PROJECT APPENDIX A - 3

POSTSECONDARY EDUCATION

(JUNIOR COLLEGES, COMMUNITY COLLEGES, & TRADE SCHOOLS)

SUMMARY OF ABC REQUIREMENTS AND PROCEDURES FOR BUILDING CONSTRUCTION & IMPROVEMENT PROJECTS

- THESE PROJECTS REQUIRE FULL PLAN AND SPECIFICATION REVIEW IN ACCORDANCE WITH CHAPTER 3.

- THESE PROJECTS ARE ADMINISTERED BY THE ABC; THEREFORE, ABC UNIFORM DOCUMENTS AND STANDARD FORMS ARE TO BE UTILIZED AND THE REQUIREMENTS AND PROCEDURES OF CHAPTERS 4, 5, 6, 7, AND 8 APPLY. **THE ABC=s REVIEW, APPROVAL, AND PROCESSING OF PAYMENTS TO DESIGN PROFESSIONALS AND CONTRACTORS, IS AT THE OPTION OF THE INSTITUTION.**

- THE **BC PROJECT NUMBER MUST BE USED** WHEN MAKING INQUIRIES OR DOCUMENT SUBMITTALS IN ORDER TO PROPERLY IDENTIFY THE PROJECT.
- WITH THE EXCEPTION OF PLANS AND SPECIFICATIONS, THE FOLLOWING IS REQUIRED OF DOCUMENTS SUBMITTED TO THE ABC:

  1. Submit original documents - no carbon copies.
  2. Do not highlight text. Highlighted text does not produce a good scanned image.
  3. Preferably, submit only letter size (82 X 11) documents.
  4. Preferably, send only one-sided documents.

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I. ABC UNIFORM DOCUMENTS AND STANDARD FORMS TO BE USED BY THE DESIGN PROFESSIONAL (APPENDIX B)

ABC Form B-1: TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS
See Chapter 3, Page 3 - 2

ABC Form B-2: AGREEMENT BETWEEN OWNER AND ARCHITECT
Prepared by the design professional (using ABC Form B-3, "CHECKLIST"; submission of draft to College or Trade School and ABC before finalizing is recommended. See Chapter 4

SIGNING PARTIES: Prepare Signature Spaces as indicated by arrows ( )

APPROVALS	CONTRACTING PARTIES
Chancellor, Postsecondary Education	*Name of Firm*
By *(Signature)*	Architect By *(Signature)*
STATE OF ALABAMA BUILDING COMMISSION	Member of Firm *Name of College or Trade School*
By *(Signature)*	Owner By *(Signature)*
Director of Technical Staff	Officer - Title *Name, President*
	(Blank)
	Co-owner
	By *(Blank)*
	Officer - Title
	Attest to: *(Blank)*
	Officer - Title

ABC Form B-3: CHECKLIST FOR PREPARATION OF AGREEMENT BETWEEN OWNER AND ARCHITECT
Submitted with O/A Agreement. See Chapter 4, Page 4 - 8

ABC Form B-4: AMENDMENT TO AGREEMENT BETWEEN OWNER AND ARCHITECT
Signing parties are the same as for the O/A Agreement

ABC Form B-5: SAMPLE ARCHITECT'S STATEMENT FOR SERVICES
May be typed or input for computer generation, but do not alter the information, sequence, and format of the sample form. ABC REVIEW,

APPROVAL, AND PROCESSING OF STATEMENTS IS THE COLLEGE OR TRADE SCHOOL=S OPTION. BEFORE PREPARING STATEMENT, VERIFY APPROVING PARTIES WITH COLLEGE OR TRADE SCHOOL.
See Chapter 4, Page 4 - 9

AVERIFICATIONS AND APPROVALS@
Prepare Signature Spaces as indicated by arrows ( )

Approved by _____ *(Signature)* _____
Date _____

Name of College or School President followed by APresident@

Reviewed by *College or Trade School=s Option to Delete this line* Date ____
Contract Administration, Alabama Building Commission

Approved by *College or Trade School=s Option to Delete this line* Date ____
Director, Technical Staff, Alabama Building Commission

Approved by _____ *(Signature)* _____
_____ Date _____ *Optional: Name and Title of Owner=s Project Representative*

ABC Form B-6: CERTIFIED TABULATION OF BIDS (Sample)
"Sample" defines general information required, but should be modified to facilitate project-specific bid requirements. Submitted with Contract and Bonds. See Chapter 6, Page 6 - 4

ABC Form B-7: CHECKLIST FOR PREPARATION/APPROVAL OF CONTRACT AND BONDS
Submitted with Contract and Bonds. See Chapter 7, Page 7 - 4

