

Standard Conditions of Appointment

for an Architect

(CA-S-07-A)

Architect's Copy

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DEFINITIONS

Where defined terms are used in the Agreement they are distinguished by an initial capital letter. The following definitions are in addition to those set out or implied elsewhere in the Agreement.

Brief

The Brief is the latest statement of requirements for the Project issued or approved by the Client:

- at inception any initial statement by the Client;
- after clarification of the objectives, the Design Brief (or Output Specification);
- and any subsequent development into the Project Brief.

The Brief includes any information or drawings prepared by or on behalf of the Architect and approved by the Client during the development of the Brief.

Construction Cost

Where the Project is for construction works, the Construction Cost is the cost of constructing the Project, less the Excluded Costs. After the Client's initial statement of the Construction Cost, such cost becomes the latest professionally prepared estimate approved by the Client or the final cost of constructing the Project. Where no such cost is approved it is a fair and reasonable amount.

Co-operate

To co-operate, including any derivations, means to provide to or receive from Other Persons information reasonably necessary, as and when requested, for performing the Services or for such Other Persons to carry out their work or services, to consider and, where competent to do so, to comment on such information.

Excluded Costs

The Construction Cost and the Relevant Cost exclude Value Added Tax, fees (unless managed by the Architect), any loss and/or expense payments paid to a contractor, or any liquidated damages recoverable by the Client, the costs of resolution of any dispute, and the Client's legal and in-house expenses.

Other Person

A person, company or firm, other than the Architect or any sub-consultant of the Architect, including but not limited to consultants, contractors, sub-contractors, specialists, statutory bodies/undertakers or approving or adopting authorities, who have performed or will perform work or services in connection with the Project.

Relevant Cost

Where the Project is for construction works, the Relevant Cost is the latest professionally prepared estimate approved by the Client, or the final agreed cost of the elements, specified elsewhere in the Agreement, for which the Architect performs services. Where no such cost is approved it is a fair and reasonable amount.

Services

The specified Services including any specified Roles to be performed by the Architect as may be varied by the Client in accordance with this Agreement.

Timetable

After the Client's initial statement of the Timetable for performance of the Services, the Timetable becomes the latest programme approved by the Client.

These are the Conditions CA-S-07-A referred to in the

relating to the Agreement between the Client:

Insert profession

name

initials

and the:

The Standard Conditions of Appointment are in 2 parts. Part A of the Conditions is applicable for **all** Clients. Where the Client is acting for business or commercial purposes or is a Public Authority Part B is used in conjunction with this Part A. Part B does **not** apply where the Client is a consumer ie 'a natural person acting for purposes outside his trade, business or profession' unless the Client **decides** otherwise. The Standard Conditions are used with the Project Data component which forms part of the agreement.

A1 General

Interpretation

A1.1.1 The headings and notes to the Conditions are for convenience only and do not affect interpretation.

A1.1.2 Words denoting natural persons include corporations and firms and vice versa.

Communications

A1.2 Any notice or other document required under the Agreement is to be in writing and given or served by any effective means to the address of the recipient stated in the Agreement or such other address, including a postal address or fax number notified to the other party.

Communications between the Client and the Architect that are not such notices or document may be sent to any other address, including an e-mail address, notified to the other party as an appropriate address for specific communications. Communications take effect on receipt, but if not in writing are of no effect unless and until confirmed in writing by the sender or the other party.

Communications sent by special delivery or recorded delivery are deemed (subject to proof to the contrary) to have arrived at the appropriate address on the second working day after posting.

Public holidays

A1.3 Where under this Agreement an action is required within a specific period of days, that period includes Saturdays and Sundays but excludes any day that is a public holiday.

Statutes

A1.4 Reference to a statute or statutory instrument includes any subsequent amendments, consolidation or replacement of it.

Common law rights

A1.5 The provisions of this Agreement do not exclude any rights at common law or in equity except where expressly stated to do so.

Duration

A1.6 The provisions of this Agreement continue to bind the Client and the Architect as long as necessary to give effect to their respective rights and obligations.

A2 Obligations and authority of the Architect

Duty of care

A2.1.1 The Architect exercises reasonable skill care and diligence in conformity with the normal standards of the Architect's profession in performing the Services including any specified Roles and discharging all the obligations under this clause A2.

