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CHAPTER 1

General Information

1.0 Manual's Purpose

These Instructions with appendices are for Architectural or Engineering consultants (A/E) having design Agreements with the Department of Administration, Division of Public Works (DPW) for work at various state agencies.

These Instructions and appendices are considered to be part of the Owner's project guidelines. They are not intended to modify or eliminate any of the terms or provisions of the Agreement. If conflicts occur between the Agreement and these Instructions, the Agreement shall govern.

Guidelines for design, commissioning, energy and environmental, energy life cycle cost, indoor air quality, and value engineering will be provided as needed. The A/E, Client Agency, and DPW Project Manager will determine which guidelines are applicable for individual projects.

Abbreviations and definitions used in this manual are contained in Appendix I.

1.1 Authority

1.10 Department of Administration

The Department of Administration, Division of Public Works is authorized by statute to design or to contract for the design and construction of public works projects for state owned facilities for numerous State agencies.

1.11 Administrator

The Administrator of the Division of Public Works is the legal contracting authority for the state.

1.12 DPW Design and Construction Manager

The Design and Construction Manager oversees the design and construction operations of the Division of Public Works.

1.13 DPW Project Manager

The DPW Project Manager (PM) is an architect, engineer or specialist assigned by the Administrator to manage a specific project.

1.14 DPW Sr. Project Manager

The Senior Project Manager is the supervisor of the DPW Project Managers.

1.15 DPW Field Representative

The DPW Field Representative (FR) assists the PM during the construction period and reports on construction activities. The FR is also a certified building inspector and performs the code inspections at the project site.

1.16 DPW Sr. Field Representative

The DPW Sr. Field Representative (SFR) is the supervisor of the DPW Field Representatives.

1.17 Design/Construction Statutes & Codes

Various Sections of Idaho Code apply to the design and construction of State-owned facilities. See Appendix II for a list of most applicable sections. The A/E is required to conform to all applicable statutes and codes.

1.2 Participants & Responsibilities

1.20 Principal Participants

DPW PM
DPW FR
DPW Sr. FR
Client Agency
A/E

1.21 Typical Responsibilities

(A specific project may require additional or differing responsibilities.)

DPW PM:

Provide a project scope, schedule and budget, determine which guidelines are applicable to the project and incorporate them into the scope of services.

Conduct A/E selection process.

Negotiate and prepare the A/E Agreement for execution and issue an Authorization to Proceed (ATP) to the A/E.

Conduct pre-design meeting.

Review and approve applications for payment.

Approve changes in scope of services, schedules, budget, fees, and amend the A/E Agreement.

Review and approve progress documents submitted by the A/E.

Arrange for the advertising, receipt and opening of bids.

Facilitate resolution of project issues, disputes, or claims.

DPW FR:

Set up a Pre-Construction Meeting with the Contractor, A/E, and Client Agency. On larger projects, the PM may also participate in the pre-construction meeting.

Visit the project site and observe and report activities.

Reports non-conforming conditions to the A/E, PM and Sr. FR.

Receives and maintains file of construction activities and documents.

Attends construction meetings.

Reviews contractor applications for payments.

Approves CCD's within limit of authority.

Reviews and makes recommendations of CO's.

Participates in Substantial Completion inspections.

Acts as State's building code inspector.

DPW Sr. FR:

Provide technical support and counseling when needed, to the DPW PM and DPW FR.

Monitor DPW FR activities to assure unity in project procedures.

Monitor projects relating to cost overruns and excessive time extensions.

Assist in avoiding, evaluating and processing construction period disputes.

Client Agency:

Review and concur with the project scope, schedule and budget, provide recommendations to the DPW PM on which guidelines are applicable for incorporation into the project scope of services.

Participate in the A/E selection process.

Provide detailed functional requirements, site constraints, existing record drawings and specifications, and other pertinent information to the DPW PM and A/E.

Have a representative authorized to make decisions at all scheduled meetings.

Provide agency personnel, who have appropriate project knowledge, to attend project design and construction meetings.

Review work and recommend approval to the DPW PM.

Submit written requests for any changes in scope of services, schedule, or budget to DPW PM for review, approval, and incorporation into the legal documents.

A/E Consultant:

Be fully knowledgeable of the state's Agreement, Instructions for A/Es, and Guidelines. Understand and provide the services specifically included or required by the project scope and the applicable guidelines.

Prepare application for payment of A/E services. See Appendix III for instructions for preparation of application form.

Attend the initial design meeting.

Have a representative authorized to make decisions at all scheduled meetings.

Provide updated project cost estimates and schedules at the end of the Schematic Design, Design Development, and Construction Document phases.

