

ALABAMA COMMUNITY COLLEGE SYSTEM (ACCS)

FACILITIES DIVISION

CONSTRUCTION MANUAL OF PROCEDURES

(Effective Date: August 1, 2021)

(Update Date: March 20, 2026)

ACCS Facilities Division Construction Manual of Procedures

Table of Contents

FOREWORD 5

SECTION 01 - SCOPE, FEES, AND EFFECTIVE DATE 6

 Scope..... 6

 MBE/ DBE Commitment..... 6

 ACCS Facilities Division Fees 6

 Effective Date 6

SECTION 02 - CODE AUTHORITY AND COMPLIANCE 8

 Code Authority..... 8

 Code Compliance..... 9

 Permit and Inspection Fees 9

 Storm Shelters 10

SECTION 03 - AUTHORITY, POWERS AND JURISDICTION 11

 Board of Trustees 12

 Chancellor 12

 ACCS Chief Facilities Officer 12

 ACCS Facilities Division..... 12

 College Presidents..... 13

 Design Professional / Design Team 13

 Contact Information - ACCS Facilities Division..... 13

SECTION 04 - DEFINITIONS 14

 Defined Terms 14

SECTION 05 - GENERAL REQUIREMENTS..... 18

 Use of ACCS Project Number 18

 Document Requirements..... 18

 Electronic Transmittal, Signatures, and Document Management 20

 ACCS Project Agreements, Standard Articles & General Conditions 20

 ACCS Project Forms..... 20

 Sales Tax Exemption 20

 Immigration Law Compliance 21

 Design Standards for Construction Projects 21

 Claims and Disputes 21

SECTION 06 - ACCS PROJECT PHASES OVERVIEW 22

SECTION 07 - PROJECT INITIATION..... 23

ACCS Facilities Division Construction Manual of Procedures

Project Request Form..... 23

SECTION 08 - SELECTING AND ENGAGING A DESIGN PROFESSIONAL 25

 Relationship of the Design Professional, ACCS, and ACCS Institutions 25

 Required Employment of Design Professionals 25

 Full Professional Team 25

 Master List of Professional Service Providers..... 25

 Contract Types 26

 O/A Agreement..... 26

 Payment for Professional Services..... 29

SECTION 09 - DESIGN PHASE..... 31

 Pre-Project Orientation Meeting 31

 Schematic Design Submittal (Service A) 31

 Preliminary Design Submittal (Service B) 32

 Final Design Submittal (Service C) 33

SECTION 10 - CONSTRUCTION PROCUREMENT..... 36

 Pre-Bid Approval and Review Requirements..... 36

 Bid Procedures 36

 Bid Alternates, Unit Prices, and Allowances..... 36

 Awarding a Contract for Construction..... 38

 Projects Costing \$100,000 or Less..... 39

 Contract Execution..... 40

SECTION 11 - CONSTRUCTION AND CLOSE OUT 43

 Construction Phase..... 43

 Payments to Contractors 47

 Change Orders 48

 Consent of Surety..... 49

 Project Closeout..... 49

SECTION 12 - ROOFING PROJECTS 52

SECTION 13 - ONE YEAR INSPECTION 53

EXHIBITS 54

EXHIBIT A - SCHEDULE OF ACCS SYSTEM CODES (VPDI)..... 55

EXHIBIT B - ACCS DESIGN STANDARDS FOR CONSTRUCTION PROJECTS..... 56

EXHIBIT C - RECOMMENDED PROCEDURES FOR SELECTING DESIGN PROFESSIONALS 59

ACCS Facilities Division Construction Manual of Procedures

EXHIBIT D - DETERMINATION OF BASIC FEES FOR DESIGN PROFESSIONAL SERVICES..... 63

EXHIBIT E - MINIMUM DOCUMENT REQUIREMENTS 69

EXHIBIT F - BID PROCEDURES 80

EXHIBIT G - PROCEDURES FOR SELECTING CONSTRUCTION MANAGER AS ADVISOR (CMa)..... 87

EXHIBIT H - INDEPENDENT CODE CONSULTANT SERVICES AND INSPECTIONS.... 91

EXHIBIT I - PROJECT WORKFLOW ROLES AND RESPONSIBILITIES..... 94

EXHIBIT J - OAC MEETING AGENDA AND RESPONSIBILITIES..... 95

EXHIBIT K - ACCS INSPECTION MATRIX..... 96

ATTACHMENTS..... 97

 PROFESSIONAL SERVICES CONTRACT, STANDARD ARTICLES AND AMENDMENTS 97

 CONSTRUCTION CONTRACT, GENERAL CONDITIONS AND AMENDMENTS 97

 REQUIRED ATTACHMENTS TO ALL AGREEMENTS..... 97

 DESIGN PHASE FORMS..... 98

 CONSTRUCTION PROCUREMENT FORMS 98

 CONSTRUCTION PHASE FORMS 99

FOREWORD

Design Professionals have a critical responsibility to use the most current forms and documents available at the time of preparing the Project Manual to ensure accuracy, compliance, and clarity throughout the construction process.