	A2.1.2	The Architect: (a) performs the Services, so far as reasonably practicable, in accordance with the Brief and any time-scale or cost limit agreed with the client; (b) performs the Services in accordance with any project procedures agreed from time to time; (c) provides adequate professional, financial and technical resources; (d) Co-operates with any of the persons named in the Project Data or whose appointment is foreseen or foreseeable and, as applicable, co-ordinates and integrates information received into the Architect's work; (e) does not make or cause to be made any material alteration to the Project or Services without the knowledge and consent of the Client; (f) maintains effective monitoring and review procedures; (g) exercises impartial and independent judgement; (h) keeps the Client informed of progress in the performance of the Services.
Duty to advise	A2.2	The Architect advises the Client upon becoming aware of: .1 a need to review or vary the Services, the Timetable and/or the fees; .2 a need to review or vary any part of the information provided by the Client, or the Brief, the Construction Cost or Relevant Cost, the Timetable or any Client's instruction and/or any approved design; .3 any information or decisions required from the Client or others in connection with performance of the Services; .4 a need to appoint Other Persons, other than those named in the Project Data, to perform work or services in connection with the Project; .5 any other significant matter or risk that may affect delivery or quality of the Project and the Client issues instructions to resolve the matter.
Statutory Regulations	A2.3	The Architect advises the Client about the application of statutory requirements to the Services and the information which must be submitted for consents by statutory authorities, and of any related obligations of the Client. In any conflict between the statutory requirements and this Agreement the former take precedence.
Architect's authority	A2.4	The Architect acts on behalf of the Client in the matters set out or necessarily implied in the Agreement, but has no authority, without the Client's prior approval: (a) to enter into any contractual or other commitment on behalf of the Client; (b) to terminate the employment of any Other Person appointed by the Client; (c) to issue any instruction to any Other Person which would or might delay completion of the Project or, where applicable, exceed the approved Relevant Cost (plus any contingency or similar provisions), or vary the quality of the Project, except to a contractor in the event of an emergency to prevent danger to persons or material damage to the Project.
Architect's Representative	A2.5.1	The Architect's Representative: (a) undertakes or directs the performance of the specified Services; (b) has full authority to act on behalf of the Architect for all purposes in connection with the matters set out or necessarily implied in the Agreement.

	A2.5.2	The Architect may not replace the Architect's Representative without the prior consent of the Client (which consent is not unreasonably withheld or delayed) except in the event of emergency, permanent incapacity, death, sickness or where such person leaves the employment of the Architect. Any replacement is to be a person approved by the Client (which consent is not unreasonably withheld or delayed). Where practicable, the Architect arranges for an appropriate handover period between the person being replaced and the replacement.
	A2.5.3	If, in the Client's reasonable opinion, the performance or conduct of any person engaged in performance of the Services is unsatisfactory, the Client may request the removal of such person.
Completion of Services	A2.6.1	The Architect notifies the Client when the Architect considers the Services are complete. On completion of the Services, on reasonable demand and payment of fees and other amounts properly due, the Architect returns to the Client any documents, or other property provided by the Client for use by the Architect in connection with the Project.
	A3	Obligations and authority of the Client
Client's Representative	A3.1	The Client's Representative has full authority to act on behalf of the Client for all purposes in connection with the matters set out or necessarily implied in the Agreement.
Information, decisions, approvals, etc	A3.2	The Client supplies the initial statement of the Client's requirements and advises the relative priorities of the Client's requirements or the Brief, the Construction Cost and the Timetable.
	A3.3	The Client supplies, free of charge, all the information in the Client's possession, or which is reasonably obtainable, and which is necessary for the proper and timely performance of the Services including any such information in a health and safety file, or other information about or affecting the site or construction work and the Architect is entitled to rely on such information.
	A3.4	The Client gives decisions and approvals as necessary for the proper and timely performance of the Services.
	A3.5.1	The Client may issue instructions to the Architect, but if the Architect gives written notice of reasonable objection to an instruction the Architect need not comply with it.
	A3.5.2	Where the Architect has responsibility to direct and/or co-ordinate the work or services of or give instructions to Other Persons, such instructions are issued only through the Architect and the Client does not hold the Architect responsible for any instructions issued otherwise.

