

Template for Posting Designer's Manual Documents

October 8, 2018

The following template is for organizing SPAs' website posting of Designers' Manual documents. Underlined wording indicates a link to be created to the corresponding document.

The Designers' Manual provides standards, criteria, and guides for the development and execution of capital projects pursued under State Building Commission Authority.

Owner Information provides the Owner's organization and contact personnel information.

Owner Information

Designers' Manual chapters provide guidance for procedures to follow in administration of projects.

Chapter 1: Introduction

Chapter 2: Designer Agreement and Payments

Chapter 3: Design

Chapter 4: Project Manual Guide

Chapter 5: Procurement

Chapter 6: Construction

Chapter 7: Closeout and Record Documents

Designers' Manual appendices provide standard forms and documents, and institution-specific information. Guidance on use of Appendix 1 and Appendix 2 documents is provided in the Designers' Manual chapters.

Appendix 1: Administrative Forms

AGENDAS:

A31 Pre-Design Meeting Agenda

A32 Program Phase Meeting Agenda

A34 Schematic Design Phase Meeting Agenda

A36 Design Development Phase Meeting Agenda

A38 Construction Document Phase Meeting Agenda

A52 Pre-Bid Meeting Agenda

A62 Pre-Construction Meeting Agenda

A64 Construction Progress Meeting Agenda

A66 Substantial Completion Meeting Agenda

A68 Final Inspection Meeting Agenda

CHECKLISTS:

C32 Schematic Design Phase Document Checklist

C34 Design Development Phase Document Checklist

C36 Construction Document Phase Document Checklist

C38 Bid Document Submittal Checklist

C42 Standard Document Instructions and Checklist

C44 Stormwater Review Plan Checklist

C60 Notice to Proceed Checklist

C62 Stormwater Site Audit Checklist

C72 Project Closeout Checklist

FORMS:

F22 Designers Agreement Information

F23 Attestation

F32 Designer's Cost Estimate Summary

F54 Bid Tab

F62 Pre-Construction Data Sheet

F64 Request for Proposal

F66 Proposal Recommendation

F68 Report of Final Inspection

F72 Certificate of Substantial Completion

F74 Stormwater As-Built Certification

F78 Advertisement of Final Payment

F79 Report of One-Year Corrective Inspection

SBC-25 Project Information

Appendix 2: Standard Bidding and Construction Documents

In addition to the Designers' Manual chapters also refer to C42 Standard Document Instructions and Checklist for Appendix 2 document instructions.

Division 00 Procurement and Contracting Requirements

0011 16 Invitation to Bid

00 21 13 Instructions to Bidders

00 30 00 Information Available to Bidders

00 31 26 Asbestos Survey Information Available to Bidders

00 31 32 Geotechnical Information Available to Bidders

00 41 13 Bid Form

00 45 21 Drug-Free Workplace Affidavit

00 47 13 Construction Bid Envelope

00 52 13 Agreement

00 61 13 Contract Bond

00 61 43 Three Year Roof Bond

00 72 03 Marker for General Conditions

00 72 13 General Conditions of the Contract for Construction PRO FORMA

00 72 13.2 Supplementary Conditions – Article 11 for High Risk Construction

00 73 45 Supplementary Conditions - Federal Wages

Division 01 General Requirements

01 21 13 Allowances

01 21 15 List of Allowances

01 22 13 Unit Prices

01 22 15 List of Unit Prices

01 23 00 Alternates

01 25 13 Product Substitution Procedures

01 25 33 Product Substitution Request Form

01 26 00 Contract Modification Procedures

01 26 20 Weather Delays

01 26 25 Weather Delay Report

01 26 40 Form for Amendment, Change Order, or Directive
01 26 54 Form for Price Summary
01 26 55 Form for Price of Work
01 26 56 Form for Price of Time
01 29 54 Retainage Escrow Initiation
01 29 73 Schedule of Values
01 29 76 Progress Payment Procedures
01 31 19 Project Meetings
01 31 90 Administrative Logs
01 31 93 Visitor Log
01 32 00 Construction Progress Documentation
01 41 15 Basic Regulatory Requirements
01 45 29 Testing Laboratory Services
01 50 00 Temporary Facilities and Controls
01 57 23 Temporary Stormwater Pollution Control
01 60 00 Product Requirements
01 77 70 Closeout Procedures
01 78 01 Closeout Submittals
01 78 02 Closeout Submittals
01 78 25 Data Binder Receipt
01 78 88 Report of Subcontractors and Suppliers
01 79 21 Demonstration and Training
01 79 25 Demonstration and Training Verification
01 81 14 High Performance Building Requirements (HPBr)
(Refer to Office of State Architect's website)
01 91 13 Commissioning
01 91 23 Performance Testing Identification Form
01 91 26 Performance Testing Procedures Form
01 91 29 Functional Performance Test Certification

Divisions 07, 23, and 26

07 50 36 Total Roofing System Warranty

07 61 02 Twenty Year Total Metal Roofing System Warranty
23 08 00 Mechanical & Control Systems Commissioning
23 08 13 Sensor Point Calibration Check Sheet
23 08 16 Terminal Box Point Calibration Check Sheet
26 08 00 Electrical & Lighting Systems Commissioning
26 08 06 Panelboard Check Sheet
26 08 13 Power Circuit Check Sheet
26 08 30 Generator Testing Procedures Form
26 08 32 Generator Testing Findings Form
26 08 50 Lighting Check Sheet

Appendix 3: System or Campus Specific Guidelines and Requirements

[First document]

[Second document]

[Etc.]