



Association of Licensed Architects

Tips for working with the ALA contracts

- A. Log in to your ALA member profile. Select the contract you require and download to your computer
- B. Editing Hints - See red numbers in Figure 1 below.
 - 1. When inserting text, place your cursor just left of the blank to be filled in.
 - 2. Change the font style and size as desired.
 - 3. Deleted text will appear struck through and a different color.
 - 4. Pay attention and look for all the short blanks to be filled in. You are not limited in the amount of text you insert even if the line is very short.
 - 5. The specific change tracking marks shown will vary based on the track changes options you have selected in your text editor.
- C. Change tracking is locked in the contract documents. You will not be able to turn it off.
 - 1. Draft View - Save draft document with the tracking options set to show changes. Your view will vary based on how you have set your specific text editor. Here insertions are underlined and in blue, deletions are struck through in blue, balloons at right, and changes are tagged with a line in the left column. This view will show your client the original text and what you have changed.

**Association of
Licensed Architects
Contracts**

**OC1-2016 – Owner/Contractor Agreement
(Lump Sum Fee)**

CAUTION: THIS DOCUMENT HAS LEGAL CONSEQUENCES. ALA recommends that the parties seek the advice of their attorney(s) prior to executing or modifying this Agreement. By executing this Agreement, the parties assume sole and complete responsibility for the content contained hereinafter.

1.0 AGREEMENT: This Agreement is made and entered into this 30th day of January, 20 16, by and between:

The **OWNER** is: ABC Corporation
Attention: Omar Owner
Phone Number: 000-000-0000 Cell Number: 000-000-0000
Email: OOwner@abc.com
The Owner's Designated Representative is: Omar Owner, Jr.

The **CONTRACTOR** is: DEF Contracting
Attention: Chuck Contractor
Phone Number: 000-000-0000 Cell Number: 000-000-0000
Email: Chuck@DEF.com
The Contractor's Designated Representative is: Chuck Contractor

The **ARCHITECT** is: ABC Architects
Attention: Andrew Architect
Phone Number: 000-000-0000 Cell Number: 000-000-0000
Email: andy@aaarchitect.com
The Architect's Designated Representative is: Andrew Architect

The **PROJECT** is located at: 456 Main St, Anywhere, State, Zip

The **PROJECT** consists of the construction of: Insert description of Project. Short line still allows long text

(Include the Legal Description, Property Index Number (PIN), and the name of the legal owner(s) of the property on which the Project is being constructed in the description following. The Owner shall provide a survey which shall not be more than six months old prior to the submission of the Project for a building permit.)

(Refer to Exhibit A, plat(s) of survey attached hereinafter.)

2.0 TERMS AND CONDITIONS: The Owner and Contractor each agree to be bound by the terms and conditions contained in the Agreement


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Figure 1 - Draft Mode Tracking Options



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2. Final Mode - When contract terms have been accepted by all parties, you can change the tracking options to show only the clean final copy.

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Attention: Omar Owner
Phone Number: 000-000-0000 Cell Number: 000-000-0000
Email: OOwner@abc.com
The **Owner's** Designated Representative is: Omar Owner, Jr.

The **CONTRACTOR** is: DEF Contracting
Attention: Chuck Contractor
Phone Number: 000-000-0000 Cell Number: 000-000-0000
Email: Chuck@DEF.com
The **Contractor's** Designated Representative is: Chuck Contractor

The **ARCHITECT** is: AA Architects
Attention: Andrew Architect
Phone Number: 000-000-0000 Cell Number: 000-000-0000
Email: andy@aaarchitect.com
The **Architect's** Designated Representative is: Andrew Architect

The **PROJECT** is located at: 456 Main St., Anywhere, State, Zip

The **PROJECT** consists of the construction of: [Insert description of Project] _Short line still allows long text_

(Include the Legal Description, Property Index Number (PIN), and the name of the legal owner(s) of the property on which the Project is being constructed in the description following. The Owner shall provide a survey which shall not be more than six months old prior to the submission of the Project for a building permit.)

2.0 TERMS AND CONDITIONS: The Owner and Contractor each agree to be bound by the terms and conditions contained in the Agreement.

