

# DRAFT AIA® Document B305™ - 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:

#### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

§ 3.2 Professional History:

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§ 3.3 Registration Status:

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§ 3.4 Professional Affiliations:

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§ 3.5 Key Personnel:

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§ 3.6 Total Number of Staff:

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§ 3.7 Number of Registered Architects:

<< >>

§ 3.8 Honors and Awards:

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§ 3.9 Professional and Civic Involvement:

<< >>

4 RELATED PROFESSIONAL SERVICES

*(List proposed consultants, if applicable.)*

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§ 4.1 Structural:

<< >>

§ 4.2 Mechanical:

<< >>

§ 4.3 Electrical:

<< >>

§ 4.4 Interior Design:

<< >>

§ 4.5 Others:

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**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.

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§ 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.

\_\_\_\_\_  
*(Signature)*

« »« »  
*(Printed name and title)*



**ARCHITECT:**

« »

**PROJECT:**

« »

Size: « »

Cost: « »

Owner: « »

Owner Contact: « »

Completion Date: « »

Contractor/Construction Manager: « »

Brief Description: « »



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« »

**PROJECT:**

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