

FRONT-END CHECKLIST

for General Work, **July 2009 Version**

PROJECT:

Project No.

DESIGNER Name/Submittal Date:

REVIEWER Name/Review Date:

FOR EACH ITEM: check box to show completion, or mark "N" for "Not applicable", or provide comments as desired by reference number.

000101 Cover / Title Page

- Correct Project Title & number shown
- Date consistent w/ Dwgs, Seals, signatures
- Contracting Agency correctly identified
- Designer correctly identified
- Designer & consultants seals & signatures

000110 Table of Contents

- Lists all documents bound in manual

000115 List of Drawings

- Lists all project drawings.

000120 List of Schedules

- Lists all schedules bound in manual

001116 Invitation to Bid

Use or follow **RPA January 2007 001116**

- Full Project name & number
- Designer name, addr, contact person, phone
- Brief Proj Desc (adequate & < 25 words)
- Pre-Bid Conference information
- Mailed bids attention
- Bid opening location
- Bid Time and Date
- Plan Rooms name & city; no address & phone
- Plan Deposit identified or says not required

002100 Instructions to Bidders

- Use **RPA July-2009 002113**
- If NGB Military Project:
 - Add **RPA January-2007 002213.13**
- If includes UG Tank or Lead Paint Removal:
 - Add **RPA January-2007 002213.19**
- If Work is at more than one location:
 - Add **RPA January-2007 002213.23**, and
 - Add **RPA July-2008 002213.26**

003000 Information Available to Bidders

- If hazardous materials data available:
 - Use **RPA January-2007 003126**
- If geotechnical data available:
 - Use **RPA January-2007 003132**
- Use **RPA Jan-2007 003860 Disqualified Cont.**

004100 Bid Form

- Use **RPA July-2008 004113**; or,
 - follow **RPA July-2008 004113 Gde**
- Project Title and number on all pages
- Roof Bond amount (or %) identified, if appl.
- Contract Time identified
- Liquidated Damages identified
- If alternates utilized:
 - Not more than 3;
 - Additive & in order of priority; and,
 - Supported by Section 012300;
- If unit prices utilized:
 - supported by Section 012219;
- If NGB Military project:
 - Add **RPA January-2007 004399**

005200 Agreement Forms

- Use **RPA January-2007 005201**; or,
- If Military NGB project:
 - Omit **RPA 005201**;
 - Use **RPA July-2008 005201.13**; and,
 - Use **RPA January-2007 005439 Corp Auth Cert**
- Use **RPA January-2007 005213 Agreement form**
- Use **RPA July-2008 005433 ACH form**
- Use **RPA January-2007 005435 Sub W-9 form**

006000 Bonds

- Use **RPA January-2007 006113**
- If roof involved subject to State Roof Bond:
 - Use **RPA January-2007 006143**

007200 General Conditions

- Use **RPA July-2009 007213 Modified AIA A201, 15th Edition, 1997**
- If Federal Funded: omit **RPA July-2008 007213**, and:
 - If Civilian, add **RPA July-2009 007213.29**;
 - or,
 - If Military NGB, add **RPA July-2009 007213.39**
 - Include **Federal Wage Rates** with either

007300 Supplementary Conditions

- If site NOT located on State-owned property:
 - Add **RPA July-2009 007341** for Contr Insur
- Use **RPA July-2008 007343 for Wage Determin**
- Use **RPA January-2009 007344 Bldg Rates**; or,
 - RPA January-2009 007346 Hwy Rates**

Item	Comments

011000 Summary

- Summarizes Work
- Alternates NOT addressed
- Delineates Contractor use of premises
- Describes Owner occupancy

012113 Allowances

- If Allowances specified:
 - Use **RPA January-2007 012113**; and, supported by Div 02-49 specs.