Utilizing outdated forms can lead to inconsistencies, legal vulnerabilities, and miscommunication among project stakeholders.

By adhering to the latest documentation, design professionals uphold their ethical and professional duty to protect the interests of the client, maintain regulatory compliance, and support the efficient execution of the project.

ACCS Facilities Division Construction Manual of Procedures

SECTION 01 - SCOPE, FEES, AND EFFECTIVE DATE

This Construction Manual of Procedures (Manual) provides the Board of Trustees with approved procedures to be followed on all construction projects involving the Alabama Community College System (ACCS) and all of its colleges and institutions. All questions regarding any procedure must be directed to the ACCS Facilities Division.

Scope

This Manual is dedicated to the requirements and procedures of the ACCS Facilities Division in carrying out the policies and procedures of the Board of Trustees. Before proceeding with preparation of bid documents or submittals, the Design Professional should determine whether sources of project funding (such as federal funding) or whether project specific regulations may require modification or supplementation of these requirements, forms, or procedures. If modification or supplementation is necessary, contact the ACCS Chief Facilities Officer for guidance as to the appropriate method. Otherwise, the processes, procedures, and forms described and identified in this Manual must be used on all college or ACCS construction projects after the effective date set forth below.

This Manual and its processes, procedures, and forms shall be followed on all Public Works projects as that term is defined by Title 39 of the Code of Alabama regardless of whether the amount of the Project requires advertisement of formal sealed bids. Public Works is defined as:

“The construction, installation, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, curbs, gutters, side walls, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, installed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise.” Ala. Code § 39-2-1(6).

Any question regarding whether a project meets the Public Works definition of Title 39 shall be resolved at the ACCS Facilities Division level.

MBE/ DBE Commitment

The ACCS encourages access and opportunity for small, minority-owned, and women-owned businesses certified by a recognized entity such as ADECA’s Office of Minority Business Enterprises, or similar agency/ authority. The ACCS goal is to achieve five percent (5%) MBE/ DBE participation in its construction projects. Please contact the Facilities Division for additional information.

ACCS Facilities Division Fees

There are no fees for ACCS Facilities Division’s supervision and review of ACCS Projects.

Effective Date

ACCS Facilities Division Construction Manual of Procedures

The effective date of this manual is August 1, 2021, pursuant to Act 2021-476.

- (1) Interim projects: The ACCS Facilities Division will review all projects at any stage of construction after August 1, 2021. Generally, all projects having a Notice to Proceed dated on or prior to July 31, 2021, will remain DCM administered projects subject to ACCS Facilities Division review. This Manual shall not apply to DCM administered projects.
- (2) Projects in which a Notice to Proceed has not been issued or in which the Notice to Proceed is dated August 1, 2021, or thereafter, are subject to this ACCS Construction Manual of Procedures.
- (3) All questions regarding the applicability of this Manual or whether a project needs to involve DCM shall be determined by the Chief Facilities Officer.

ACCS Facilities Division Construction Manual of Procedures

SECTION 02 - CODE AUTHORITY AND COMPLIANCE

All ACCS projects shall be designed and constructed in compliance with applicable Codes, Ordinances, and Law in accordance with this Section.

