First user license $449 / $349
- Additional user licenses (2 – 9) $269 / $209 per additional user*
  
  (Contracts included: 202, 205, 221, 222, 235, 245, 260, 261, 262, 263, 280, 281, 291, 292, 293, 702, 702.1, 721, 725, 751, and 796, 907)

#### EXPRESS PACKAGE (Pay Per Contract)

Access to select short form and administrative contracts for one full year, plus a per document usage fee.

- User license $349 / $249
  
  (Contracts included: 202, 205, 221, 222, 235, 245, 260, 261, 262, 263, 280, 281, 291, 292, 293, 702, 702.1, 721, 725, 751, and 796, 907)

*Additional user licenses are for use within the same company and for the same subscription period as the first subscription. For 10+ user licenses, please contract us for volume pricing.
Why You Need ConsensusDocs for Your Projects

- **FAIR AND BALANCED** – allocate risks and responsibilities efficiently and fairly
- **ACCEPTED** – written and endorsed by 36 design and construction industry associations
- **CURRENT** – updated to remain current with legal and industry trends and developments
- **CUTTING EDGE** – groundbreaking contracts help you stay current with today’s industry
- **PROJECT-FOCUSED** – focus on cooperative working relationships for less disputes
- **CLEAR** – avoid unnecessary legalese so you understand the contract that governs your performance

- **EASY TO USE** – Microsoft Word®-based technology for easy editing and collaboration
- **COMPREHENSIVE** – address all project delivery methods including traditional, D-B, CM-at-Risk, Agency CM and IPD
- **DETAILED** – cover in detail the key contracting issues in project procurement
- **TRUSTED** – developed by seasoned design and construction professionals
- **SAVE TIME AND MONEY** – a better contractual base for better project results
- **COLLABORATION** – exclusive online platform to help you reach consensus faster

The ConsensusDocs Coalition

- NASFA - National Association of State Facilities Administrators
- CURT - The Construction Users Roundtable
- COAA - Construction Owners Association of America
- WCOE - Women Construction Owners & Executives, USA
- AFE - Association for Facilities Engineering
- NAWIC - National Association of Women in Construction
- AGC - Associated General Contractors of America
- ASC - Associated Specialty Contractors, Inc.
- CURT - Construction Industry Round Table
- ASA - American Subcontractors Association, Inc.
- ABC - Associated Builders and Constructors, Inc.
- NHCA - National Hispanic Construction Association
- LCI - Lean Construction Institute
- FCA - Finishing Contractors Association
- MCAA - Mechanical Contractors Association of America
- NECA - National Electrical Contractors Association
- NIA - National Insulation Association
- NRCA - National Roofing Contractors Association
- PDCA - Painting and Decorating Contractors of America
- PHCC - Plumbing Heating Cooling Contractors Association
- NSA - National Subcontractors Alliance
- SMACNA - Sheet Metal and Air Conditioning Contractors’ National Association
- AWC - Association of the Wall and Ceiling Industry
- NAED - National Association of Electrical Distributors
- DHI - Door and Hardware Institute
- IEC - Independent Electrical Constructors
- NGWA - National Ground Water Association
- ASPE - American Society of Professional Estimators
- WWEMA - Water and Wastewater Equipment Manufacturers Association, Inc.
- ACCA - Air Conditioning Contractors of America
- AWI - Architectural Woodwork Institute
- NASBP - National Association of Surety Bond Producers
- SFAA - The Surety & Fidelity Association of America
- CFMA - Construction Financial Management Association
- NACA - National Association of Construction Auditors
- CSI - Construction Specifications Institute

ConsensusDocs… Building a Better Way!