

Task	Responsibility and Information Flow	Notes
<p>Review client-architect and construction contracts for clarity of issues:</p> <ul style="list-style-type: none"> Review project-specific client-architect and construction agreements to identify areas requiring clarification Obtain clarity or modify contract(s) to obtain consistency through communications with own staff and principals, clients, consultants and contractor as appropriate 	Architect	
<p>Communications: Review and resolve any discrepancies:</p> <ul style="list-style-type: none"> <i>RAIC Document Six GC5.3:</i> The duties, responsibilities and limitations of authority of the architect as set forth in the construction contract shall be modified or extended only with the written consent of the client, architect and constructor <i>RAIC Document Six GC5.4.3:</i> The architect shall manage or be included in all communications between the client and the constructor 	Architect	Many contractors and clients are unaware of these provisions.
<p>Requests for information (RFIs):</p> <ul style="list-style-type: none"> <i>RAIC Document Six GC2.2.12:</i> An unreasonable number or complexity of constructor claims, requests for information (RFIs), or proposed substitutions is an additional service 		
<p>Submittals:</p> <ul style="list-style-type: none"> <i>RAIC Document Six Additional Service GC2.2.11:</i> Acceptance of constructor-proposed substitutions that require revisions to the construction documents 		
<p>Warranty:</p> <ul style="list-style-type: none"> Review and resolve any discrepancies: <i>RAIC Document Six</i> indicates the architect shall undertake a review for defects or deficiencies and notify the constructor in writing of items requiring attention by the constructor CCDC 2 indicates the owner, through the consultant, shall promptly give the contractor notice in writing of observed defects and deficiencies which occur during the one-year warranty period 	Architect	Refer to the checklist under “After Completion” later in this section.