Code Authority

- (1) State Building Codes: The Division of Construction Management (DCM) is the division of the state charged with adopting minimum building standards codes applicable to all ACCS Projects. Prior to project initiation and through completion of the Project, it is the Design Professional's responsibility to determine the applicable State Building Codes and to design the project in compliance therewith. A listing of current State Building Codes may be found at the DCM website.
- (2) State Fire Marshal: The State Fire Marshal conducts inspections of buildings and properties in Alabama, and adopts and enforces various Building, Life Safety, and Fire Prevention Codes. All ACCS Projects shall be designed and constructed in accordance with the requirements of the State Fire Marshal as found at <https://www.firemarshal.alabama.gov>.
 - (a) The State Fire Marshal requires Fire Alarm Contractors to be certified through their office. All Fire Alarm Contractors performing work on ACCS projects must comply with this requirement.
- (3) Local Building Codes and Permits: Pursuant to the powers, authority, and jurisdiction transferred to the Board of Trustees under ACT#2021-476, the Board of Trustees hereby directs that all Projects will be subject to the Building Codes and Ordinances within a City, Town, County, or other municipality in which an ACCS college, institution, training center, or other structure is being renovated or constructed. This includes the design review and inspections of the local Code Official and/ or Fire Official, including payment of fees associated therewith. No Local Code Authority: Where an ACCS Project is located outside of the jurisdiction of a local Code Official and/ or Fire Official, the ACCS Chief Facilities Officer shall be notified by the Design Professional of such circumstance. The Chief Facilities Officer will coordinate with the Design Professional to engage an Independent Code Consultant ("ICC") for review and/ or inspection to ensure Code compliance.

ACCS Facilities Division Construction Manual of Procedures

Code Compliance

The Design Professional shall be proactive in assessing the Code compliance aspects of the project and should engage the local Code Authority (AHJ) or Independent Code Consultant during the design phase to coordinate submittal and reviewing the plans and specifications. *Section 09 – Design Phase* outlines submittal requirements related to Code compliance and communication of related project aspects to the Owner.

- (1) Conflicts between minimum building standards codes of DCM and Local Building Standards Codes: If the Local Building Standards Codes are inconsistent in total or in part with those minimum building standard codes adopted by DCM, the more stringent provision will control to the extent permitted by law.

Permit and Inspection Fees

Fees associated with permit and inspection services shall be paid in accordance with the following:

- (1) Local AHJ: Where a city, town, county, or other municipality provides permit and inspection services, payment for fees shall be the responsibility of the General Contractor, with the requirement therefore being included in the Bid Documents. Permit and inspection fees that accrue before execution of an ACCS Construction Contract and Issuance of Notice to Proceed shall be paid on behalf of ACCS by the ACCS institution at which the project is occurring. Any additional extra fees or penalties caused by a Contractor's failure to cancel or reschedule an AHJ inspection shall be paid by the Contractor and will not be reimbursed by ACCS unless specifically approved by the Chief of Facilities.
- (2) Independent Code Consultant: Where an Independent Code Consultant is selected to perform Code review and/ or inspections by the Facilities Division, the cost of these services shall be paid on behalf of ACCS by the ACCS institution at which the project is occurring. The Contractor shall be responsible for scheduling the required inspections of the ICC. Failure of the Contractor to provide seventy-two (72) hours' notice of cancellation or rescheduling of any inspection shall result in the Contractor having the cost of the reinspection being deducted from the final payment on the Project.