ABC Form B-8: PRE-CONSTRUCTION CONFERENCE CHECKLIST
See Chapter 8, Page 8 - 3

ABC Form B-9: PROJECT DATA FORM
PREPARED BY THE DESIGN PROFESSIONAL See Chapter 7, Page 7-5

ABC Form B-10: STATEMENT OF FIELD OBSERVATIONS
See Chapter 8, Page 8 - 3

ABC Form B-11: CHANGE ORDER JUSTIFICATION
See Chapter 7, Page 7 - 11

ABC Form B-12: CHANGE ORDER CHECKLIST
See Chapter 7, Page 7 - 11

ABC Form B-13: FINAL PAYMENT CHECKLIST & TRANSMITTAL

See Chapter 7, Page 7 - 10

II. ABC UNIFORM DOCUMENTS and STANDARD FORMS to be INCLUDED in the PROJECT MANUAL (APPENDIX C):

ABC Form C-1: SAMPLE ADVERTISEMENT FOR BIDS
PREPARED BY THE DESIGN PROFESSIONAL. Should be retyped and otherwise modified to present additional project-specific information necessary to legally describe the solicitation; however, the language and format of the standard document is to be closely followed.
See Chapter 5, Page 5 - 2, and Chapter 6, Page 6 - 2.

ABC Form C-2: INSTRUCTIONS TO BIDDERS
May be supplemented with project-specific instructions.
See Chapter 5, Page 5 - 3

ABC Form C-3: PROPOSAL FORM
May be modified to facilitate project-specific proposal requirements. All information which would be common to all bidders should be inserted in the appropriate spaces. See Chapter 5, Page 5 - 3

ABC Form C-4: FORM OF BID BOND
See Chapter 5, Page 5 - 3;and Chapter 6, Page 6 - 5 (Return of Bid Security)

ABC Form C-5: CONSTRUCTION CONTRACT
PREPARED BY THE DESIGN PROFESSIONAL; submission of draft to ABC and College or School before finalizing is recommended.
See Chapter 5, Page 5 - 3, and Chapter 7, Page 7 – 4

SIGNING PARTIES: Prepare Signature Spaces as indicated by arrows ( )

APPROVALS	CONTRACTING PARTIES
Chancellor, Postsecondary Education	*Name of Firm*
By *(Signature)*	Contractor
STATE OF ALABAMA BUILDING COMMISSION	By *(Signature)*
By *(Signature)*	Member of Firm
Director of Technical Staff	*Name of College or Trade School*
Optional: Owner=s Project Representative	Owner
By _____	By *(Signature)*
	Officer - Title *Name, President*
	(Blank)
	Owner
	By_____
	Officer - Title
	Attest to: *(Blank)*

Officer - Title

ABC Form C-6: PERFORMANCE BOND
See Chapter 5, Page 5 - 3

ABC Form C-7: PAYMENT BOND
See Chapter 5, Page 5 - 3

ABC Form C-8: GENERAL CONDITIONS OF THE CONTRACT
May be supplemented with project-specific provisions.
See Chapter 5, Page 5 - 4

ABC Form C-9: GENERAL CONTRACTOR=S ROOFING GUARANTEE
Note: This is a 5-year guarantee signed by the General Contractor.
See Chapter 5, Pages 5 - 4 and 5 - 7

ABC Form C-10: APPLICATION AND CERTIFICATE FOR PAYMENT
May be retyped or input for computer generation as long as the information, sequence, and format of the standard form is not altered. Optional ABC Forms C - 10(SHORT) & C - 10(LONG) may used as appropriate. ABC REVIEW, APPROVAL, AND PROCESSING OF APPLICATIONS IS THE COLLEGE OR TRADE SCHOOL=S OPTION. BEFORE PREPARING FORM, VERIFY APPROVING PARTIES WITH COLLEGE OR TRADE SCHOOL.
See Chapter 5, Page 5 - 4 and Chapter 7, Page 7 - 6 and 7 - 8.

AREVIEW AND APPROVALS@: Prepare Signature Spaces as indicated by arrows ( )

Name of College or School President
Approved by *followed by APresident@* _____ Date _____
(Owner) Signature

College or Trade School=s Option to Delete this Line
_____ Date _____
Signature

Reviewed by CONTRACT ADMINISTRATION, Alabama Building Commission _____ Date _____
Signature

College or Trade School=s Option to Delete this Line
Approved by DIRECTOR, Technical Staff, Alabama Building Commission _____ Date _____
Signature

Approved by *Optional: Name & Title of Owner=s Project Rep.*

ABC Form C-11: PROGRESS SCHEDULE AND REPORT
Standard form is minimum bar chart information to be reported monthly with Application for Payment for projects with duration of less than 60 days; large, complex projects may warrant CPM or other scheduling and reporting methods.
See Chapter 5, Page 5 - 4 and Chapter 7, Page 7 - 7

ABC Form C-12: CONTRACT CHANGE ORDER

PREPARED BY THE DESIGN PROFESSIONAL. Signing parties are the same as for the Contract, **PLUS CONSENT OF SURETY IS REQUIRED.** See Chapter 5, Page 5 - 4, and Chapter 7, Page 7 - 10.