May participate in the bid opening process. See Chapter 4 of these instructions.

Initiate and obtain design and plan reviews and approvals from all applicable regulatory agencies, except Division of Building Safety, which will be submitted by the DPW PM. Submit written requests for any changes in scope of services, schedules, budget, or fees to DPW PM for approval.

Attend and participate in leading the Pre-Construction meeting with Contractor, DPW PM, DPW FR, DPW Sr. FR and Client Agency.

Schedule and chair design and construction meetings, establish and distribute agendas for meetings, record meeting minutes and distribute to DPW PM, DPW FR, Client

Agency, Contractor, and other appropriate parties.

Review contractor payment requests and recommend for payment.

Prepare and process change order proposal requests, construction change directives and change orders.

Review and coordinate construction activities with DPW FR.

1.3 Communications

1.30 Communications between A/E, Client Agency, and DPW PM

Correspondence and communication on all issues to or from the A/E shall be channeled through the DPW PM. Exceptions may be authorized by the DPW PM for specific projects or situations.

Authorization by the DPW PM for the A/E to communicate directly with Client Agency personnel may be given to expedite the design and to avoid communication delays. This action does not authorize additional work, change in scope, or exclude copying all communications between A/E and Client Agency to the DPW PM.

1.31 State Project Numbers

Determining Project Number

A project number, for example 01335, consists of the fiscal year ('01) and a DPW numerical sequence number (335) identifying the client agency.

Assigning Project Numbers

DPW shall assign a State Project Number to all projects.

Using Project Number

All written communications regarding the project shall carry this DPW project number.

All drawings, specifications, reports, and project correspondence **MUST** have the state project number.

1.32 Review and Approval

Review and approval shall be conducted in accordance with the schedule of services defined in the Agreement.

Final review and approval authority for A/E's work resides with DPW PM.

CHAPTER 2

Planning and Design

2.0 State Expectations

2.00 Project Design

State facilities are intended for long-term use. Their design must provide functional facilities requiring low maintenance, must be durable, and provide flexibility for changing uses and low in operating costs. Energy conservation and efficiencies are to meet the requirements of the Governor's executive order and applicable building codes. The State requires construction documents to be complete, clear, specific, accurate, coordinated between disciplines, and explicit in suitable materials, systems, and workmanship.

Throughout the design phase of a project, the A/E shall work closely with the DPW PM and Client Agency staff to ascertain and confirm all project requirements.

In addition to the guidelines contained in the appendices, the Client Agency may have specific design requirements. These requirements will be provided by the DPW PM.

2.01 Project Budget

The budget is fixed and the project must be designed and bid within the Fixed Limit of Construction Cost (FLCC).

2.02 Project Scheduling

The project schedule shall be based on the planning, design, and construction requirements of the project and must consider the state funding cycles, curriculum or school year determinants, weather, etc., and must allow sufficient time for owner mandated review, including value engineering, energy life cycle cost analysis, ADA review, constructability review, building commissioning, and permitting procedures.

2.1 A/E Additional Services

The A/E shall not proceed with additional service work prior to receiving written authorization from the DPW PM.

For authorization to be provided, the A/E shall prepare a written proposal for additional services based on the Conditions of the A/E Agreement. Written authorization for additional services must

be contained in the Agreement or by amendment to the Agreement.

2.2 Initial Design Meeting

DPW PM shall schedule an initial design meeting with the A/E and Client Agency. Agenda will include: introduction of agency personnel, sub consultants, and other participants, reviewing project's scope of work, budget, communications, guideline requirements, Client Agency's design requirements, project schedules, and existing data.

2.3 Pre-planning and Design

2.30 Existing Program Data

The DPW PM and Client Agency will make available to the A/E all available program data for functional requirements. If program information is not available, it may be incorporated into the agreement as a basic design service.

2.31 Existing Project Data

The A/E will be given or have access to all available existing project data: for example, program, as-builts, studies, surveys, checklist(s), space standards, or other owner requirements.

If a pre-design study was undertaken by DPW or the Client Agency for the project, that data will be made available to the A/E.

2.32 Existing Conditions

The A/E shall review the as-builts, any pertinent studies, and other data with their sub-consultants to assess the relationship between the existing and proposed project conditions. Following this review, the A/E and their sub-consultants will perform a site investigation to verify existing conditions.

After investigation of existing conditions, the A/E should recommend to the DPW PM any necessary supplemental surveys or studies. The recommendation shall be in writing and include reason(s), purpose(s), and extent. Site surveys and soil investigations will be contracted for by DPW based on the A/E's recommendations.