Appointment and payment of Other Persons	A3.6	Where work or services, other than those to be performed by the Architect, are required, the Client appoints and pays Other Persons under separate agreements to perform such work or services, holds them responsible for the competence and performance of their work or services, and requires them to Co-operate with the Architect. The Client confirms in writing to the Architect the services to be performed by such persons, their disciplines and the expected duration of their employment.
Applications for consent	A3.7	The Client holds the contractor or contractors appointed to undertake construction works responsible for the management and operational methods necessary for the proper carrying out and completion of the construction works in compliance with the building contract or contracts and for health and safety provisions on the Site.
	A3.8	The Client instructs the making of applications for consents under planning legislation, building acts, regulations or other statutory requirements and by freeholders and others having an interest in the Project. The Client pays any statutory charges and any fees, expenses and disbursements in respect of such applications. The Client acknowledges that planning permission and other approvals from third parties may not be granted at all, or in accordance with any anticipated time-scale.
Legal advice	A3.9	The Client procures such legal advice and provides such information and evidence as required for the resolution of any dispute between the Client and any other parties providing work or services in connection with the Project.
Assigning	A4 Assigning and sub-contracting	
Sub-contracting	A4.1	Neither the Architect nor the Client at any time assigns the Agreement or any rights arising under it without the prior written consent of the other, such consent not to be unreasonably withheld or delayed. Assignment, or assignation (where the law of Scotland applies) of the licence to copy and use information is subject to compliance with the terms of clause A6.2.
	A4.2	With the consent of the Client, which consent is not unreasonably withheld, the Architect may appoint a sub-consultant or sub-consultants to perform part of the Services. The Architect confirms such consent in writing. Any such sub-contracting does not relieve the Architect of responsibility for carrying out and completing the Services in accordance with the Agreement. Such consent is not required in respect of persons such as agency or self-employed staff, or firms providing draughting or other services hired by the Architect.
Specialist services	A4.3.1	The Architect may recommend that the Client appoints another consultant, contractor or specialist with appropriate knowledge and experience to perform an element of the Services where in the opinion of the Architect it would benefit the Project to do so. The Client may consent to make such appointment, which consent is not unreasonably withheld. On such appointment the Client notifies in writing the Architect, who is relieved of responsibility and liability for that element of the Services.

The Architect Co-operates with such other consultant, contractor or specialist appointed by the Client.

A5 Payment

Calculation of fees	A5.1	The fees for performance of the Services and/or any additional services, together with any specified Expenses are calculated as specified elsewhere in the Agreement.
Basic Fee	A5.2.1	Where the Project is for construction works, the Basic Fee for performance of the Services, including the specified number of site visits during the construction period, is: - a percentage of the Relevant Cost calculated in accordance with clause A5.3; and/or - a calculated or fixed lump sum or sums in accordance with clause A5.4 or A5.5; and/or - time charges in accordance with clause A5.6; and/or - another agreed method.
	A5.2.2	For other professional services, the Basic fee is: - a fixed lump sum or sums in accordance with clause A5.5; and/or - time charges in accordance with clause A5.6; and/or - another agreed method.
Percentage fees	A5.3	Where this clause A5.3 applies, the specified percentage or percentages are applied to the Relevant Cost. Interim fee calculations are based on the current Relevant Cost. The final fee is calculated on the agreed final Relevant Cost.
Calculated lump sums	A5.4	Where this clause A5.4 applies, the fee is calculated, subject to clause A5.7, by applying the specified percentages to create: - a lump sum or sums based on the Relevant Cost approved by the Client for the developed design (RIBA Stage D), or - a separate lump sum for each work stage based on the Relevant Cost approved by the Client at the end of the previous stage.
Fixed lump sums	A5.5	Where this clause A5.5 applies, the fee is the specified fixed lump sum or sums. Such sums are adjusted in accordance with clause A5.7 or if material changes are made to the Brief and/or the Relevant Cost and/or the Timetable.
Time charges	A5.6	A time-based fee is ascertained by multiplying the time reasonably spent in the performance of the Services by the specified hourly or daily rate for the relevant personnel. Time 'reasonably spent' includes the time spent in connection with performance of the Services in travelling from and returning to the Architect's office.
Revision of lump sums and other rates	A5.7	Every 12 months, lump sums complying with clause A5.4.1 or A5.5, less any amounts previously claimed, and rates for time charges are revised in accordance with changes in the Average Earnings Index and rates for mileage and printing in accordance with changes in the Consumer Prices Index.

Each 12-month period commences on the anniversary of the Effective Date of the Agreement, or where clause A5.4 applies, the date of calculation of the lump sums.