ABC Form C-13: CERTIFICATE OF SUBSTANTIAL COMPLETION
PREPARED BY THE DESIGN PROFESSIONAL. See Chapter 5, Page 5 - 4, Chapter 7, Page 7 - 14, and Chapter 8, Page 8 - 6

Agreed to by: 1. General Contractor 2. College of Trade School	Recommended by design professional Approved by ABC

ABC Form C-14: FORM OF ADVERTISEMENT OF COMPLETION
PREPARED BY THE CONTRACTOR
See Chapter 5, Page 5 - 5, and Chapter 7, Page 7 - 14

ABC Form C-15: DETAIL OF PROJECT SIGN
Supplements the AProject Sign@ provision of the General Conditions of the Contract. The requirement for a Project Sign may be waived for projects of less than $100,000. Only the ABC may waive this requirement under other conditions. See Chapter 5, Page 5 - 5

III. TYPICAL DOCUMENT PROCESSING FOR POSTSECONDARY EDUCATION PROJECTS

A. PROJECT FUNDING TO EXECUTION OF OWNER-ARCHITECT AGREEMENT

1. COLLEGE
a. DEFINES SCOPE & ESTIMATED COST OF PROJECT
b. SUBMITS REQUEST FOR PROJECT APPROVAL TO STATE BOARD OF EDUCATION THROUGH CHANCELLOR OF POST-SECONDARY EDUCATION

2. STATE BOARD OF EDUCATION
APPROVES PROJECT

3. COLLEGE (OPTIONAL STEP)
REQUESTS ABC TO ADVERTISE FOR SERVICES OF DESIGN PROFESSIONAL

4. ALABAMA BUILDING COMMISSION
ADVERTISES FOR SERVICES OF DESIGN PROFESSIONAL
(ADVERTISEMENT DIRECTS RESPONSES TO BE ADDRESSED TO COLLEGE)

5. COLLEGE
a. SELECTS DESIGN PROFESSIONAL & NEGOTIATES TERMS OF AGREEMENT

b. AWARDS AGREEMENT FOR DESIGN PROFESSIONAL SERVICES

6. DESIGN PROFESSIONAL

a. USING "CHECKLIST" PREPARES & EXECUTES O/A AGREEMENT
b. DELIVERS SIX (6) COPIES OF O/A AGREEMENT WITH "CHECKLIST"TO COLLEGE FOR ACCEPTANCE

7. COLLEGE

a. REVIEWS O/A AGREEMENT AND "CHECKLIST"
b. EXECUTES AND FORWARDS SIX (6) COPIES OF O/A AGREEMENT WITH "CHECKLIST" TO ABC

8. ALABAMA BUILDING COMMISSION

a. APPROVES O/A AGREEMENT BASED ON COMPLETENESS AND CORRECTNESS
b. FORWARDS APPROVED O/A AGREEMENT TO CHANCELLOR OF POSTSECONDARY EDUCATION

9. CHANCELLOR OF POST-SECONDARY EDUCATION

a. APPROVES O/A AGREEMENT
b. RETURNS APPROVED O/A AGREEMENT TO ABC

10. ALABAMA BUILDING COMMISSION

DISTRIBUTES FULLY EXECUTED O/A AGREEMENT TO COLLEGE AND DESIGN PROFESSIONAL

B. DESIGN DOCUMENTS TO BID OF CONSTRUCTION CONTRACT

1. DESIGN PROFESSIONAL

a. PREPARES DESIGN DOCUMENTS (SCHEMATIC) (PRELIMINARY) (FINAL)
b. REVIEWS EACH LEVEL OF DESIGN WITH COLLEGE FOR APPROVAL PER O/A AGREEMENT
c. SUBMITS EACH LEVEL OF DESIGN DOCUMENTS TO ABC FOR REVIEW AND APPROVAL
d. SUBMITS "FINAL" DESIGN DOCUMENTS TO OTHER REVIEWING AGENCIES (DEPT. OF PUBLIC HEALTH, etc.) CONCURRENTLY WITH SUBMISSION TO ABC

2. ALABAMA BUILDING COMMISSION

a. REVIEWS EACH LEVEL OF DESIGN DOCUMENTS FOR COMPLIANCE WITH BUILDING CODES AND ABC REQUIREMENTS
b. CONFIRMS APPROVAL OR REJECTION OF THE DESIGN DOCUMENTS BY ISSUANCE OF A "PROJECT COMMENT LETTER" TO THE DESIGN PROFESSIONAL AND COLLEGE
c. RETAINS SCHEMATIC & PRELIMINARY SUBMISSIONS UNTIL FINAL SUBMISSION IS APPROVED; RETAINS APPROVED FINAL SUBMISSION AS A PART OF THE PROJECT RECORD