012219 Unit Prices

- If Unit prices specified:
 - Use **RPA January-2007 012219**; Quantities & Units specified; supported by Div 02-49 specs; and,
 - Stipulated or solicited in Bid Form

012300 Alternates

- If Alternates specified:
 - Use **RPA January-2007 012300**; Not more than 3; and, Additive and in order of priority

012600 Modification Procedures

- Use **RPA January-2007 012600** Mod. Procedures
- Use **RPA January-2007 012620** Weather Delays
- If project is strictly re-roofing:
 - Omit **RPA 012620**;
 - Use **RPA January-2007 012623**
- Use **RPA Jan-2007 012640** Change Order form
- Use **RPA Jan-2007 012650** Itemization form

012900 Payment Procedures

- Use **RPA Jan-2007 012973** Schedule of Values
- Use **RPA Jan-2007 012976** Payment Procedures
- Use **RPA Jan-2009 012976.13** Personnel Attest.

013100 Project Management & Coordination

- If includes Owner Commissioning Agent:
 - Use **RPA Jan-2007 013113.91** Comm Coord
- Use **RPA Jan-2007 013119** Project Meetings
- Use **RPA January-2007 013190** Admin Logs
- If includes asbestos abatement:
 - Omit **RPA January 2007 013190**
 - Use **RPA January-2007 013193**

013200 Construction Progress Documentation

- Use **RPA Jan-2007 013215** Progress Schedules
- If includes Owner-Assisted Scheduling:
 - Omit **RPA January-2007 013215**, and,
 - Use **RPA January-2007 013213**, and,
 - Use **RPA January 2007 013216**

013300 Submittal Procedures

- Designer provides
- As required, provide coordinating section **013323** on Shop Drawings, Product Data, and Samples, and other pertinent sections
- If includes Owner Commissioning Agent:
 - Use **RPA Jan-2007 013391** Comm Submit

013500 Special Procedures

- If includes asbestos abatement:
 - Use **RPA January-2007 013343**
- If site is Detention facility:
 - Use **RPA August-2008 013513.16**
- If site is Youth Development facility:
 - Use **RPA July-2008 013513.17**
- If site is Mental Health/Disabilities facility:
 - Use **RPA January-2007 013513.19**
- If site is School for the Blind facility:
 - Use **RPA July-2008 013513.22**
- If site is School for the Deaf facility:
 - Use **RPA July-2008 013513.25**

014100 Regulatory Requirements

- Use **RPA September-2008 014115**; and,
 - If needed, Designer provides supplemental section including additional requirements

014300 Quality Control

- Use **RPA January-2007 014325** Testing Lab Svcs
 - Or Designer provides as needed
- If includes asbestos abatement:
 - Use **RPA Jan-2007 014328** Test Lab Svcs

015000 Temporary Facilities and Controls

- Designer provides if needed
- If includes Owner-Assisted Scheduling:
 - Use **RPA Jan-2007 015225** Field Offices

016000 Product Requirements

- Use **RPA Jan-2007 016225** Product Opts & Subst
 - Or Designer-provided equal
- Use **RPA Jan-2007 016232** Subst Request form
 - Or Designer-provided equal

017000 Execution Requirements

- Designer provides **Field Engineering**, if needed
- Designer provides **Cleaning**, if needed
- Designer provides **Starting & Adjusting**, if needed
- Use **RPA Jan-2007 017770** Contract Close-out
- If includes Owner Commissioning Agent:
 - Use **RPA Jan-2007 017770.91** Comm Close-out

017800 Closeout Submittals

- Use **RPA July-2008 017821**; or,
 - Akin to **RPA July-2008 017821 Gde.**
- If roof work involved:
 - Use **RPA July-2008 017826** Roof Data
- If roof subject to standard warranty:
 - Use **RPA July-2008 017836** Roof Warranty incl. project no. & components checked
- Use **RPA July-2008 017888** Sub & Supplier list

017900 Demonstration and Training

- Use **RPA Jan-2007 017900** Demo. & Training

Item	Comments