ACCS Facilities Division Construction Manual of Procedures

Storm Shelters

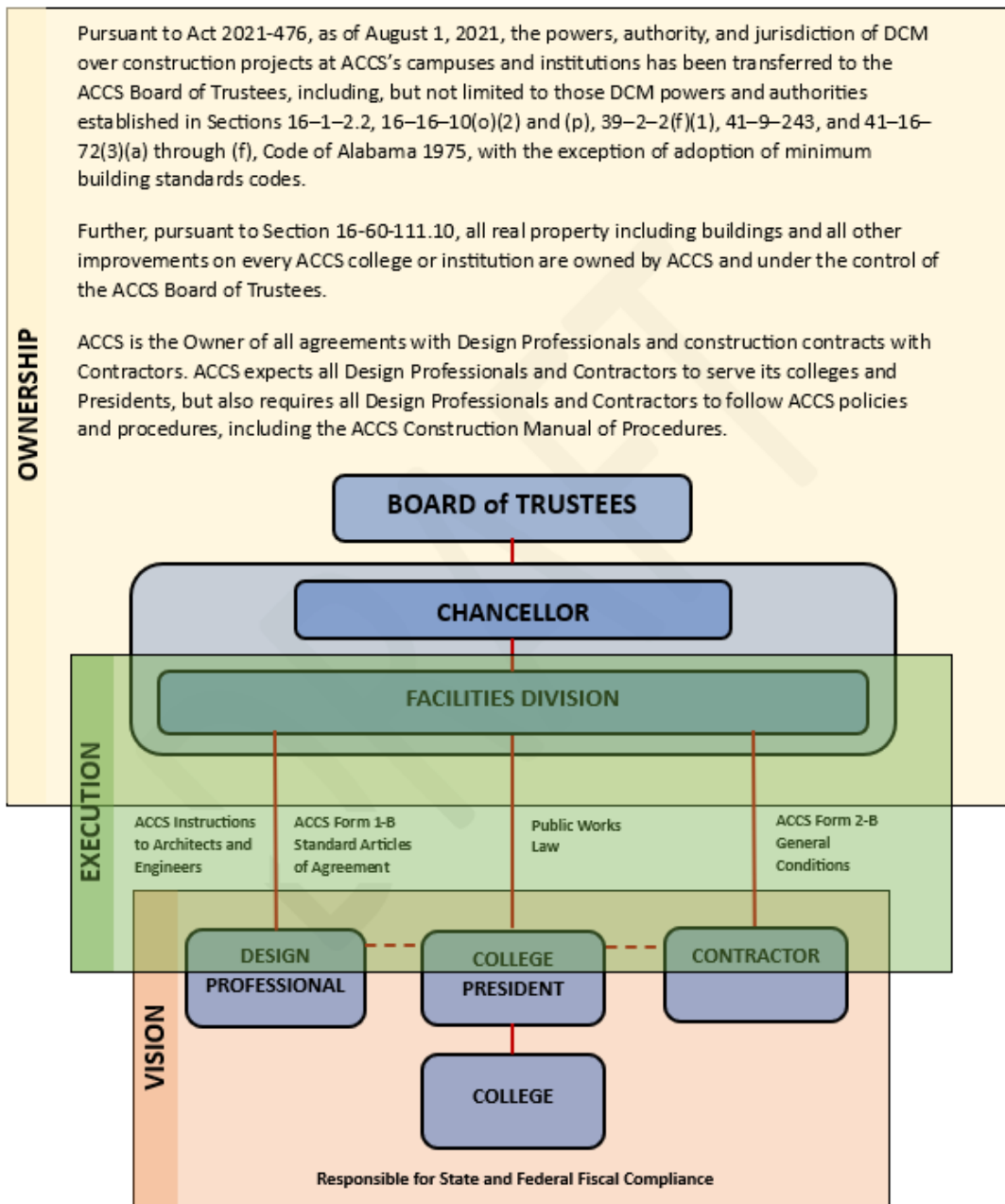
In accordance with Section 16-1-2.2 of the Alabama Code, any new contract awarded for the construction of a new building containing classrooms or dorm rooms shall include a storm shelter in compliance with the most current adopted edition of *ICC/ NSSA-500, Standard for the Design and Construction of Storm Shelters*. All decisions regarding the application of Section 16-1-2.2 to any Project shall be approved by ACCS Facilities Division.

ACCS Facilities Division Construction Manual of Procedures

SECTION 03 - AUTHORITY, POWERS AND JURISDICTION

The power, authority, and jurisdiction of the ACCS Board of Trustees, Chancellor, and Facilities Division with regard to building and facility projects are outlined in this Section.