3. DESIGN PROFESSIONAL

a. ADDRESSES REVIEW COMMENTS BY ABC, ADVANCING TO THE NEXT LEVEL OF DESIGN DOCUMENTS APPROVAL OF FINAL SUBMISSION IS OBTAINED
b. UPON OBTAINING APPROVAL OF FINAL SUBMISSION, PUBLISHES "ADVERTISEMENT FOR BIDS"

c. AT ADVERTISED TIME, RECEIVES & OPENS BIDS WITH COLLEGE
d. PREPARES AND CERTIFIES TABULATION OF BIDS, PROVIDING TABULATION TO ABC & COLLEGE

C. AWARD OF CONTRACT, EXECUTION & APPROVAL OF CONTRACT, AND NOTICE TO PROCEED

1. COLLEGE

a. EVALUATES BIDS RELATIVE TO FUNDS AVAILABLE
b. DETERMINES LOWEST RESPONSIBLE AND RESPONSIVE BIDDER
c. ISSUES NOTICE OF AWARD TO LOWEST RESPONSIBLE AND RESPONSIVE BIDDER

2. DESIGN PROFESSIONAL

a. PREPARES "CONTRACT AGREEMENT FOR CONSTRUCTION" (OBTAINS APPROVAL OF "DRAFT" FROM ABC & COLLEGE BEFORE FINALIZING)
b. DELIVERS SIX (6) COPIES OF CONTRACT TO CONTRACTOR FOR ACCEPTANCE AND EXECUTION

3. CONTRACTOR

a. OBTAINS PERFORMANCE AND PAYMENT BONDS AND EXECUTES CONTRACT
b. RETURNS SIX (6) COPIES OF EXECUTED CONTRACT WITH BONDS TO DESIGN PROFESSIONAL

4. DESIGN PROFESSIONAL

a. CHECKS CONTRACT & BONDS FOR COMPLETENESS
b. FORWARDS SIX (6) COPIES OF CONTRACT & BONDS TO COLLEGE

5. COLLEGE

a. REVIEWS AND EXECUTES CONTRACT AS CO-OWNER
b. FORWARDS SIX (6) COPIES OF CONTRACT & BONDS TO ABC

6. ALABAMA BUILDING COMMISSION

a. APPROVES CONTRACT BASED ON COMPLETENESS AND CORRECTNESS OF CONTRACT & BONDS
b. FORWARDS SIX (6) COPIES OF APPROVED CONTRACT & BONDS TO POSTSECOND.

7. CHANCELLOR OF POSTSECONDARY EDUCATION

a. APPROVES CONTRACT
b. RETURNS SIX (6) COPIES OF FULLY EXECUTED AND APPROVED CONTRACT WITH BONDS TO ABC

8. ALABAMA BUILDING COMMISSION

a. DISTRIBUTES FULLY EXECUTED CONTRACT WITH BONDS TO CONTRACTOR, COLLEGE, AND DESIGN PROFESSIONAL
b. ISSUES "NOTICE TO PROCEED" WITH CONTRACT & BONDS, ESTABLISHING CONTRACT DATES
c. WITH NTP FURNISHES CONTRACTOR WITH "CONTRACTOR'S CHECKLIST" PROVIDING INSTRUCTIONS AND STANDARD FORMS FOR SPECIFIC START-UP REQUIREMENTS

9. CONTRACTOR

a. SIGNS AND RETURNS COPY OF NTP TO ABC

b. BEGINS SUBMISSION OF START-UP DOCUMENTS TO DESIGN PROFESSIONAL
c. SUBMITS CERTIFICATE OF INSURANCE FOR REQUIRED COVERAGE TO DESIGN PROFESSIONAL
d. UPON APPROVAL OF CERTIFICATE OF INSURANCE, BEGINS WORK ON SITE

D. AMENDMENTS TO THE O/A AGREEMENT AND CHANGE ORDERS, AMENDMENTS, AND MODIFICATIONS TO THE CONSTRUCTION CONTRACT FOLLOW THE SAME ROUTING FOR REVIEW, APPROVAL, AND EXECUTION AS THE AGREEMENT OR CONTRACT

E. DESIGN PROFESSIONAL'S STATEMENTS FOR SERVICES AND CONTRACTOR'S APPLICATIONS FOR PAYMENT

1. DESIGN PROFESSIONAL APPROVES

2. OPTIONAL STEP: ALABAMA BUILDING COMMISSION APPROVES

3. COLLEGE APPROVES AND ISSUES PAYMENT