ACD5 Basics

Hasti Hejazi
Director, Global Innovation Education
The American Institute of Architects
Introduction to ACD5

Agenda:

✓ Why is this change occurring?
✓ How is ACD5 organized?
✓ What are the new features of ACD5?
  ✓ Enhanced search, edit and share features
  ✓ Administrator role for multi-user accounts
✓ How do I perform key tasks in ACD5?
Why is this change occurring?

- Anywhere, Anytime Access
- No Software to Install
- Compatible with Macs & PCs
Key Dates

- Last day any documents can be finalized on desktop software: December 31, 2017.
- If your desktop software is up for renewal in 2017, you will have to renew with ACD5.
Similar Experience
Welcome to the AIA Contract Documents online service!
Access your projects and documents anytime and from anywhere using your favorite browser (Chrome, Firefox, Internet Explorer, or Safari).
Watch one of the getting started videos.
Users of version 4 of the AIA Contract Documents software can upload their current projects and documents by using the AIA Document Mover utility. Learn More.
Get the AIA Document Mover utility.

Recent Activity
You have not created any projects

Frequently Used Templates
You have not used any templates

Helpful Guides
Beginner's Guide to AIA Contract Documents Software
The beginner's guide will help you get started with a quick overview of Contract Documents software, and show you step-by-step how to create, edit, share and manage contract documents. Also included are all the resources you need to navigate your way successfully through the software.

What's New
The AIA’s New Program Management Contract Documents Family
Duration: 60 minutes
Eligible for: 1 AIA LU Hour
The Program Management family of AIA Contract Documents consists of agreements to be used when owners undertake a Program consisting of multiple projects that share similar scope and design intent and are part of a single coordinated and managed effort.
The following documents are included in the new AIA family:
• C171™—2013, Standard Form of Agreement Between Owner and Program Manager for use in a Multiple Project Program
• B171™—2013, Standard Form of Agreement Between Owner and Program Manager for use in a Multiple Project Program
• B172™—2013, Standard Form of Agreement Between Owner and Architect for Architect of Record Services
Learn more
## Project Detail

### Robinson High School - Documents

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Type</th>
<th>Document Name</th>
<th>Status</th>
<th>Last Modified</th>
</tr>
</thead>
</table>

---

© 2013 The American Institute of Architects
## Template Library

### AIA Contract Documents

The Industry Standard

---

### Template Library

#### Help me Select an AIA Template

- **Selected Templates**
  - **Series**
    - A-Series (39)
    - B-Series (41)
    - C-Series (39)
    - D-Series (1)
    - E-Series (4)
    - G-Series (49)
  - **Family**
    - CMA (11)
    - CMc (3)
    - Conv (42)
    - Design-Build (10)
    - Digital Practice (5)
    - Forms (39)
    - IPD (36)
    - Interiors (5)
    - International (2)
    - Small Projects (2)
  - **Parties Involved**
    - Architect (92)
    - Construction Manager (29)
    - Consultant (15)
    - Contractor (82)
    - Owner (112)
    - Subcontractors (4)
    - Surety (5)

#### Template ID

<table>
<thead>
<tr>
<th>Template ID</th>
<th>Template Name</th>
<th>Preview</th>
<th>More Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A101-2007</td>
<td>Owner-Contractor Agreement - Stipulated Sum</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A101-2007 SP</td>
<td>Owner/Contractor Agreement - Sustainable Project, Stipulated Sum</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A102-2007</td>
<td>Owner/Contractor Agreement - Cost Plus Fee with GMP</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A103-2007</td>
<td>Owner/Contractor Agreement - Cost Plus Fee No GMP</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A105-2007</td>
<td>Owner-Contractor Agreement for a Small Project</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A107-2007</td>
<td>Abbreviated Owner/Contractor Agreement - Project Limited Scope</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A132-2009</td>
<td>Owner/Contractor Agreement, CMa Edition</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A133-2009</td>
<td>Owner/Construction Manager as Contractor Agreement - Cost of Work Plu.</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A133-2009 Exh.</td>
<td>Owner/Construction Manager as Contractor Agreement, Ex. A: GMP Amendment</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A134-2006</td>
<td>Owner/Construction Manager as Contractor Agreement - Cost of Work Plu.</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A141-2004</td>
<td>Owner/Design-Build Agreement</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A142-2004</td>
<td>Design-Build/Contractor Agreement</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A142-2004 Exh.</td>
<td>Design-Build/Contractor Agreement, Ex. B: Preconstruction Services</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A142-2004 Exh.</td>
<td>Design-Build/Contractor Agreement, Ex. C: Contractor's Scope of Work</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A142-2004 Exh.</td>
<td>Design-Build/Contractor Agreement, Ex. E: Insurance and Bonds</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A151-2007</td>
<td>Owner/Vendor Agreement for FF&amp;E - Stipulated Sum</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
<tr>
<td>A195-2008</td>
<td>Owner/Contractor Agreement for Integrated Project Delivery</td>
<td>Preview</td>
<td>More Actions</td>
</tr>
</tbody>
</table>

---

© 2013 The American Institute of Architects
## Contacts

### AIA Contract Documents

**The Industry Standard**

### Contacts Page

<table>
<thead>
<tr>
<th>Category</th>
<th>Firm</th>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor</td>
<td>Peck Contractor</td>
<td>Robin Turner</td>
<td>703 235 9087</td>
<td><a href="mailto:robin@peck.com">robin@peck.com</a></td>
<td>11/13/2013 10:29 AM</td>
</tr>
<tr>
<td>Owner</td>
<td>Benson</td>
<td>Bob Benson</td>
<td>202 456 2315</td>
<td>bobsbenson.com</td>
<td>11/13/2013 10:30 AM</td>
</tr>
</tbody>
</table>

### Search Contacts

Filter by:

- [ ] Category
- [ ] Firm
- [ ] Name
- [ ] Telephone
- [ ] Email
- [ ] Last Modified

Items per page: 10
Showing Page 1 of 1
HELP

AIA Contract Documents Knowledge Base

Here’s how to access the site:

Welcome

- Welcome
- Getting Started
- Get Licensing Answers
- Get Document Answers
- Get Software Answers
- Need More Help?

Navigate to the relevant book on the left and browse through the list of topics.


© 2014 The American Institute of Architects
Multi-User Accounts
Lifecycle of Document

Standard AIA template → Online Editor → Final in locked PDF -- variance checked
Live Demonstration
AIA Contract Documents
Resources

AIA Contract Documents Learn Page
https://www.aiacontracts.org/learn

AIAU
https://aiau.aia.org/

ACD5 FAQs
ACD5 Basics Training Free!
ACD5 Video Tutorials
AIA Contract Documents Support

Technical Support
(800) 942-7732
docstechsupport@aia.org
Partnership Details

• Partnership launched in November of 2011
• ABC members get a 10% discount* off AIA Contract Documents online service products and renewals.
• ABC members will have access to all the tools and education available for AIA Contract Documents at the same rate as AIA members.
• Offer ABC members and ABC leadership the opportunity to add input to help shape the direction of future AIA Contract Documents programs.

*The 10% discount is not available retroactively. If you are already existing AIA Contract Documents customers, you will be eligible for the 10% discount when you renew your annual subscription. The discount does not apply to paper or non-editable single document purchases.

Learn More at www.abc.org/aia or contact technical support at (800) 942-7732
Hasti Hejazi
Director, Global Innovation Education
(202) 626 7592
hastihejazi@aia.org
Thank You!