2.33 Permitting Agency Coordination

The A/E shall know the requirements imposed by all permitting agencies having jurisdiction over the work, and shall design the project in accordance with those requirements. The A/E shall inform the Client Agency and the DPW PM of those requirements that may affect the project scope, budget or schedule. The A/E shall make timely contact with the permitting agencies and shall

coordinate any interaction required during the implementation of the project.

2.34 Division of Building Safety

The State of Idaho Division of Building Safety (DBS) has plan review authority for adopted building codes. The A/E is encouraged to communicate with DBS directly regarding code questions and interpretations. However, the DPW PM will officially transmit completed documents to DBS, pay the DBS plan check fee and coordinate corrective action to the code review issues. DPW building projects are not subject to local building codes. They are subject to planning and zoning requirements regarding appropriate use.

2.35 State Fire Marshal

The State Fire Marshal of the Department of Insurance has plan review authority for the Uniform Fire Code. The Division of Building Safety will route the submitted final plans to the State Fire Marshal for review. The State Fire Marshal works closely with local fire departments, even though local fire departments do not have jurisdiction for State owned facilities.

2.36 Utility Coordination

The A/E shall know of the energy and conservation measures funding programs offered by the utilities serving the project area. The A/E shall inform the Client Agency and the DPW PM of the opportunities for participation, and coordinate any interaction required to implement those programs in the project.

A/E shall contact the Customer Service Representative of the service utilities early in the design process to determine that adequate size and type of services can be provided.

Utilities contacted may include, electric, gas, fire and police alarm interface, voice, and data, as applicable.

2.37 Mandated Review Cooperation

The A/E shall fully cooperate with the Owner initiated process/procedures for Energy Life Cycle Cost Analysis (ELCCA) , Value Engineering (VE), commissioning, constructability review, ADA review, etc.

2.4 Schematic Design Phase

2.40 Schematic Design

The A/E shall provide Schematic Design Documents as outlined in the Conditions of the A/E Agreement.

2.41 Schematic Design Meetings

The A/E shall:

Schedule and conduct all schematic design meetings with the DPW PM and Client Agency.

Record and distribute minutes of the meetings.

2.42 Schematic Design Approval

The A/E shall schedule a final Schematic Design Meeting. This meeting may serve the dual purpose of a final Schematic Design review and approval meeting.

Final Schematic Design Documents must be accompanied by a project cost estimate and project schedule.

The A/E shall obtain the DPW PM's written approval of the Schematic Design phase.

Only the DPW PM can provide A/E with the ATP to the Design Development Phase.

2.5 Design Development Phase

2.50 Design Development

Based upon the approved Schematic Design Documents the A/E shall prepare Design Development drawings, outline specifications, product information, project schedule, and cost estimate as required by the conditions of the A/E Agreement.

VE and ELCCA shall be included as a part of this phase if applicable, and the approved recommendations of both are to be incorporated into the final Design Development documents.

2.51 Design Development Meetings

The A/E shall:

Schedule and conduct all design development meetings with the DPW PM and Client Agency.

Record and distribute minutes of the meetings.

2.52 Americans with Disabilities Act (ADA)

A/E and consultants are required to review the applicable requirements of ADA and the Uniform Building Code regarding accessibility and to incorporate them into the Design Development documents.

2.53 Bidder Design

The A/E shall limit the use of contractor design-build services to the traditional areas, such as

pre-cast concrete, roof trusses, and pre-engineered buildings. Items such as fire sprinklers and controls may include contractor design, but the A/E must clearly define the basic requirements and be responsible for review and acceptance of the contractor's design. All contractor design must be done by properly Idaho licensed professionals. To extend this type of service to other areas the A/E shall inform the DPW PM and obtain consent.

2.54 Design Development Approval

The A/E shall schedule a final Design Development Meeting.

Final Design Development Documents must be accompanied by an updated project cost estimate and project schedule. The project cost estimate, including all approved bid alternates, must be within the FLCC. Any alternates exceeding the FLCC must be approved by the DPW PM.

At the completion of the Design Development phase a "Preliminary" presentation will be made to the Permanent Building Fund Advisory Council. Prior to this presentation, the Design Development Documents are to be reviewed and accepted by the DPW PM and the Client Agency. The presentation is to be made by the A/E; smaller projects may be presented by the DPW PM. Presentations are to include a written and graphic supplemented oral review of the major project components and the cost estimate.

The A/E shall obtain written approval of the Design Development phase.

Only the DPW Administrator can provide A/E with the ATP to the Construction Document Phase.

CHAPTER 3

Construction Documents

3.0 Construction Document Phase

Based on approved Design Development Documents the A/E shall prepare the following documents: Project Manual, construction drawings, detailed cost estimate, and project schedule as outlined in the Conditions of the A/E Agreement.