Fee adjustment

- A5.8.1** Additional Fees, calculated on a time basis unless otherwise agreed, are payable to the Architect if:
- (a) the Architect is involved in extra expense for reasons beyond the control of the Architect. Reasons for such entitlement include, but are not limited to, the Architect being required to vary any item of work commenced or completed pursuant to the Agreement and/or performance of the Services is delayed, disrupted or prolonged;
 - (b) the costs of any work, installation or equipment, for which the Architect performs Services, are omitted from the Relevant Cost.

The Architect informs the Client on becoming aware that this clause A5.8.1 will apply.

This clause A5.8.1 does not apply where the extra work or expense to which it refers is due to a breach of the Agreement by the Architect.

- A5.8.2** If the Architect consents to enter into any supplementary agreement, the terms of which had not been agreed by the Architect at the date of the Agreement, the Architect is entitled to payment of the Architect's reasonable costs of so doing, including but not limited to legal advice.

- A5.8.3** If any part of the Services is reduced or omitted, the relevant fee is adjusted to reflect the change in resources required by the Architect.

Services not completed

- A5.9.1** Where for any reason the Architect provides only part of the specified Services, the Architect is entitled to fees calculated as follows:
- (a) for completed Services, as specified for those Services;
 - (b) for completed stages, as specified for those stages;
 - (c) for Services or stages not completed, a fee proportionate to that specified based on the estimated percentage of completion.

- A5.9.2** Where a tender is invited for work or services as instructed by the Client but such work or services are not proceeded with, the Architect is entitled to fees calculated on the Relevant cost current at the date of invitation to tender.

Expenses and Disbursements

- A5.10** Expenses other than specified Expenses and incurred with the prior authorisation of the Client and any disbursements made on the Client's behalf are reimbursed at net cost plus any specified handling charge.

Maintain records

- A5.11** The Architect maintains records of time spent on Services performed on a time basis and of any expenses and disbursements to be reimbursed at net cost and makes these available to the Client on reasonable request.

Payment	A5.12	Payment under the Agreement becomes due to the Architect on issue of the Architect's account. The final date for such payments by the Client is 28 days from the date of issue of an account. Instalments of fees are calculated on the basis of the estimated percentage of completion of the Services or stages or other services or any other specified method. The Architect issues accounts showing any accrued instalments of the fee and other amounts due, less any amounts previously paid and state the basis of calculation of the amounts due. The Architect submits the final account for fees and any other amounts due when the Architect considers the Services have been completed.
Late payment	A5.13	Any sums due and remaining unpaid at the expiry of 28 days after the date of issue of an account from the Architect bear simple interest until the date that payment is received at the daily rate equivalent to 5% over the current dealing rate of the Bank of England Rate current at the date that a payment becomes overdue.
	A5.14	For the avoidance of doubt the Architect's entitlement to interest at the specified rate also applies in respect of any amounts that are awarded to the Architect in adjudication, arbitration or legal proceedings.
Payment on suspension or termination	A5.15	If the performance of any or all of the Services is suspended or the Agreement is terminated, the Architect issues an account or accounts for and is entitled to payment of: .1 any part of the fee and other amounts due at the date of suspension or termination; and .2 any direct costs properly and necessarily incurred by the Architect by reason of the suspension and any resumption or the termination together with any licence fee due if the notice of suspension or termination is given: (a) by the Client, except where the suspension or termination arises from a material or persistent breach of the obligations under the Agreement by the Architect; (b) by the Architect because of a material or persistent breach of the obligations under the Agreement by the Client; or (c) by the Architect if prevented from or impeded in performing the services for reasons beyond the Architect's control.
Recovery of costs	A5.16	The Client or the Architect pays to the other party all costs reasonably incurred (including costs of time spent by principals, employees and advisors) • in respect of obtaining payment of any amounts properly due, or • in successfully resisting or defending any claim or part of a claim brought by the other
VAT	A5.17	In addition to the fees and expenses, the Client pays any Value Added Tax chargeable on the Architect's fees and expenses.
	A6	Copyright and use of information
Copyright	A6.1.1	The Architect owns the copyright in the original work produced in the performance of the Services and generally asserts the Architect's moral rights to be identified as the author of such work.

Use of information

A6.1.2 No part of any design by the Architect may be registered by the Client without the consent of the Architect in writing.

A6.2 The Client has a licence to copy and use and allow Other Persons providing services to the Project to copy and use drawings, documents, bespoke software and all other such work produced by or on behalf of the Architect in performing the Services, hereinafter called 'the Material', but the Architect is not liable for any use of the Material other than for the purposes for which it was prepared.

