



# ConsensusDOCS™

## The Only Construction Contracts that have Received the Endorsement of 23 Leading Industry Associations

### Frequently Asked Questions

#### **Why is industry collaboration between owners, designers and contractors so important?**

There is a growing frustration in the industry that parties, owners in particular, are presented with heavily modified standard form documents that hardly resemble the original text. Parties often perceive standard documents drafted ultimately by a singular organization as protective of that organization. Moreover, it is also hard to keep up with the many "standard documents" that have surfaced in recent years. Parties in the Houston market report 54 different versions of "standard" documents being used.

The ConsensusDOCS drafting process was similar to negotiations for a specific project contract. Parties with different viewpoints who have a large stake in the project outcome each had a vote before the contract is "signed off." Moreover, there was synergy gained from these various viewpoints. The contracts address cutting edge issues, like Tri-Party Collaboration (also known as alliancing), Building Information Modeling (BIM) and electronic communication between the parties. Finally, the documents encourage direct communication among all parties while aligning the parties' interests with the project's best interest.

#### **What is the goal of the partnership between the industry stakeholders and ConsensusDOCS?**

The coalition of associations represents diverse interests in the construction industry who are collaborating on the development of standard form construction contract documents. ConsensusDOCS transforms industry standard form documents and increase efficiency in contract negotiations and project execution.

#### **Who is involved in the organization?**

National Association of State Facilities Administrators (NASFA)  
The Construction Users Roundtable (CURT)  
Construction Owners Association of America (COAA)  
Associated General Contractors of America (AGC)  
Associated Specialty Contractors, Inc. (ASC)  
Construction Industry Round Table (CIRT)  
American Subcontractors Association, Inc. (ASA)  
Associated Builders and Contractors, Inc. (ABC)  
Lean Construction Institute (LCI)  
Finishing Contractors Association (FCA)  
Mechanical Contractors Association of America (MCAA)  
National Electrical Contractors Association (NECA)  
National Insulation Association (NIA)  
National Roofing Contractors Association (NRCA)  
Painting and Decorating Contractors of America (PDCA)  
Plumbing Heating Cooling Contractors Association (PHCC)  
National Subcontractors Alliance (NSA)  
Sheet Metal and Air Conditioning Contractors' National Association (SMACNA)  
Association of the Wall and Ceiling Industry (AWCI)  
National Association of Electrical Distributors (NAED)  
National Association of Surety Bond Producers (NASBP)  
The Surety & Fidelity Association of America (SFAA)  
Construction Financial Management Association (CFMA)



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### Frequently Asked Questions, Continued

#### **How do I become a member of these organizations?**

To become a member of these organizations you will need to contact the individual participating organizations you are interested in joining.

#### **How can I learn more about the ConsensusDOCS contracts?**

Review our helpful information on the [Contracts Catalog](#) web pages. Each page will describe the separate catalog and the types of contracts you can find through this program.

#### **How do ConsensusDOCS contracts compare to AIA contracts and other previously published documents?**

Click [here](#) to view a comparison charts provided by top construction lawyers in the country.

#### **How can I be sure I have the indemnity agreement required by insurance companies?**

These are included in all our subcontracts.

#### **How do I get a member Rate on ConsensusDOCS?**

You are eligible for the Participating Rate if you are a member of one of the endorsing organizations. Your organization will give you a promo code to get the Participating Rate. Email your organization directly if you need your organization's promo code.

#### **How do I Access ConsensusDOCS?**

In order to access ConsensusDOCS you must download the DocuBuilder® software. The documents are accessed through the DocuBuilder software which allows you to view, edit and print documents right on your computer. When you purchase the document an email will be sent with a link and the information you will need to download the software.

#### **What is DocuBuilder?**

DocuBuilder is the software platform for ConsensusDOCS that allows you to easily create, amend and customize over 90 ConsensusDOCS contract documents.