3.1 Project Manual

3.10 Project Manual Format

Cover Sheet - The cover sheet shall contain the following minimum information:

- State project number (e.g., 01335),
- Project Title,
- Date,
- Name of state agency for which the project is being constructed (e.g., For: [Client Agency name]),
- Contracting Agency: Division of Public Works,
- Name of A/E firm, and
- Bid set number.

Title Sheet - Title sheet shall contain the following minimum information:

- State project number (e.g., 01335),
- Project Title,
- Date,
- Name of state agency for which the project is being constructed (e.g., For: [Client Agency name]),
- Contracting Agency: Division of Public Works,
- Name, telephone number, FAX, and address of A/E firm,
- Professional stamp with signature and date,
- Names, telephone numbers, and addresses of sub-consultants, and
- Signature block for DPW Administrator and Client Agency representatives to sign. See example in Appendix V.

Table of Contents - A table of contents shall list the entire contents of the Project Manual.

Bid Advertisement as used for publication.

State "Boilerplate" - see Appendix IV

DPW will provide one set of original boilerplate documents for editing (available on disk).

These documents are to be included in the Project Manual in the order listed:

- Advertisement for Bids
- Instructions to Bidders
- Supplementary Instructions to Bidders
- Bid Proposal
- General Conditions
- Supplementary Conditions
- Contractor's Affidavit Concerning Taxes

These documents shall not be modified or amended without the explicit approval of DPW.

3.11 Division I - General Requirements

The A/E shall prepare General Requirements to specifically address project issues. They may supplement or add to General Condition or Supplementary Condition issues, but are not to duplicate or alter their content. Careful editing of pre drafted text is mandatory to assure applicability.

3.12 Project Manual Information

With the exception of the "Bid Proposal," the Boilerplate items shall not be revised, amended, or incorporated into any other section of the bid documents.

On the Bid Proposal the A/E shall fill in the project number and title, bid alternates, time of completion and liquidated damages. Bid alternates are to be carefully described in Division I and shown on the construction documents.

A/E shall assist the DPW PM and Client Agency in determining liquidated damages amount.

A/E shall prepare technical specifications using standard "CSI" format.

Sole source material specifications and pre-qualification of contractors requires DPW approval.

The A/E shall not add general disclaimer statements to the bidding documents without prior approval from DPW.

The A/E is required to make judgments and recommendations regarding "equal" products.

3.2 Drawings

3.20 Cover Sheet

Cover sheet shall contain the following minimum information:

- State project number (e.g., 01335),
- Project Title,
- Date (date of issue for bid),
- Name of state agency for which the project is being constructed (e.g., For: [Client Agency name]),
- Contracting Agency: Division of Public Works,
- Name, telephone number, FAX and address of A/E firm,
- Names, telephone numbers, and addresses of sub-consultants, and
- Signature block for DPW Administrator and Client Agency representatives to sign. See example in Appendix V.

Small projects may include additional information such as vicinity map, symbols, notes, schedules, etc.
Professional stamp with signature and date of responsible A/E.

3.21 Typical Sheets

All sheets shall include a title block with the following information:

- State project number,
- Project Title,
- Sheet contents,
- Sheet number,
- Date,
- Professional stamp with signature, and date of responsible A/E. Appropriate sheets may also have the professional stamp of a consultant in addition to the professional stamp of the contracting A/E.

3.3 Meetings

The A/E shall:
Schedule and conduct all Construction Document phase meetings with the DPW PM and Client Agency.

Record and distribute minutes of the meetings to all participants.

3.4 Document Review

A/E and consultants shall conduct a thorough review of the construction documents to ensure that all previous comments have been incorporated, that the documents are 100% complete, that the documents have been fully coordinated between disciplines, and that they are ready for DPW and DBS review and approval.

3.40 Constructability Review

A/E and consultants may be required to participate and provide support for project Constructability Review. A/E shall review Constructability Review report and prepare written response for Owner's consideration. Final Constructability Review comments may be incorporated into the Construction Documents as part of the Owner's review process.

3.41 Permit/Plan Reviews and Fees

A/E shall determine the applicable permitting and plan review agencies and permitting requirements for the project, including a schedule for those reviews.

A/E shall submit the necessary documents to the Department of Health & Welfare (DHW), the Department of Environmental Quality (DEQ), and other required design approval agencies. A/E

shall respond to comments and modify the construction documents as required.

DPW PM will submit final documents to DBS and arrange for payment of plan check fees.

