

GENERAL INFORMATION

Project No.: _____

Project Name: _____

Consultant: _____

CM@Risk: (If applicable) _____

Construction Period: _____ Days

Liquidated Damages: \$ _____ / Calendar Day; \$ _____ / Calendar Day

Optional Prices:	Yes	How Many?	Set Up Item 2 in Bid Form Part 1 (If Design-Bid-Build), coordinate Optional Price wording for Section 01019 or 01030 (whichever section is used for Optional Prices)
	No		Delete from Bid Form Part 1 (If Design-Bid-Build), edit Div 1 section accordingly

Construction Estimate Range: _____

The following information in blue is for Bid Projects. Proceed to Boilerplate Index for CM@Risk projects.

Documents Deposit: \$ _____ / Each for _____ Sets (2 is standard)

Pre-Bid Location: _____

SCHEDULING A BID OPENING DATE AND TIME, AND COMPLETING THE BOILERPLATE/ADVERTISING PROCESS

Upon completion of a boilerplate and before faxing for publication, obtain anticipated Advertising, Pre-Bid Meeting, and Bid Opening Dates from the Project Manager.

Bid Openings are usually held on Tuesdays or Thursdays; usually at 2:00 p.m. or 4:00 p.m.
Confirm the availability of the anticipated Bid Date through the Master Bid Schedule
If the anticipated date is available, make sure all the other dates do not conflict:
 Second date of publication is one week after first date
 Pre-bid is about one and a half weeks after first date of publication
 Bid Date is **at least** three weeks after first date of publication

Scheduling the Bid Opening:

Go into Meeting Maker and Propose Meeting
Invite Guests: Construction Group Manager, Facilities Project Manager (construction), Project Manager (Design) and the selected room. cc your backup Support Staff
Go to Master Bid Schedule and Create New Activity for the Pre-Bid and Bid Dates

If this is a capital project and a large number of bidders are expected, you may need to reserve 104/106

Note the confirmed bidding process dates:

_____ Date of Documents (first ad
date)
_____ & _____ Ad Dates

Pre-bid Date and Time

Bid Due Date and Time

Complete the Boilerplate by inserting the various dates above in the appropriate locations.

Fax following information:

For Small and Medium Projects:

Fax Cover Sheet, Advertisement ("Notice to Contractors of Intent to Receive Bids") and Letter to Daily Territorial

Fax Cover Sheet and Advertisement to APTAN, and Dodge Plan Service Information **MUST** be received at Newspaper by: 10:00 a.m. two days prior to printing

For Large (Capital) Projects:

Advertisement and Letter to Daily Territorial

Advertisement and Letter to Tribune Newspapers

Advertisement to Construction Market Data (CMD)

Information **MUST** be received at Newspapers by: 10:00 a.m. three days prior to printing, taking into account holidays

DOUBLE CHECK DEADLINES WITH NEWSPAPERS WHEN ANY HOLIDAY IS APPROACHING

Distribute copies of Advertisement and letters as follows

Business Services (advertisement and letter(s))

Project Manager (advertisement only)

Director, Facilities Design & Construction (advertisement only)

Associate Director (advertisement only)

Construction Group Manager (advertisement only)

Design Group Manager (advertisement only)

Engineering Group Manager (advertisement only)

Contracts Administrator, Facilities Design & Construction (advertisement only)

Contracts Administrator, Procurement & Contracting (advertisement only)

Administrative Secretaries, Design & Engineering (fax cover letters, letter(s), and advertisement)

Public Information Coordinator (advertisement only)

Receptionist (advertisement only)

BOILERPLATE INDEX

Use the following four Division 00 Sections for CM@Risk Projects

DIVISION 00 – CM@RISK REQUIREMENTS:

00100	Instructions to CM@RISK	
00102	Prior Approval Request Form	
00200	Information Available to Bidders-	<i>Edit title to delete "to Bidders" when using CM@Risk</i>
00800	Supplementary Conditions	<i>Use only if there is any specific contract provisions such as grant language or other Federal requirements that must be passed through into the Construction Contract and have not already been incorporated into the CM@Risk Agreement</i>
00860	Schedule of Drawings	<i>Info to be provided by design consultant</i>

Use the following Division 00, Sections 00030-00900 as required for Design-Bid-Build Projects.

