

APPENDIX V

Forms

The following forms have been included in these Instructions for use in the management of state projects and some are available on disk.

The A/E is to provide standard AIA forms where they have been authorized for use by DPW.

- Substantial Completion Certificate
- A/E Payment Request
- Change Order (CO)
- Contractor Payment Request
- Architects Supplemental Instruction (ASI)

1.0 Mandatory Forms

- A/E Payment Request - This form is required to request payment for architectural services.
- Change Order Proposal Request (PR) - This form is required for requesting costs for anticipated Change Orders.
- Construction Change Directive (CCD) - A required form to expedite emergency work, maintain schedule, protect property, health or safety.
- Change Order (CO) - This form is required to implement changes in project scope, time or cost. It officially incorporates (CCD's) into the contractor Agreement..
- Contractor Payment Request - This form is required to request payment for contractors work completed.
- Substantial Completion - This form is required to indicate the date of project acceptance for use by the Client Agency..

2.0 DPW Services Forms

- Bid Proposal "Summary Recording Sheet"
- Change Order Proposal Request (PR)
- Construction Change Directive (CCD)
- Construction Completion Checklist
- Non-compliance Form
- Preconstruction Conference Checklist
- Signature Block