Submittals to local authorities for conditional use permits and other applicable planning and zoning requirements will usually be done by the Client Agency or DPW. Preparation of submittal documents may be required of the A/E and should be outlined in the A/E agreement.

3.5 Bid Alternates

Alternates are limited to a maximum of six (6) unless otherwise approved. Alternates must be approved by DPW PM and Client Agency. The base bid and all alternates shall be designed within the FLCC. Any alternates not included in the FLCC must have prior written authorization by the DPW PM. Deductive alternates are only to be used with approval by the DPW PM.

3.6 Unit Prices

Unit prices will only be utilized with approval of the DPW PM. If used, they are to be for adjusting predetermined quantities up or down and not for doing additional work. The same unit price is to be used for adding to or deducting from the predetermined quantities.

3.7 Document Approval

Final Construction Documents must be accompanied by a detailed project cost estimate and project schedule as required by the Conditions of the A/E Agreement. The project cost estimate, including all approved bid alternates, must be within the FLCC, unless otherwise approved by the DPW PM.

The DPW Administrator is the State's final approval authority for Construction Documents.

The DPW PM will provide A/E with the Authorization to Proceed into the Bid Phase.

CHAPTER 4

Bidding, Printing & Permits

The discussion in this chapter pertains to standard public bidding of state projects. Other options include: Informal Bidding for projects under \$30,000, construction by Client Agency staff, construction by inmates, and Emergency projects. The DPW PM will determine the appropriate method and obtain approval if applicable.

4.0 Pre-bid Meeting

The A/E shall schedule and conduct a pre-bid review meeting with the DPW PM, the DPW CM and Client Agency for agreement on:

- Bidding strategy, including base bid and alternates;
- Construction schedule;
- Document printing and postage costs;
- Permit review process;
- Determination of Liquidated Damages,
- Bid date and location;
- Bid Advertisement;
- Obtain signatures on drawings & project manual; and,
- Special inspections/testing and other services required for the construction phase.
- Any pre qualification of contractors or subcontractors must be approved by DPW.

4.1 Bid Date and Location

Bid Date and Time

When the Bid Documents are ready for bidding, the DPW PM will work with the A/E to establish a bid date and time. The bid date for major projects should be a minimum of four (4) weeks from the date plans are available to Contractors. The bid period for other projects may vary depending on scope, location, number and types of contractors required.

Bid Location

The DPW PM, will determine the bid location.

For projects located in Ada or Canyon counties the bid openings will normally be held at DPW unless another location is approved by the DPW PM. Projects in other areas will normally be held at DPW regional offices.

4.2 Advertisements

The A/E and DPW PM shall develop a preliminary bid advertisement.

Any mandatory pre-bid meetings or mandatory site visits require approval by DPW.

Arrangements for advertisements will be made by DPW.

Printing Approval:

The A/E shall submit an estimate of printing and distribution costs to the DPW PM for approval. The DPW PM will approve reimbursement of printing and distribution costs.

4.3 Bid Document Distribution

The A/E shall issue bid documents to all plan centers listed in the advertisement, issue bid documents to prospective prime bidders, maintain an accurate plan-holders list, and receive and refund bid document deposits.

The A/E shall not issue bid documents to additional plan centers without approval by the DPW PM.

The A/E shall notify DPW PM of non-refunded bid deposits which shall be deducted from the A/E bid document printing cost reimbursement.

Bid documents, either partial or full sets, are to be distributed to other interested parties, as well as additional sets to prime bidders at the A/E's cost, non-refundable.

4.4 Site Visits, Questions, and Addenda

The A/E is to coordinate bidders' site visits with the Client Agency, answer bidders' questions, review/approve substitution requests, and issue addenda to all plan-holders.

All addenda require DPW PM verbal approval prior to issuing.

All addenda shall be issued under the A/E's name or letterhead, contain the date issued, and shall have the prime A/E's professional seal.

The last addendum should be received by bidders at least four (4) working days before bid opening.

4.5 Pre-Bid Conference

A pre-bid conference may be held for prospective bidders when deemed appropriate.

Pre-bid conferences shall NOT be made mandatory for bidders without prior written approval from DPW.

The minutes of any pre-bid meeting and all items discussed or observed shall be included in an addendum.

4.6 Bid Openings

4.60 Bid Opening Procedures for Boise

Participants

The bid opening shall be conducted by the DPW PM. Attendance by the A/E and Client Agency is encouraged.

alternates. The Client Agency shall confirm their recommendation in writing to DPW.

Opening/Recording Bids

DPW will complete a standard DPW bid summary sheet, which lists those bidders who submitted their bid prior to the bid time. DPW may provide copies of this summary sheet to those attending the bid opening.