Where the Material relates to a design prepared by or on behalf of the Architect, such purposes include operation, maintenance, repair, reinstatement, alteration, promotion, leasing and/or sale of the Project but exclude the reproduction of the design for any part of any extension of the Project, and/or for any other project except on payment of a licence fee specified in the Agreement or subsequently agreed.

Provided that:

- .1 if it is intended to make any permitted use after the date of the last Service performed under the Agreement the Architect, following a request from the Client, promptly confirms the degree of completion of the Material;
- .2 if at any time the Client is in default of payment of any fees or other amounts properly due, the Architect may suspend further use of the licence on giving 7 days notice of the intention of doing so. Use of the licence may be resumed on receipt of such outstanding amounts.

A6.3.1 Where the Material relates to a design prepared by or on behalf of the Architect, the Architect has the right to publish photographs of the Project, and the Client gives reasonable access to the Project for this purpose for 2 years after practical completion of the construction works.

A6.3.2 The Architect requires the consent of the Client, which consent is not unreasonably withheld, before publication of any other information about the Project unless reasonably necessary for performance of the Services.

A6.4 Neither the Client nor the Architect discloses to any other person Confidential Information unless:

- .1 disclosure is necessary for the proper performance of the Services, or in order to take professional advice in relation to the Agreement or the Services, or in order to obtain/maintain insurance cover as required by the Agreement;
- .2 is in the public domain other than due to wrongful use or disclosure, or
- .3 disclosure is required by law or because of disputes arising out of or in connection with the Agreement.

The Client and the Architect take all reasonable steps to ensure that relevant employees or agents, including any sub-consultants of the Architect, are aware of the parties' obligations under this clause.

Patents, etc.

A6.5 The fee for performance of the Services includes all royalties, licence fees or similar expenses in respect of the making, use or exercise by the Architect of any invention or design for the purpose of performing the Services.

	A7	Liabilities and insurance
Time limit for action or proceedings	A7.1	Any action or proceedings arising out of or in connection with this Agreement whether in contract, tort, statutory duty or otherwise is commenced before the expiry of the period stated in the Agreement from practical completion or the date of the last Service performed under the Agreement, whichever is the earlier.
Limit of liability	A7.2.1	In any such action or proceedings the Architect's liability for loss or damage is limited to the sum stated in the Agreement or where clause A7.3 applies, the net contribution, whichever is the lesser sum.
	A7.2.2	The Client does not hold principals, employees, sub-consultants or agents of the Architect liable in respect of any negligence, default or other liability arising from performance of the Services.
Net contribution	A7.3	The net contribution, if applicable, is such sum as it is just and equitable for the Architect to pay having regard to the extent of the Architect's responsibility for the loss and/or damage in question and on the assumptions that: .1 all other consultants and advisors of the Client, contractors and sub-contractors providing work or services for the Project have provided to the Client contractual undertakings on terms no less onerous than those of the Architect under this Agreement; .2 there are no exclusions of or limitations of liability nor joint insurance or co-insurance provisions between the Client and any other person referred to in this clause; and .3 all the persons referred to in this clause have paid to the Client such sums as it would be just and equitable for them to pay having regard to the extent of their responsibility for that loss and/or damage.
Professional Indemnity Insurance	A7.4	The Architect maintains professional indemnity insurance, with a limit of indemnity of not less than the amount stated in the Agreement in respect of each and every claim or series of claims arising out of the same originating cause provided such insurance continues to be offered on commercially reasonable terms to architects of a similar size and financial standing to the Architect at the time when the insurance is taken out or renewed, as the case may be. Such insurance is: • limited to the amounts (if any) stated in the Agreement in the aggregate in any year of insurance; • subject only to such other limitations, exceptions and exclusions as are commonly included in such policies; • maintained until at least the expiry of the period stated in the Agreement from the date of the last Service performed under the Agreement or (if earlier) practical completion of construction of the Project. The Architect, when reasonably requested by the Client, produces for inspection a broker's letter or certificate confirming that the professional indemnity insurance required under the Agreement has been obtained and/or is being maintained.

The Architect informs the Client if such insurance ceases to be available at commercially reasonable terms or subsequent to the date of this Agreement an aggregate limit applies to any matters other than those specified in the Agreement in order that the Architect and Client can discuss the best means of protecting their respective positions.

