

## Reviewing an Architect

This is a useful list that I have used in the past for contractor PRE-qualification for competitive bids (AIA, Architect's Handbook of Professional Practice, based on AIA document A305):

1. Check State License Board to verify good standing. Check to make sure the organization has the correct license and can do business in the correct trade.
2. If an architect is under contract,
  - a. Check for what services will be provided for the bidding and negotiation phase.
  - b. Check with your architect early on for the type of construction contract structure, award and compensation that will be used.
3. Check BASIC information: name, address, principal office and type of business (corporation, partnership individual, joint venture, other)
4. Check length of time the organization has been in business as a general contractor and whether it has operated under other names. Frequent name changes indicate instability.
5. For corporations: date of incorporation, state of incorporation and officer's names. Is the corporation registered in the state in which the project is located?
6. For Sole proprietorships and partnerships: date of organization and names and addresses of general and all limited partners.
7. Types and percentages of work normally performed with the contractor's own forces. Low percentages suggest a smaller vested interest in the project.
8. Whether the organization – or one of its partners or officers as a partner or officers as a partner or officer of another organization – has ever failed to complete any work awarded. Details are usually sought and follow up may be necessary.
9. List of major construction projects in progress, giving name of project, owner, architect, contract amount, percent complete and scheduled completion date. Following up with architects of these projects may provide valuable insights.
10. List of construction projects completed in the last five years, giving name of project, owner, architect, initial and final contract amounts, date of completion, number of request for information and change orders. Visits to some of the projects may be in order.
11. Construction experience of the individuals being proposed to manage this project.

12. Trade and bank references. Follow-up may be in order.
13. Bonding information. What is the organization's bonding capacity? How much of it is currently engaged? Tentatively outstanding? How much of the organization's current and committed work is not bonded?
14. Litigation history, including complaints, claims, demands for arbitration, and lawsuits brought by (and against) the organization in the last 5 years.
15. Liens history, including liens placed on projects as well as liens placed on the contractor by others. (Important to know that they pay their subs).
16. Financial statement, audited if available.