Bid Notification

Immediately following the bid opening, DPW will call or FAX the bid results to the A/E and the Client Agency, if not in attendance.

4.61 Bid Opening Procedures for Alternate Locations

Participants

The bid opening shall be conducted by the DPW PM or delegate. Attendance by the A/E and Client Agency is encouraged.

Opening/Recording Bids

DPW will complete a standard DPW bid summary sheet, which lists those bidders who submitted their bid prior to the bid time. DPW may provide copies of this summary sheet to those attending the bid opening.

Transmitting and Transporting Bid Results

Immediately following the bid opening, the DPW PM or delegate will call or FAX the bid results to the DPW Boise Office, the A/E consultant and the Client Agency, if not in attendance. The DPW PM will hand carry all bids, bid bonds, and envelopes back to DPW or the authorized delegate will transmit them via commercial carrier.

4.7 Bid Results

4.70 Disclosing Bid Results

The A/E shall provide the results of bidding to those inquiring and state that "all bids are taken under advisement" until the contract award is made. The A/E is to give no indication of the potentially successful bidder without DPW approval/confirmation. The A/E shall not initiate any contact with the bidders unless directed to do so by the DPW PM. DPW will post results on the internet.

4.71 Formal Acceptance of the Bid

The DPW PM, and Client Agency will determine acceptance or rejection of base bid and

4.72 Public Review & Protests

Bid protests or requests to review the bids are to be made in writing to DPW.

4.8 Construction Contract and Notice of Intent to Award

DPW will prepare a construction contract and issue a Notice of Intent to Award when all signatures, contractor's licenses, bonds, subcontractor listing, and funding have been checked and are in order.

4.9 Permits and Fees

The Contractor shall, without additional expense to the state, be responsible for obtaining all necessary licenses and permits. Specific costs for utility hook-up fees may be specified to be paid directly by the state. All other costs, including those associated with working on an Indian Reservation, are to be made a part of the total base bid.

CHAPTER 5**Construction Administration****5.0 Pre-Construction Conference****5.00 Scheduling the Conference**

The DPW Field Representative is responsible for scheduling the pre-construction conference with DPW PM, A/E, Contractor and Client Agency.

The pre-construction conference should occur after the written Notice to Proceed (NTP) from DPW.

5.01 Participants

Those attending will include the A/E and sub-consultants, DPW PM, DPW Field Representative, Client Agency, Contractor and major sub-contractors. The DPW Construction Manager will attend for large projects. The DPW PM may delegate to the DPW Field Representative for small projects.

5.02 Meeting Chair and Agenda

The A/E will chair the pre-construction conference. The agenda for this meeting will be based on the standard DPW Pre-Construction Conference Checklist. See Appendix V. The A/E is to prepare a project specific agenda prior to the meeting and review it with the DPW representative.

The A/E will record and distribute the minutes.

5.1 Construction Progress Meetings**5.10 Scheduling the Meetings**

The general schedule for construction progress meetings shall be established at the pre-construction conference.

5.11 Participants

These regular meetings should be attended by the DPW Field Representative, Client Agency and Facility Representatives, A/E, Contractor, major sub-contractors, and specialty sub-contractors including major suppliers and others when applicable. On larger projects and as needed, the DPW PM and the DPW Sr. FR may participate in these meetings.

5.12 Meeting Chair

The A/E will chair the meetings, record and distribute the minutes.

5.13 Agenda

The minimum agenda for construction progress meetings shall include:

- Project Number
- Date
- Attendees
- Previous Minutes
- Construction Progress Schedule Update
- CCD/PR/CO Status
- Shop Drawing/Submittal Update
- Material Delivery Status
- Pending Questions
- As-built Updates
- Field Observations
- Payment Request
- Discussion/Action Items
- Next Meeting Date & Time

The minutes shall include action to be taken, by whom, and when.

5.14 Contractor Inquiries

Any questions raised by the contractor during construction meetings shall be documented by the A/E. The A/E shall expeditiously provide written answers to contractor questions or requests for information. Each question or request should be assigned a number and tracked. Any impact to construction cost or schedule must be noted. All changes to the construction contract should be initiated through a Construction Change Directive or Change Order Proposal Request and must be finalized in a Change Order.

5.2 Change Orders

Change Orders document the modifications to an existing contract. The change order procedure can be initiated by the Owner, Contractor, or the A/E. The A/E will generally start the process using the Change Order Proposal Request form. See Appendix V.

5.20 Change Order Proposal Request (PR)

Change Order Proposal Requests are issued to the contractor by the A/E. The contractor shall respond to the A/E and include the required cost information including labor, material, equipment, subcontract and allowable overhead and profit breakdown. The response must be accepted by the DPW PM prior to its conversion into a Change Order (CO). The contractor cannot proceed with the work until the signed Change Order is issued and signed by the DPW Administrator.