Supplementary Agreements

A7.5.1 Where it is specified in the Project Data that the Architect will be required to enter into a collateral warranty or warranties in favour of Funders, Purchasers or Tenants and the terms of the warranty together with the names or categories of other parties who will sign such agreements are appended to this Agreement, the Architect enters into such agreement or agreements with a third party or third parties within a reasonable period of being requested to do so by the Client, providing that all fees and other amounts due have been paid.

A7.5.2 Where it is specified in the Project Data that a Third Party Rights Schedule in favour of Funders, Purchasers or Tenants is applicable and appended to this Agreement the Client and Architect comply with the Supplementary Conditions set out in the appendix.

A7.5.3 Where it is specified in the Project Data that a supplementary agreement for (a) 'consultant switch' or (b) novation is applicable and such agreement is appended to this Agreement, the Architect enters into such agreement with the Client and the contractor appointed to complete the design and construction of the project within a reasonable period of being requested to do so by the Client, providing that all fees and other amounts due have been paid.

Rights of third parties

A7.6 Except where clauses A7.2.2 and A7.5.2 apply, nothing in this Agreement confers or is intended to confer any right to enforce any of its terms on any person who is not a party to it other than lawful assignees.

A8 Suspension or Termination

Suspension

A8.1.1 The Client may suspend the performance of any or all of the Services by giving not less than 7 days notice in writing to the Architect specifying the Services affected.

A8.1.2 The Architect may suspend performance of the Services and the obligations under clause A2 on giving not less than 7 days' notice to the Client of the intention and the reasons for doing so in the event:

- (a) that the Client is in default of payment of any fees or other amounts due; or
- (b) that the Client is in material or persistent breach of the obligations under the Agreement; or
- (c) that the Architect is prevented from or impeded in performing the Services for reasons beyond the Architect's control; or
- (d) of *force majeure*.

A8.2.1 After receipt of a notice under clause A8.1.1 or the expiry of the notice period under clause A8.1.2 the Architect ceases performance of the suspended Services in an orderly and economical manner.

A8.2.2 If the reason for the suspension is remedied the Architect resumes performance of the Services and obligations within a reasonable period.

Termination

A8.3 Any period of suspension arising from a valid notice given under clause A8.1 or clause A8.2.1 is added to any programmed date for completion of any or all of the Services.

A8.4 The Client may by giving not less than 14 days' notice in writing to the Architect terminate this Agreement stating the reasons for doing so.

A8.5 The Architect may give not less than 14 days' notice in writing to the Client in the event that:

- .1 any period of suspension arising under clause 8.1.1 exceeds six months and the Client fails to issue instructions to proceed with the suspended Services; or
- .2 the Client fails to remedy the reason for the suspension arising under clause A8.1.2 (a) or (b); or
- .3 a suspension arises under clause A8.1.2 (c) or (d) and the Architect and the Client fail to agree an appropriate course of action.

The Architect may upon the expiry of the notice period terminate the Agreement.

A8.6 This Agreement may be terminated immediately by notice from either party if:

- .1 the other party commits an act of bankruptcy or is subject to a receiving or administration order, and/or goes into liquidation, and/or becomes insolvent, and/or makes any arrangements with creditors; or
- .2 the Architect becomes unable to perform the Services through death or incapacity.

A8.7 On termination of this Agreement, a copy of the Material not previously provided to the Client is delivered on demand to the Client by the Architect, subject to the terms of the licence under clause A6.2 and payment of any outstanding fees and other amounts due under clause A5.15 plus the Architect's reasonable copying charges.

A8.8 Termination of this Agreement is without prejudice to any rights and remedies of either party.

A9 **Dispute resolution¹**

A9.1 Any dispute or difference arising out of this Agreement may be referred to adjudication, legal proceedings or arbitration by the Client or the Architect in accordance with the provisions of this Agreement.

The Client and the Architect may agree, if the matter is suitable for mediation, to refer it to a Mediation service.

¹An Architect is expected to operate in-house procedures to promptly handle complaints and disputes relating to specific project or performance matters. An Architect is also subject to the disciplinary sanction of the Architects Registration Board in relation to complaints of unacceptable professional conduct or serious professional incompetence.

B1 Payment

Notice of withholding

B1.1 A written notice from the Client to the Architect is given, not later than 5 days before the final date for payment of any amount due to the Architect, if the Client intends to withhold payment of any part of that amount stating the amount proposed to be withheld and the ground for doing so or, if there is more than one ground, each ground and the amount attributable to it. Any amount to be withheld does not include any claim under any other contract between the Client and the Architect.