DIVISION 00 – BIDDING REQUIREMENTS:

00030	Notice to Contractors of Intent to Receive Bids
00100	Instructions to Bidders
00101	Inquiries
00102	Prior Approval Request Form
00200	Information Available to Bidders
00300	Bid Form - Stipulated Sum
00400	Supplements to Bid Form
00401	Appendix A - List of Subcontractors/Material Suppliers
00402	Appendix B - List of Unit Prices
00403	Appendix C - List of Optional Prices
00404	Appendix D - List of Separate Prices
00405	Appendix E - Cost Breakdown
00406	Appendix F - List of Supplementary Architectural Information
00407	Appendix G - List of Supplementary Mechanical Information
00408	Appendix H - List of Equipment
00410	Bid Bond
00490	Qualification of Corporation Signature
00491	Qualification of Limited Liability Company Signature

CONTRACT FORMS

00610	Performance Bond	
00620	Payment Bond	
00630	Performance Bond for Subcontracts	
	UA Agreement Between Owner and Contractor (2000)	<i>Determine applicable contract and retrieve latest version from shared library</i>
	UA Agreement Between Owner and Contractor (CM Edition, 2000)	
00800	Supplementary Conditions	
00860	Schedule of Drawings	
00900	Addendum	

Edit the following Division 01 specification list to be project specific. Reference to actual sections may be required to make final selection.

DIVISION 01 – GENERAL REQUIREMENTS

Section	Section Title	Selection Information
01010	SUMMARY OF WORK	
01019	CONTRACT CONSIDERATIONS	<i>For smaller projects, use this section. Larger projects can use expanded sections 01027, 01028 & 01030 in lieu of this section. Note that this section also includes allowances. If there are allowances, this section should be retained even if expanded sections are used as noted above. Edit remainder of section accordingly.</i>
01027	APPLICATIONS FOR PAYMENT	<i>Expanded section in lieu of APPLICATIONS FOR PAYMENT article in Section 01019</i>
01028	MODIFICATION REQUIREMENTS	<i>Expanded section in lieu of CHANGE PROCEDURES article in Section 01019</i>
01030	OPTIONAL PRICES	<i>Expanded section in lieu of OPTIONAL PRICES article in Section 01019</i>
01039	COORDINATION AND MEETINGS	
01043	PARTNERING	
01045	CUTTING AND PATCHING	<i>Use for minor alteration work, Where more significant Alterations are required, consider Section 01120</i>
01050	FIELD ENGINEERING	<i>Expanded section in lieu of FIELD ENGINEERING article in Section 01039</i>
01090	REFERENCE STANDARDS	<i>Expanded section in lieu of REFERENCES article in Section 01400</i>
01120	ALTERATION PROJECT PROCEDURES	<i>In lieu of Section 01045 CUTTING and PATCHING when alteration work is more extensive</i>
01300	SUBMITTALS	
01310	CONSTRUCTION PROGRESS SCHEDULES	<i>Expanded section in lieu of CONSTRUCTION PROGRESS SCHEDULE article in Section 01300</i>
01311	COST-LOADED CONSTRUCTION PROGRESS SCHEDULES	<i>Expanded section in lieu of CONSTRUCTION PROGRESS SCHEDULE article in Section 01300 or in lieu of Section 01310. Note: using a cost loaded schedule has cost implications. For CM@Risk projects this requirement must be identified early in the design process.</i>
01400	QUALITY CONTROL	<i>Use Testing and Inspection services in this Section Typically. For expanded sections on Testing and Inspection services see 01410</i>