A/E shall review the Contractor's change order proposals and construction change directives for compliance with the General Conditions, and to ensure that the costs and time requested are reasonable in comparison to industry standards.

The DPW PM and A/E shall establish an appropriate A/E fee for design services for each change order. These A/E fees will normally be included as a lump sum fee authorized by amendment.

The A/E shall maintain a list of all project PR's, CCD's and change orders using a log.

5.21 Construction Change Directive (CCD)

If immediate approval to proceed with a change in the work is necessary, a CCD may be used to authorize that work to maintain project schedule, protect property, or for health or safety reasons.

A CCD should only be used when a Proposal Request and a Change Order preparation and signing cannot be done prior to the event imposing on the project schedule or cost.

In an emergency, the A/E, DPW PM or DPW FR can obtain oral authorization to proceed with CCD work. The contractor, A/E, Client Agency and DPW PM or DPW FR must all be in agreement to authorize work by CCD, and that authorization must be confirmed in writing within 24 hours.

The A/E or DPW Field Representative must note on the CCD form the name, date and time of each telephonic approval.

A CCD Force Account is an authorization to commence the work for a maximum not to exceed amount. After the work is completed, the Contractor must produce cost data in compliance with the terms of the General Conditions. This cost data must be reviewed and approved by the A/E and DPW PM prior to conversion of a CCD into a CO.

5.3 Construction Observation

The A/E, with the DPW Field Representative and Client Agency, shall establish a mutually satisfactory schedule for site visits by A/E and sub consultant representatives. The A/E shall prepare and distribute written reports of all site visits.

Any construction observed by the A/E to be out of conformance with the contract documents shall be documented. The report of non-compliance shall be transmitted to the Contractor, with information copies to the DPW PM, DPW Sr. FR, DPW Field Representative, and Client Agency.

If the DPW Project Manager, DPW Field Representative or Client Agency observes construction which appears to be out of conformance, the observation shall be reported to the A/E.

Only the A/E shall direct the Contractor in matters involving interpretation of the drawings or technical specifications.

Any questions or requests for information submitted by the Contractor shall be documented by the A/E. The A/E shall expeditiously provide written answers to the Contractor with copies to the DPW PM, DPW Field Representative, and Client Agency.

5.4 Submittals

The A/E is required to communicate clearly to the contractor, at the pre-construction conference or shortly thereafter, all the required submittals, i.e., schedule of values, list of subcontractors, progress schedule, materials, equipment, shop drawings, operation and maintenance manuals, and any other submittals required for the project. A/E shall inform Contractor and DPW Field Representative if submittals are not being provided as required.

5.5 Shop Drawings

The A/E shall check the Contractor's shop drawings and material and equipment submittals for compliance with the contract documents. Substitutions approved by the A/E must also be approved by the DPW PM when appearance, performance, maintenance, or operation are affected. All substitutions after award of the contract require a CO. One set of approved shop drawings shall be maintained by the contractor and provided to the Client Agency at project close-out with the Operation & Maintenance manuals.

complete the work in accordance with the contract documents and within the contract time for completion.

5.6 Processing Contractor's Payment Requests

If the Contractor's payment request is incorrect and a simple correction cannot be made by the A/E, the payment request shall be sent back to the Contractor along with written directions identifying the needed corrections. No payment request shall remain in the possession of the A/E longer than seven days. To expedite this process the A/E should review a draft payment request prior to submittal of the signed payment request by the contractor. The A/E shall date stamp receipt of the contractor's payment request to indicate the initiation of the payment period.

The A/E shall check the percent complete on all line items in the schedule of values, that the total amount due on the payment request reflects the construction progress to date, and that the amount remaining on the contract is adequate to complete the work. The A/E shall confirm that the amounts requested are correct, sign, date, and forward to DPW Field Representative.

CHAPTER 6

Project Close-out

6.0 Project Completion and Acceptance

The A/E shall schedule the substantial completion inspection with the DPW Field Representative and the Client Agency. The A/E shall establish and issue the "punch list" to the Contractor and monitor the Contractor's performance to ensure the work on the list is completed. Comments and punch list items generated by the DPW Field Representative and Client Agency should be evaluated by the A/E for inclusion in the final "punch list".

The A/E is to take the lead role in monitoring the project completion and close-out process. The A/E shall diligently encourage the Contractor to

6.01 O&M Manuals

The A/E shall review O&M Manuals for compliance with the contract documents. Ensure that the information provided is specific to the equipment and systems installed in the project. Refer to Commissioning Guidelines, Attachment 1, for a detailed O & M manual guideline.

