

## CHAPTER 4: PROJECT MANUAL GUIDE

### 4.01 GENERAL

- A. The Designer's requirements for preparation of a Project Manual are defined by the Agreement. This chapter provides the Owner's guidance for procedures and use of standard documents in developing the Project Manual. Standard documents are provided in Appendix 2 Standard Bidding and Construction Documents. The C42 Standard Document Instructions and Checklist provided in Appendix 1 lists the standard documents and serves as a table of contents for Appendix 2.
- B. The Designer is responsible for accurate and appropriate application and completion of the standard documents. Further instructions for selected standard documents are provided herein.
- C. Class of Documents: Before assembling the Project Manual, most likely at the time outline specifications are developed, consult the Owner on the nature of the contract to be procured and which class of standard documents is appropriate. Classes normally includes any procurement via Design/Build, Best Value, and Construction Management. The Owner will instruct the Designer on the extent to which these need bidding requirements, contracting forms, and conditions.
  - a. Traditional design, bid, and lump sum construction
  - b. Alternative delivery Best Value procurement and lump sum construction
  - c. Alternative delivery CM/GC trade bidding for GMP construction services
2. Non-Construction documents are intended for direct purchases not involving on-site construction. Alternates, unit prices, and allowances options are not provided.
- D. In preparing the Project Manual, the Owner recommends use of the current applicable best practice recommendations made by the American Institute of Architects and the Construction Specifications Institute.
- E. Format the Project Manual for 8.5 inch by 11 inch pages and capable of two-sided printing with each section beginning on a right-hand page.
- F. Prepare the Project Manual for the unique requirements of the project. As standard documents or document templates are adopted for use in the Project Manual, the Designer shall ensure that provisions which are inapplicable to the project are

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3. Communicate to plan rooms the web address and process to access bidding documents.
  4. Ensure hard copies of Bidding Documents and portions thereof are available for nonrefundable purchase by Bidders of Record from the established source at a reasonable cost.
- D. 00 41 13 Bid Form
1. If the project includes a roof a Three Year Roof Bond shall be required and a proposed amount shall be reviewed with the Owner and upon approval stipulated on the Bid Form. Examples of appropriate stipulations are as follows.
    - a. "An amount equal to the Base Bid"
    - b. "An amount equal to Alternate No. 1"
    - c. "An amount equal to XX% of the Base Bid", deriving the percentage from the Designer's estimate for the roof work
    - d. A dollar amount, deriving the amount from the Designer's estimate for the roof work.
  2. If the project does not include a roof confirm with the Owner that a Three Year Roof Bond is not required and upon approval stipulate "Roof Bond Not Required" on the Bid Form.
  3. Complete the information for the Contract Time after review and approval by the Owner, with information added as applicable for phases. Follow the definition of Contract Time in the General Conditions of the Contract for Construction, counting days from and including the Notice to Proceed date and the date required for Substantial Completion.
  4. Complete the information for Liquidated Damages after review and approval by the Owner.
  5. Revise the text for identifying Alternates

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### V. 01 81 14 High Performance Building Requirements (HPBr)

Refer to the Office of State Architect's website and follow guidance therein.

### W. 01 91 13 Commissioning

01 91 23 Performance Testing Identification Form

01 91 26 Performance Testing Procedures Form

01 91 29 Functional Performance Test Certification

1. Commissioning is required on all State projects falling under requirements of State High Performance Building Requirements (HPBr) or on other projects as required by the Owner.
  - a. Enhanced commissioning requires the Owner to engage a Commissioning Agent, who will consult during design, and lead commissioning activities in construction.
  - b. Basic commissioning occurs on other work with heating, ventilating, air conditioning, and refrigeration systems and equipment, lighting controls, and domestic hot water.
2. If enhanced commissioning has been approved for the project, the Commissioning Agent will provide detailed commissioning specifications for the Designer to include.
3. When basic commissioning is required, coordinate with divisions 21, 22, 23, 25, and 26 and include the above listed sections at a minimum.
4. When basic commissioning is specified, provide a summary list of equipment and systems to be commissioned as a companion section numbered in sequence to follow the standard.

### X. 07 50 35 Existing Roofing System Warranty

For work that penetrates, modifies, or patches an existing roof that is under warranty:

1. Include a copy of the existing warranty that is in effect, typically as section 07 50 35.
2. Specify in an applicable section that the provider of the existing warranty is to be engaged to supervise and approve the work affecting the warranted roofing system and to provide a letter certifying the following.
  - a. The work performed upon the warranted roofing system was provided in accordance with the warrantor's requirements.
  - b. The work performed does not compromise the existing warranty.
  - c. The existing warranty remains in full force and effect.

### Y. 07 50 36 Total Roofing System Warranty

07 61 02 Twenty Year Total Metal Roofing System Warranty

Unless otherwise agreed to by the Owner, use the appropriate section if the project includes a roof and develop the roofing technical specifications to meet the following requirements.

1. Prohibit any other warranty form.
2. Prohibit incorporation or attachment of any other warranty, stipulations, or qualifications.

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3. If applicable, require separate warranties for each building, roof, or type of roofing membrane.
4. For membrane roofs using 07 50 36 Total Roofing System Warranty, require a warranty term of thirty years unless otherwise directed by the Owner.
5. Require inclusion of applicable roofing system components by exact naming of each component.

4.03 SPECIFICATIONS