

## **Section 40 - Construction Administration Forms/Formats**

- I. Introduction – The FIRM is responsible for providing bid ready plans, specifications, Addenda, final opinion of probable construction costs to The HRSD 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 site visit (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, review and approve the bonds and insurance certificates, sign the contracts using The HRSD Enterprise Project Management (Unifier) system. The FIRM will then be asked to issue the Notice to Proceed and administer and inspect the contract using HRSD’s Unifier system. The following forms/formats shall be used in the administration of the traditional bid construction contracts. All 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 forms will be available in HRSD’s Unifier system.
  
- II. Contract Administration Forms - The below listed forms/formats are included for traditional Design-Bid-Build project delivery at the end of this Section.
  - A. Sample Bid Recommendation Letter
  - B. Notice of Award [*Issued by The HRSD Contract Specialist*]
  - C. Notice to Proceed
  - D. Emergency Contact List
  - E. Field Order
  - F. Request for Proposal
  - G. Work Change Directive
  - H. Change Order
  - I. Application for Payment
    1. Summary Sheet
    2. Schedule of Values – Lump Sum
    3. Schedule of Values – Unit Price
    4. Stored Materials Inventory

- 5. WIFIA Requirement Only: HRSD Contractor Progress Report
- J. Certificate of Substantial Completion
- K. Notice of Acceptability
- L. Warranty Memorandum

**End of Section**