01500	CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS	<p>and 01411</p> <p><i>Use this section for small projects and/or projects with little site work. For large projects and projects with extensive site construction use expanded sections 01510, 01550, 01555, 01560, 01561, 01570 and 01590 in lieu of 01500. These sections address dust control, traffic control, haul routes etc. in a more thorough and detailed way that is required especially when projects are adjacent to the planning boundaries or when surrounding UA facilities will be impacted by construction.</i></p>
01510	TEMPORARY UTILITIES	<i>Expanded section in lieu of Section 01500</i>
01540	SECURITY	<i>When extraordinary security is required use this expanded section</i>
01550	ACCESS ROADS AND PARKING AREAS	<i>Expanded section in lieu of Section 01500</i>
01555	CONSTRUCTION FACILITIES	<i>Expanded section in lieu of Section 01500</i>
01560	TEMPORARY CONTROLS	<i>Expanded section in lieu of Section 01500</i>
01561	CONSTRUCTION CLEANING	<i>Expanded section in lieu of Section 01500</i>
01570	TRAFFIC REGULATION	<i>Expanded section in lieu of Section 01500</i>
01580	PROJECT IDENTIFICATION AND SIGNS	
01590	FIELD OFFICES AND SHEDS	<i>Expanded section in lieu of Section 01500</i>
01600	MATERIAL AND EQUIPMENT	
01601	SUBSTITUTION REQUEST FORM	
01650	STARTING OF SYSTEMS	
01700	CONTRACT CLOSEOUT	
01730	OPERATION AND MAINTENANCE DATA	<p><i>Expanded section in lieu of OPERATIONS AND MAINTENANCE DATA article in Section 01700</i></p>
01740	WARRANTIES	<i>Expanded section in lieu of WARRANTIES article in Section 01700</i>
01741	WARRANTY FORM	<i>Use this form in addition to either 01730 or 01740</i>
01810	GENERAL COMMISSIONING REQUIREMENTS	<p><i>Assume all large capital projects include Commissioning as part of the scope. Independent Commissioning is also part of LEED certification. This section outlines GC, Subcontractor requirements as it relates to the Commissioning scope.</i></p>



Project Manual and Specifications for

*******PROJECT NAME*******

*****Date*****

UA Project No.: **-****

For:

The Arizona Board of Regents

Project Management:
Department Of Facilities Design And Construction
220 West Sixth Street, University Services Annex
P.O. Box 210300, Tucson, Arizona 85721-0300

Prepared by:

****Consultant Name****

****Address****

****City, State, Zip****

****Phone Number****

NOT FOR CONSTRUCTION

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00102	Prior Approval Request Form	4
00200	Information Available to Bidders	2
00860	Schedule of Drawings	1

DIVISION 0 – BIDDING REQUIREMENTS:

00030	Notice to Contractors of Intent to Receive Bids	3
00100	Instructions to Bidders	15
00101	Inquiries	1
00102	Prior Approval Request Form	4
00200	Information Available to Bidders	2
00300	Bid Form - Stipulated Sum	5
00400	Supplements to Bid Form	3
00401	Appendix A - List of Subcontractors/Material Suppliers	1
00402	Appendix B - List of Unit Prices	1
00403	Appendix C - List of Optional Prices	1
00404	Appendix D - List of Separate Prices	1
00405	Appendix E - Cost Breakdown	1
00406	Appendix F - List of Supplementary Architectural Information	1
00407	Appendix G - List of Supplementary Mechanical Information	1
00408	Appendix H - List of Equipment	1
00410	Bid Bond	1
00490	Qualification of Corporation Signature	1
00491	Qualification of Limited Liability Company Signature	1

CONTRACT FORMS

00610	Performance Bond	1
00620	Payment Bond	1
00630	Performance Bond for Subcontracts	1
	UA Agreement Between Owner and Contractor (August 1999)	39
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00800	Supplementary Conditions	1
00860	Schedule of Drawings	1
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01019	CONTRACT CONSIDERATIONS	10
01027	APPLICATIONS FOR PAYMENT	6
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