ACCS PROJECT MANAGEMENT DELEGATION OF RESPONSIBILITIES



ACCS Facilities Division Construction Manual of Procedures

Board of Trustees

Pursuant to Act 2021-476, as of August 1, 2021, the powers, authority, and jurisdiction of DCM over construction projects at ACCS's campuses and institutions has been transferred to the ACCS Board of Trustees, including, but not limited to those DCM powers and authorities established in Sections 16-1-2.2, 16-16-10(o)(2) and (p), 39-2-2(f)(1), 41-9-243, and 41-16-72(3)(a) through (f), Code of Alabama 1975, with the exception of adoption of minimum building standards codes.

Chancellor

Pursuant to Section 16-60-111.6 of the Alabama Code, the Board of Trustees has delegated to the Chancellor the authority to act and make decisions concerning the management and operation of the ACCS Facilities Division.

ACCS Chief Facilities Officer

The ACCS Facilities Division is led by the Chief Facilities Officer, who reports directly to the Chancellor. The Chief Facilities Officer is responsible for ensuring compliance with ACCS Construction policies and procedures and this Manual. In furtherance of this duty, the Chief Facilities Officer shall take any and all actions necessary to ensure compliance including, but not limited to, temporary or permanent stoppage of work, rejection of pay applications, and any other action necessary to protect the best interests of ACCS.

ACCS Facilities Division

Under the authority bestowed by ACT#2021-476, the Board of Trustees has adopted policies and procedures, including this ACCS Construction Manual of Procedures, which govern all aspects of construction projects at ACCS's colleges. The ACCS Facilities Division was established to carry out the Board of Trustee's construction policies and procedures at ACCS's colleges.

- (1) Responsibilities: The ACCS Facilities Division responsibilities include:
 - (a) Supervision, review, and approval of all aspects of ACCS Projects;
 - (b) Ensure compliance with ACCS policies and procedures, including this ACCS Construction Manual of Procedures;
 - (c) Creating policies and procedures for ACCS Projects subject to Board approval; and
 - (d) Providing reports to the Board as directed on all ACCS Projects.
- (2) Structure: The ACCS Facilities Division is led by the Chief Facilities Officer, who reports directly to the Chancellor. The Chief Facilities Officer is supported

ACCS Facilities Division Construction Manual of Procedures

by Regional Project Facilities Directors and Administrative staff. Regional Project Facilities Directors oversee construction and renovation projects in their respective geographic territories and work with the Colleges leadership and facilities personnel in completing Projects pursuant to the ACCS Construction Manual of Procedures, Board Policies, and other applicable rules, regulations, and laws. The Chief Facilities Officer is in regular communication with the ACCS Finance Division regarding financial aspects of ACCS projects.

College Presidents

The President of an ACCS institution is responsible to the Chancellor for the day-to-day operation of the institution. The President is responsible for operating the institution within Board of Trustee policy and all applicable state and federal laws. In Public Work projects, the President is responsible for conducting a Project within Board of Trustee policy, including this Construction Manual of Procedures.

Design Professional / Design Team

The Design Professional is: (1) responsible to the ACCS Facilities Division to ensure that all policies and procedures of the ACCS Board of Trustees and ACCS Facilities Division, including those within this Construction Manual of Procedures, are followed in the provision of professional design services and (2) accountable to the President of an ACCS institution to provide design services. The Design Professional is required to secure all required reviews and approvals of ACCS Facilities and should provide periodic updates of Projects directly to ACCS Facilities.

Contact Information - ACCS Facilities Division

(1) Mailing Address

Mr. Mark Salmon, Chief Facilities Officer
Alabama Community College System
135 South Union Street
Montgomery, AL 36104

(2) Telephone
(334) 293 – 4672

(3) E-Mail Address

(a) Mark.salmon@accs.edu

ACCS Facilities Division Construction Manual of Procedures

SECTION 04 - DEFINITIONS

The following terms, or pronouns in place of them, are found throughout this Manual. Their intent and meaning shall be interpreted as defined in this Section. Where a definition is not included in this Section, please refer to *Article I* of both the *Standard Articles of the Agreement between Owner and Architect* (ACCS Form 1-B) and the *General Conditions of the Contract for Construction* (ACCS Form 2-B).