Figure 2 - Final Mode Tracking Options

- D. Save the downloaded contract to your computer. Contracts are not saved on the ALA web server. If you open, edit, and close without saving you will lose the document. The file that is downloaded is an editable text document.
- E. Because tracking is locked in contract documents, you will not be able to accept changes and clear them from the document. Also with track changes locked, every change you make in a file is permanently stored in that file. Start with a clean downloaded contract form for each new use.
- F. Always use the most current version of the contract. Updated and improved ALA Contracts are released periodically.
- G. To see the final contract without change tracking marks you will have to adjust the track changes settings in your text editor. The track changes settings and options will vary for each version of each

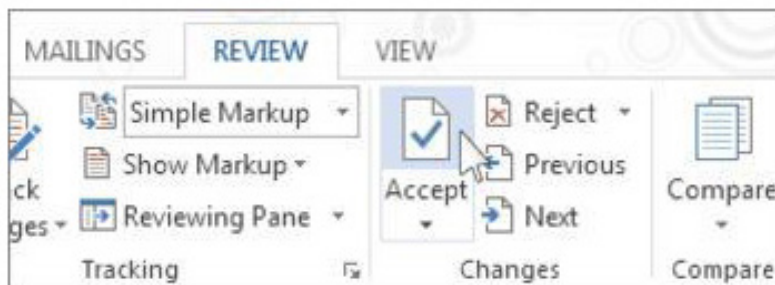


Association of Licensed Architects

text editor. Instructions on how to change these settings for several of the more popular text editors are shown below. For more information or if your preferred text editor is not shown, a quick search with your favorite search engine (Google, Bing, etc.) should get you the information needed.

Microsoft Word 2013

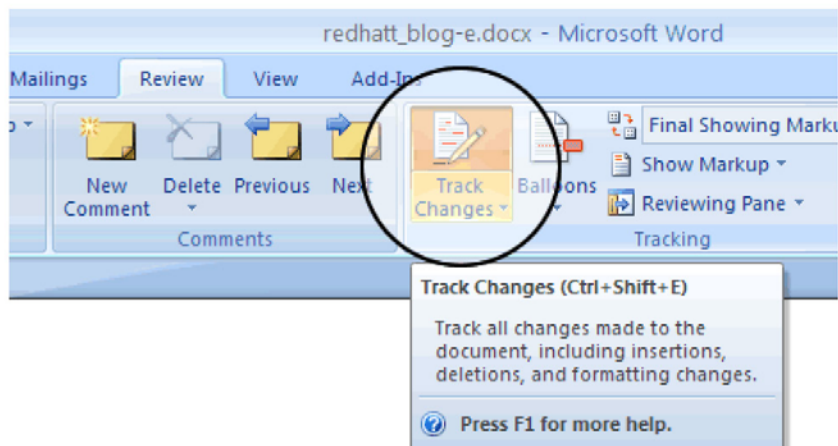
Under Review/Track Changes. Drop down click on Track Changes Options.



Microsoft Word 2007 & 2010

Under Review/Track Changes. Drop down click on Track Changes Options.

For color options, change to “Auto”



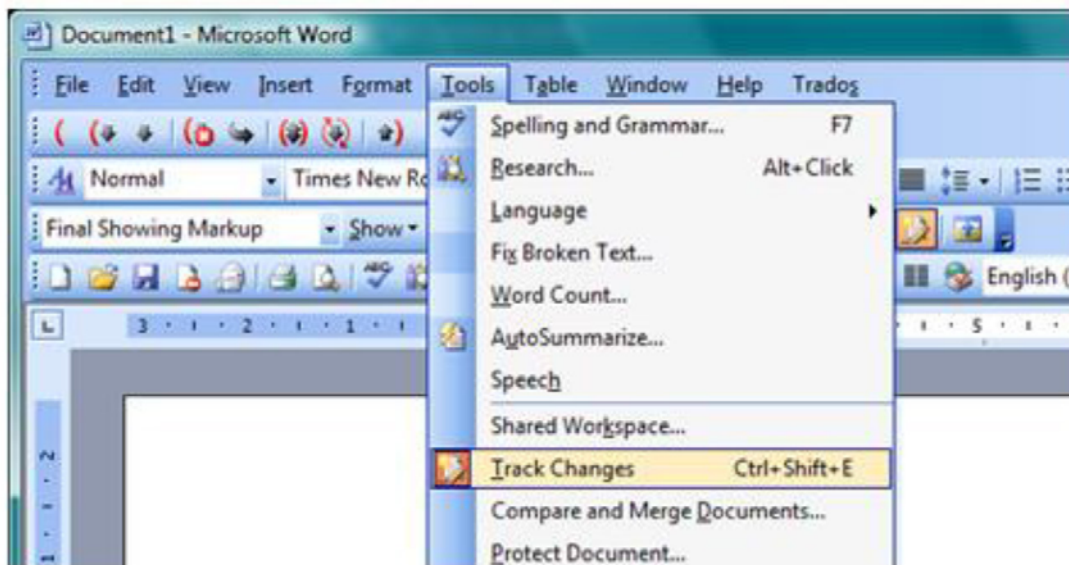


Association of Licensed Architects

Microsoft Word 2003

Under Tools/Options/Track Changes. On pull downs, change to “Hidden”

For color options, change to “Auto”



Mac, Microsoft Word 2011

Under Review/Tracking Drop down.