If no such notice is given the amount due is the amount stated as due in the account. The Client does not delay payment of any undisputed part of an account.

No set-off

B1.2 All rights of set-off at common law or in equity which the client would otherwise be entitled to exercise are expressly excluded.

B2 Dispute resolution (See also Clause A9.1)

Adjudication

B2.1 Any dispute or difference arising out of this Agreement may be referred to adjudication by the Client or the Architect in accordance with the procedures specified elsewhere in the Agreement.

The parties may agree on a person to act as adjudicator, or the adjudicator is a person to be nominated at the request of either party by the nominator specified elsewhere in the Agreement.

Adjudication

B2.2 In any dispute or difference in connection with the enforcement of a decision an adjudicator is referred to the courts in place of any provisions for arbitration in this Agreement.

Arbitration

B2.3 Without prejudice to the statutory right of adjudication, any dispute or difference may be referred by the Client or the Architect to arbitration if specified elsewhere in the Agreement. The referring party gives notice to the other to such effect and the dispute or difference is referred to the arbitration and final decision of a person to be agreed between the parties or, failing agreement within 14 days of the date on which the notice is served, a person appointed by the appointor identified in the Agreement on the application of either party.

B2.3.1 Where the law of England and Wales or Northern Ireland is the applicable law:

- (a) the Client or the Architect may litigate any claim for a pecuniary remedy which does not exceed £5,000 or such other sum as is provided by statute pursuant to section 91 of the *Arbitration Act 1996*;
- (b) in such arbitration the *Construction Industry Model Arbitration Rules* (CIMAR) current at the date of the reference apply;
- (c) the arbitrator does not have the power referred to in Section 38(3) of the *Arbitration Act 1996*.

B2.3.2 Where the law of Scotland is the applicable law such arbitration is conducted under the rules set out in the current edition of the *Scottish Arbitration Code for use in Domestic and International Arbitration* ('The Arbitration Code').

B3 Conditions applicable where the Client is a Public Authority

Freedom of Information

- B3.1.1** The Architect acknowledges:
- (a) that the Client is subject to the *Freedom of Information Act 2000* or the Freedom of information (Scotland) Act 2002 (FOIA) where the law of Scotland applies and its applicable codes of practice on the Discharge of Public Authorities' functions and the Management of Records issued under sections 45 and 46 of the FOIA and may be required under the FOIA to disclose information in response to a request for information by a third party in connection with the Project and/or this Agreement;
 - (b) that the decision on whether any exemption applies to such request for information is a decision solely for the Client.
- B3.1.2** When informed by the Client that such a request for information has been received, the Architect advises the Client whether or not it has information in its possession relevant to such request, provides an estimate of the time scale for its provision and of fees payable for the same in accordance with clause A5.8.1 and uses reasonable endeavours to provide the requested information within the time scales required by the FOIA.
- B3.1.3** The Schedule provided by the Architect defining 'the Confidential Information' and 'the Commercially Sensitive Information' is signed and dated by the Architect and the Client. The Client acknowledges that the information is and is to be kept confidential subject only to the exceptions set out in clause A6.4 and that the public interest test applies to any request for disclosure of such information.
- B3.1.4** Where the Client receives a written request for information under the FOIA and which relates to the Confidential Information or the Commercially Sensitive Information (the Requested Information):
- .1 the Client before making any disclosure of the Requested Information promptly notifies the Architect of such request and of the nature and extent of the information requested;
 - .2 the Architect may make representations in writing to the Client as to whether non-disclosure is covered by the exemption in the FOIA and/or by the application of the public interest test. Such representations must be provided to the Client no later than five working days following the Client's notification;
 - .3 the Client considers any representations made by the Architect before reaching a decision on whether or not to disclose the requested information. If it decides to disclose any part of the requested information it notifies the Architect of this decision not later than 24 hours in advance of disclosure;
 - .4 the Client does not notify the Architect under sub-clause .1 above where it has already decided not to disclose the requested information.

Corrupt gifts and payments

- B3.2** The Architect neither offers nor accepts corrupt gifts or payments in connection with the award of this Agreement, the performance of the Services or the construction of the Project. The Architect takes all reasonable steps to ensure that relevant employees, agents and sub-consultants of the Architect are aware of the Architect's obligations under this clause.