



# AIA<sup>®</sup> Document B305<sup>™</sup> – 1993

## *Architect's Qualification Statement*

DATE:

SUBMITTED TO:

ADDRESS:

NAME OF PROJECT: *(If applicable)*

### 1. BASIC INFORMATION

1.1 Architect: *(Firm name and legal status)*

1.2 Business address:

1.3 Telephone number:

1.4 Person to contact:

1.5 Type of Organization: *(Check one)*

- Individual or Sole Proprietorship
- Professional Corporation/Association
- Corporation

- Partnership
- Joint Venture\*
- Other\*

*\*If Joint Venture or Other, give details.*

## 2. GENERAL STATEMENT OF QUALIFICATIONS

### 3. GENERAL INFORMATION

*(This information may be provided via the Architect's brochure which may be attached and listed in Article 8.)*

3.1 Names of principals:

3.2 Professional history:

3.3 Registration status:

3.4 Professional affiliations:

3.5 Key Personnel:

3.6 Total number of staff:

3.7 Number of registered Architects:

3.8 Honors and awards:

### 3.9 Professional and civic involvement:

## 4. RELATED PROFESSIONAL SERVICES (List proposed consultants, if applicable.)

4.1 Structural:

4.2 Mechanical:

4.3 Electrical:

4.4 Interior Design:

4.5 Others:

## 5. PROJECTS

(Projects for which personnel of this firm had responsible charge while associated with other firms are indicated by an asterisk.)

5.1 The following projects are representative of the Architect's recent work. A brief description of each project is attached.

5.2 Other representative projects with dates of completion:

## 6. REFERENCES

## 7. STATEMENT OF POTENTIAL CONFLICTS OF INTEREST

## 8. ADDITIONAL INFORMATION

*(If attachments are provided, list them here.)*

ARCHITECT:

By:

I hereby certify that, as of the above date, the information provided in this Architect's Qualification Statement is true and sufficiently complete so as not to be misleading.

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*(Signature)*

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*(Printed name and title)*

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner contact:

Completion date:

Contractor/Construction Manager:

Brief description:

Sample

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner contact:

Completion date:

Contractor/Construction Manager:

Brief description:

Sample

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner contact:

Completion date:

Contractor/Construction Manager:

Brief description:

Sample

ARCHITECT:

PROJECT:

Size:

Cost:

Owner:

Owner contact:

Completion date:

Contractor/Construction Manager:

Brief description:

Sample

 **AIA**® **Document B305™ – 1993 Instructions**

## ***Architect's Qualification Statement***

### **GENERAL INFORMATION**

**Purpose.** AIA Document B305™ provides a formal means of delineating the Architect's background, accomplishments and professional capabilities.

**Related Documents.** AIA Document B305 is not intended for use with other AIA documents. For efficiency's sake, the Architect may choose to attach pertinent brochures or other relevant documents. However, this should not be done at the expense of clarity, thoroughness, and conciseness.

**Code of Ethics.** Some of the information to be presented in B305 may be written to address the particular needs of a prospective client. However, all information contained in or attached to the form should be accurate and should not be edited to present a misleading picture of the Architect's experience or capabilities.

Canon III of the Code of Ethics and Professional Conduct, which deals with obligations to the client, also includes several rules which are relevant to the proper completion of B305. Under Rule 3.201, members are prohibited from providing professional services if the member's professional judgment could be affected by responsibilities to another project or person, or by the member's own interests, without full disclosure to and the consent of all those who rely on the member's judgment. Under Rule 3.301, members shall not mislead clients or prospective clients about the potential results of members' services.

**Use of Current Documents.** Prior to using any AIA Contract Document, users should consult [www.aia.org](http://www.aia.org) or a local AIA component to verify the most recent edition.

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### **CHANGES FROM PREVIOUS EDITION**

#### **Format Changes**

Article 2, Statement of Interest, has been changed to General Statement of Qualifications. A new Article 7, Statement of Potential Conflicts of Interest, has been inserted, moving former Article 7 to Article 8.

#### **Changes in Content**

The 1993 edition of B305 revises the 1979 edition to incorporate alterations proposed by architects, owners, contractors and professional consultants.

**Article 2.** This article was added to allow for a narrative description of the architect's capabilities relative to the project at hand.

**Article 3.** Two paragraphs have been added to allow for a more thorough description of the architectural concern, including total number of staff and number of registered architects. The paragraphs covering honors and awards and professional and civic involvement have been retained, but with new numeric designations.

**Article 4.** The instruction “List proposed consultants, if applicable” has been added to clarify the article’s purpose.

**Article 7.** Formerly entitled Statement of Interest and located at Article 2, Article 7. Statement of Potential Conflicts of Interest has been renamed to more clearly delineate its purpose. This article is designed to promote disclosure and improve the document’s overall utility.

**Article 8.** This article has been renumbered to accommodate the changes to Article 7 described above.

### **USING B305–1993**

**General.** This form is intended to be completed by writing or typing the appropriate information in the blank spaces provided. For information that is too lengthy to be included on the form, attachments can be prepared and referenced in the space available. If no information is to be entered in a particular space, mark it as “not applicable.”

**Article 2 General Statement of Qualifications.** In the space provided, describe the firm’s particular qualifications to perform the work for a proposed project. Include such information as years of experience in the building type and areas of expertise that are pertinent to the project.

**Article 3 General Information.** The information provided in this article should pertain to the firm, rather than to a particular individual. For instance, under 3.2 Professional History, a brief history of the firm might be provided, rather than a listing of individual professional experience.

**Article 4 Related Professional Services.** In the space provided, list any professional consultants who would be likely to be employed on the project under consideration. Include, if applicable, brief descriptions of relevant projects for which they have previously acted as consultants.

**Article 5 Projects.** Include under 5.1 projects recently completed. Under 5.2, list other projects—not necessarily in order of completion—which might be relevant to the prospective client’s needs.

**Article 6 References.** Include the names, current addresses and business telephone numbers of clients—ideally including those with projects listed in Section 5.1—who may be contacted by the recipient for corroboration of professional capabilities and accomplishments. Prior employers may be included at the Architect’s discretion with appropriate indication of relationship.

**Article 7 Statement of Potential Conflicts of Interest.** It is imperative to disclose here any business association, direct or indirect financial interest, or other circumstances which could be construed as creating a conflict of interest with the prospective client. If there is any doubt about whether or not the interest is substantial enough to merit disclosure, it should be included. Refer to the AIA Code of Ethics and Professional Conduct for additional guidance.