#### **How does DocuBuilder work?**

DocuBuilder works much like a word processing program, allows you to edit ConsensusDOCS contracts to meet your project needs. Print a version of your document that flags changes from the original language (view redlined document PDF), or print a clean, seamless document (view a clean document PDF). DocuBuilder allows you to create project-specific notes and custom headers, too.

#### **Which portions of the document can be modified in DocuBuilder?**

All portions of the documents can be modified. You are able to omit or add paragraphs, edit and delete text throughout the document.

#### **Can I upgrade my previous DocuBuilder subscription?**

Yes! It is free of charge. Please call (800) 282-1423 and press 1 for sales assistance.



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### Frequently Asked Questions, Continued

#### **How do I print a document without the ConsensusDOCS endorsing organizations' logo box?**

Simply uncheck the box next to "Print logos of endorsing ConsensusDOCS organizations" which is located in the Printing Report Options box that pops up after you hit the print command.

#### **What if I want just one contract?**

You cannot purchase single documents. You will need to purchase either a subscription or a Meter Mode Account.

#### **What is Meter Mode?**

Generally, users choose annual subscriptions. However, if you only want access to a few documents, or your needs are so varied that you want to test drive the product, try Meter Mode. Instead of an annual subscription to DocuBuilder®, you may deposit \$200 to create an online account and view the entire text of the documents at no charge. Access and edit any document, and only pay when you print final documents. Final outputs will charge your account in the amount established on the Meter Value Chart for that document. For example, an agreement typically costs \$30 and an administrative form costs \$5.

#### **Why should I get a subscription vs. a Meter Mode account?**

##### ***Annual Subscription:***

- Unlimited use of documents within the subscription group is available to you for one year.

##### ***Meter Mode:***

- Minimum deposit required; account debited for each documents you print or convert to PDF.
- Documents are only available for viewing as long as there is money in the Meter Mode account.
- Watermarks prevent draft copies from being used as final documents.
- If your meter is running low, you may not be able to print a document without replenishment.

#### **How do I replenish my Meter Mode account?**

1. You will need your "Meter Account Number" in order to replenish you account.
  - a) You can either find it in the confirmation e-mail you received when you originally ordered DocuBuilder. It is the number just after your contact info and purchase number, called "DocuBuilder Meter/Subscription Account Number: \_\_\_\_."
  - b) Or you can find it by opening your DocuBuilder program and go to "File" → "Registration and Settings." Look for your "Meter Account Number," in the lower right corner.
2. Even though you won't be downloading the software again, go to [www.agc.org/bookstore](http://www.agc.org/bookstore)
3. Log-in, by clicking on "Login Here" at the top left of the page
4. Choose DocuBuilder Meter Mode – Software Download: DocuBuilder Meter Mode: Replenishment
6. To add this product to your cart, click on the shopping cart icon to the left of the product title
7. Then scroll down to the bottom of the page and click "View shopping cart"
8. If you want to buy \$50 of Meter Mode, click "Check Out"
9. If you want to buy \$100 or more worth of Meter Mode, select a quantity of 2 or more and be sure to click the "Update Quantity" button before you click "Check Out." Replenishment vends in \$50 increments
10. You will then be asked to enter your "DocuBuilder Account Number." This is the number you looked up in step 1. Enter this now, and then click "Next"
11. Enter in your payment information and hit "Submit Payment"
12. You will then see your Purchase details, with a new Electronic Invoice ID (EID)



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## **Frequently Asked Questions, Continued**

13. Open your DocuBuilder program and go to "File" → "Registration and Settings." Click on "Register Product Online"

15. In the next dialog box you will need to enter your new Electronic Invoice ID (EID) number which was provided to you in step 13, and also sent to you in the purchase information e-mail

16. After filling in your EID and clicking OK, you should receive a message that your product was registered

**Do I get my money back if I do not use all of the \$200 that I put in to the Meter Mode account?**

The money that you put in to your Meter Mode account is not refundable