Defined Terms

- (1) ACCS: Alabama Community College System.
- (2) ACCS Projects: All forms of construction projects, including but not limited to design, construction, renovation, alteration, remediation, demolition, or improvement projects on ACCS educational properties, including facilities, buildings, and building component systems, under the oversight, management, and control of the ACCS Facilities Division.
- (3) AHJ: Authority Having Jurisdiction. The local Code Official and/ or Fire Official responsible for adopting, promulgating, and enforcing Building Codes and Ordinances within a City, Town, County, or other designated geographic area.
- (4) Board of Trustees (Board): The Alabama Community College System Board of Trustees.
- (5) Budget (Project Budget): The total project budget established and approved by the ACCS Facilities Division.
- (6) Chancellor: The Chancellor of the Alabama Community College System.
- (7) Chief Facilities Officer: The individual charged with leading the Facilities Division, who reports to the Chancellor.
- (8) College: ACCS's colleges or trade school.
- (9) College's Designated Representative: The person or entity who represents ACCS for an ACCS Project and is authorized to make decisions on behalf of the Owner in accordance with this Manual and the terms and conditions of ACCS Forms, also included in this Manual. The College's Designated Representative does not have authority to make or approve any decision outside of the requirements of this Manual or the terms and conditions of ACCS Forms. Any exception to the requirements of this Manual or the terms and conditions of ACCS Forms can only be made by the Chief Facilities Officer. The College's Designated Representative

ACCS Facilities Division Construction Manual of Procedures

is typically a college President, but may be an appropriate college employee such as a business officer or college facilities director if so designated by the President.

- (10) Competitive Bid Law: Historically, refers to Section 41-16-50, et. seq. of the Code of Alabama. No purchases are authorized for ACCS colleges or schools relating to facilities under Section 41-16-50, et. seq. of the Code of Alabama. All questions should be directed to the Chief Facilities Officer.
- (11) Construction Contract: The Construction Contract for projects over \$100,000 is ACCS Form 2-A. The Construction contract for projects of \$100,000 or less is ACCS Form 2-AA. All Public Works Projects, including those projects over \$100,000 and those Projects under \$100,000, shall use ACCS Form contracts.
- (12) Construction Costs: The current or anticipated construction contract amount.
- (13) Cost of the Work: See *Article 8 – Definition of Cost of the Work of the Standard Articles of the Agreement between Owner and Architect* (ACCS Form 1-B).
- (14) DCM: Division of Construction Management in the Alabama Department of Finance.
- (15) Design Professional: An Alabama registered Architect, Engineer, architectural and/or engineering firm employed by ACCS to provide professional design services to ACCS.
- (16) Facilities Division: The ACCS Facilities Division, which is responsible for oversight and management of all ACCS projects as defined herein, pursuant to the policies and procedures adopted by the ACCS Board of Trustees.
- (17) Independent Code Consultant: A consultant typically engaged by the Facilities Division to provide plan review and/ or inspection services to ensure Code compliance.
- (18) Lead Design Professional: The primary Design Professional that holds a Contract for architectural and/or engineering services with ACCS.
- (19) Major Renovation: An ACCS Project where fifty percent (50%) or more of the Cost of the Work is allocated to renovations and/ or alterations of existing space.
- (20) Notice of Award: Written notice provided to the address shown on the bidder's proposal by or on the behalf of the Owner to the successful bidder pursuant to Title 39 of the *Code of Alabama*. The Notice of Award is not a Notice to Proceed. The Notice of Award is not a Construction Contract. No aspect of construction

ACCS Facilities Division Construction Manual of Procedures

may begin by the successful bidder until a Construction Contract is executed, and the successful bidder has received a Notice to Proceed after the execution of the Construction Contract.

