

## **Section 39 - Construction Administration Forms/Formats**

- A. **Introduction** – The FIRM is responsible for providing bid ready plans, specifications, addenda, final opinion of probable construction costs to HRSD’s Contract Specialist on Design-Bid-Build project delivery for bidding the appropriate project in HRSD’s Enterprise Resource Planning (ERP) System. During the pre-construction phase the FIRM is to attend the pre-bid meeting (if one is specified), attend the bid opening (if required), evaluate the received bids and qualifications of the bidder, and recommend award of a construction contract to the lowest responsive and responsible bidder. HRSD will then obtain Commission approval, issue the Notice of Award, sign the contracts, and review and approve the bonds and insurance certificates. The FIRM will then be asked to issue the Notice to Proceed and administer and inspect the contract using HRSD’s Unifier Enterprise Project Management System. The following forms/formats shall be used in the administration of the traditional bid construction contracts. Most of these are available in electronic format. The HRSD Contract Specialist and Project Manager will work with the FIRM to customize these forms/formats for each project. The FIRM shall provide any other forms or formats required subject to the Project Manager’s approval.
- B. **Contract Administration Forms** - The below listed forms/formats are included for traditional Design-Bid-Build project delivery at the end of this Section.
1. Sample Bid Recommendation Letter
  2. Notice of Award [*Issued by HRSD*]
  3. Notice to Proceed
  4. Emergency Contact List
  5. Field Order
  6. Request for Proposal
  7. Work Change Directive
  8. Change Order
  9. Application for Payment
    - a. Summary Sheet
    - b. Schedule of Values – Lump Sum
    - c. Schedule of Values – Unit Price
    - d. Stored Materials Inventory
    - e. Diversity Procurement Statement
  10. Certificate of Substantial Completion
  11. Notice of Acceptability
  12. Warranty Memorandum

**End of Section**