6.02 Training Plan for Client Agency Personnel

The AE shall review Contractor's training plan and training material. Oversee the training to ensure compliance with the contract documents. Where possible, arrange for video taping of the training sessions.

6.1 Special Acceptance Procedures

The A/E shall provide oversight of those special procedures that may be included in the project, such as:

6.10 Testing and Balancing

Oversee Testing and Balancing process. Spot check results to ensure accuracy. Provide for re-balancing if spot checks turn up discrepancies. Assure that systems such as elevators, electrical, fire alarm, fire sprinkler, telephone and data cabling are properly tested and conform to project requirements.

6.11 Commissioning

Assist Commissioning Authority by providing information on design and obtaining needed information from the Contractor.

6.2 Substantial Completion

The A/E shall determine the date of substantial completion. That date establishes the completion of the contract for purposes of liquidated damages and begins the one-year period of correction. According to the General Conditions of the Contract: "Substantial Completion is the stage in the progress of the work (or portion thereof designated and approved by Owner) when the construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can fully occupy the Work (or the designated portion thereof) for the use for which it was intended." Incidental corrective or "punch list" work may still need to be completed. The following are prerequisites to establishing substantial completion:

Completion of all contracted work except incidental punch list items,

Certifications and other permits and approvals such as electrical, plumbing, elevators and fire systems are received,

Notice from the A/E that the work is substantially complete,

Submittal of complete O&M Manuals,

Building Commissioning substantially complete, and

Completion of Client Agency's operations and maintenance training.

When the above conditions have been met the A/E shall issue a Substantial Completion Certification. The time between Substantial Completion and Final Completion should be no more than 30 calendar days, unless authorized by the DPW PM.

6.3 Final Completion & Acceptance

The A/E shall manage the final completion process to ensure that the building Owner receives a building that can be operated and maintained in the manner envisioned in the design. Final Completion means that the work is fully and finally completed in accordance with the contract documents and that all other contract requirements have been met. The following are prerequisites to establishing final completion:

Any claim resolved, all CCD and PR items completed and Change Orders processed,

Completion of Punch List work,

Submittal of completed and acceptable "as-built" record documents to the A/E,

A/E and Client Agency approval of O&M Manuals,

Adjustments for liquidated damages,

Building Commissioning completed (when applicable), and

All final releases and documentation has been submitted and approved.

When the above conditions have been met A/E shall issue a letter to the Owner indicating

recommendation of final acceptance and payment.

6.4 Correction Period

The correction period generally begins on the date of substantial completion and extends for a minimum period of one full year. Warranty periods for individual items may be longer.

Should problems arise the Client Agency may work directly with the Contractor or may relay the problems to the A/E through the DPW Field Representative. The A/E shall then notify the Contractor in writing.

The A/E shall schedule a walk-through prior to expiration of the correction period. The walk-through should be attended by Client Agency, Facility Representative, A/E, DPW Field Representative and the Contractor. All deficiencies and highlights should be noted in the minutes by the A/E. The A/E shall work with the contractor to have all deficiencies corrected.

APPENDIX I

ABBREVIATIONS/DEFINITIONS

The following abbreviations and definitions will be used throughout these instructions:

ADM	Department of Administration
A/E	Architect/Engineer Consultant
Agreement	Contract for professional services between the A/E and the State of Idaho, Department of Administration, Division of Public Works.
Amendment	Modification to the Agreement
CA	Commissioning Authority
CCD	Construction Change Directive
Client Agency	State Agency for whom DPW is providing services
CO	Change Order
CPM	Critical Path Method
CSI	Construction Specification Institute
DBS	Division of Building Safety
DEQ	Department of Environmental Quality
DHW	Department of Health & Welfare
DOC	Department of Correction
DPW	Division of Public Works
FLCC	Fixed Limit of Construction Cost
FR	DPW Field Representative
NTP	Notice To Proceed
O&M	Operations and Maintenance
Owner	State of Idaho.
PM	DPW Project Manager, authorized representative for DPW
PR	Change Order Proposal Request
VE	Value Engineering

APPENDIX III

Instructions for Submittal of A/E Consultant Request for Payment

Proper preparation of request is necessary to ensure prompt payment by the State of Idaho. Please refer any questions you may have regarding request preparation to your DPW project manager. The project manager can be reached by calling his or her desk telephone or by calling the office number at (208) 332-1900.

Submit a single original payment request with an itemized statement of reimbursable expenses and a copy of all receipts or payments. Payment request must have original signatures.

The application for payment form is available on disk upon request.