- (21) Notice to Proceed: Written notice to the Contractor by the Owner to proceed with the Work. The Notice to Proceed will state both the date upon which the Work may commence and the date upon which the Work is to be completed.
- (22) O/A Agreement: The contract between ACCS and the Architect is referred to as the *Owner/Architect Agreement* or *O/A Agreement*.
- (23) Owner: ACCS on behalf of the community and technical colleges under its control, management, and direction.
- (24) President: A president of an ACCS community or technical college.
- (25) Project Design Team: The design professionals assigned to a building or facilities project, including the Lead Design Professional and consulting design professionals sub-contracted thereto. The Project Design Team members are under contract with ACCS and should ensure that all approvals required from ACCS or ACCS Facilities in this Manual or other ACCS Forms are received. The Project Design Team members should provide monthly reports to the Regional Project Facilities Director on all Projects.
- (26) Project Request Form: The Project Request Form is prepared by a college and submitted to the Chancellor via the ACCS Facilities Division for approval and authorization to proceed with the project. ACCS Facilities Division reserves the right to request updated Project Request Forms at any phase of the project.
- (27) Procurement Division: Section 41-4-110 of the Code of Alabama created the Division of Procurement and Chief Procurement Office. Pursuant to Section 41-4-124 of the Code of Alabama, ACCS is subject to Article 5 of Chapter 4 of Title 41 of the Code of Alabama, but it is not subject to the oversight and authority of the Chief Procurement Officer. All procurement questions should be directed to the Chief Facilities Officer.
- (28) Public Works Law: Title 39 of the Code of Alabama, as amended.
- (29) Public Works Projects: Those projects that meet the definition of Public Works in Section 39-2-1 of the Alabama Code. Public Works is defined as “The construction, installation, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, curbs, gutters, side walls, bridges, docks,

ACCS Facilities Division Construction Manual of Procedures

underpasses, and viaducts as well as any other improvement to be constructed, installed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise.” Ala. Code § 39-2-1(6). Any question regarding whether a project meets the Public Works definition of Title 39 shall be resolved at the ACCS Facilities Division level.

- (30) Regional Project Facilities Director: One of several regional facilities personnel responsible for overseeing building and facilities projects on a geographic portion of the state.
- (31) State Building Code: The body of minimum building standards codes published by code writing organizations which has been adopted by DCM as minimum building standards code for the State of Alabama.
- (32) Total Project Costs: The combined value of the Construction Cost, fixtures, furnishings, and equipment, land acquisition, plus all “soft costs” including professional fees, and associated project related expenses.

ACCS Facilities Division Construction Manual of Procedures

SECTION 05 - GENERAL REQUIREMENTS

This Section summarizes General Requirements associated with numbering and tracking projects, distributing project related documents, the use of ACCS standard documents and forms, and compliance with ACCS Design Standards for Construction Projects and the Instructions to Architects and Engineers. College leaders, Design Professionals, Contractors and sub-Contractors, as well as other project stakeholders should carefully read, understand, and follow the General Requirements outlined herein to facilitate efficient project correspondence.

Use of ACCS Project Number

The ACCS Facilities Division utilizes a seven (7) digit project numbering system with the three (3) to six (6) digit College VPDI Code. The Project Number is established by the ACCS Facilities Division upon notification of the Chancellor's approval of a "Project Request Form" and will subsequently be assigned to an *O/A Agreement* upon execution. The General Contractor and Design Professional shall clearly display the ACCS Project Number in **ALL** correspondence with the Owner and each other.

- (1) Project Number Format: **2025001 ACCSO**
 - (a) Calendar Year: First four digits is the Calendar Year that the project was established, **2025** in this example.
 - (b) Sequential Project Number: The next three digits reflect the sequential project number initiated in the calendar year, **001** in this example.
 - (c) College Assigned VPDI Code: The third group of characters reflects the individual College Banner System Identifier (VPDI Code), ranging from three to six characters in length, ACCSO in this example. A complete list of VPDI Codes is located in *Exhibit A – Schedule of ACCS System Codes (VDPI)*.

Document Requirements

- (1) Transmittal of Design Documents: All official submittals to the ACCS Facilities Division shall be accompanied by the standard *Transmittal Form* (ACCS Form 4-A), which shall be filled out in full. All submittals shall be submitted electronically with hard copies provided only for ACCS Facilities' specific requests. Incomplete transmittal forms and/ or incomplete submittals may result in delayed approval or disapproval.
- (2) Use of ACCS Uniform Documents and Standard Forms: ACCS uniform documents and standard forms must be utilized at the appropriate stage of the project for their intended use. Specific uniform documents and standard forms

ACCS Facilities Division Construction Manual of Procedures

required to be bound into the Project Manual are noted as such in the *Attachments Schedule*.

- (3) ACCS Forms 1-A, 1-B, 2-A, 2-AA, and 2-B shall be used on all projects without modification unless approved by the ACCS Facilities Division.
- (4) Quality of Documents Submitted to the ACCS: When specifically requested, Paper copies of documents submitted to the ACCS shall be readily legible and printed/ formatted on standard paper sizes. To facilitate timely processing, do not highlight text, use colored paper, or staple multi-page documents.
- (5) Quantity of Documents to be Submitted: Submit the following quantity of documents based on document type.
 - (a) Plans and Specifications: One electronic version (unless a paper copy is specifically requested by ACCS Facilities) of plans and specifications is to be submitted to ACCS Facilities for approval of each phase of the design process. The electronic version submitted should be a digital (standard readable PDF format) set of Plans and Specifications.
 - (b) O/A Agreements: The ACCS Facilities Division requires one (1) complete original O/A Agreement and any subsequent Amendments, bearing all signatures, notarizations, and attachments.
 - (c) Construction Contracts: The ACCS Facilities Division requires one (1) complete original Construction Contract with Bonds, Change Orders and Modifications to the Construction Contracts, bearing all signatures, notarizations, and attachments.
 - (d) Architect/ Engineer Statements for Services: Statements for Professional Services associated with a fully executed O/A Agreement may be transmitted electronically to the College Designated Representative for processing.
 - (e) Contractor Applications for Payment: Contractors Pay Applications shall be submitted to the Design Professional for approval and then forwarded to the College Designated Representative for processing. Electronic transmittal is permitted.
 - (f) Contractor's Submittal Data and Shop Drawings: Copies of the Contractor's submittal data and shop drawings are not to be submitted to ACCS Facilities Division, but are to be maintained by the General

ACCS Facilities Division Construction Manual of Procedures

Contractor during construction, and at the completion of the project shall be submitted to the College as a part of Close-Out Documents either electronically (preferred), or in paper form.

- (g) Other Documents: In general, other project-related documents may be transmitted electronically to the Owner as applicable.

Electronic Transmittal, Signatures, and Document Management

Reserved.

ACCS Project Agreements, Standard Articles & General Conditions

The ACCS Facilities Division utilizes a standard *O/A Agreement* and a standard *Construction Contract*, each referencing *Standard Articles* and *General Conditions*, respectively. The agreements may be revised only by *Amendment to the O/A Agreement* or *Change Order to the Construction Contract*.

- (1) *Agreement between Owner and Architect* (ACCS Form 1-A) herein referred to as “O/A Agreement.”
- (2) *Standard Articles of the O/A Agreement* (ACCS Form 1-B) herein referred to as “Standard Articles.”
- (3) *Amendment to the O/A Agreement* (ACCS Form 1-D) herein referred as “O/A Amendment.”
- (4) *Construction Contract* (ACCS Form 2-A)
- (5) *Small Public Works Contract* (ACCS Form 2-AA)
- (6) *General Conditions of the Construction Contract* (ACCS Form 2-B) herein referred to as “General Conditions.”
- (7) *Contract Change Order* (ACCS form 2-F) herein referred to as “Change Order.”

ACCS Project Forms

All ACCS standard Forms, sample Documents, and Checklists are provided in the Exhibits and Attachments to this Manual and are available for download at <https://www.accs.edu/facilities/>.

Sales Tax Exemption

ACCS Facilities Division Construction Manual of Procedures

Sales and Use Tax Certificates of Exemption shall be administered in accordance with Alabama Act 2013-205. Refer to the Alabama Department of Revenue's web site <https://revenue.alabama.gov/wp-content/uploads/2017/05/ST-EXC-01.pdf> for applicable forms.

Immigration Law Compliance

Contractors (including Architects and Engineers) are required to enroll in the E-Verify Program, and to provide documentation of enrollment with their contracts or agreements. Refer to <https://www.e-verify.gov/employers/enrolling-in-e-verify>.

Design Standards for Construction Projects

From time to time, the ACCS Facilities Division will update *Exhibit B – Design Standards for Construction Projects* and the *ACCS Instructions to Architects and Engineers* to reflect best practices for design and construction of ACCS facilities. Design Professionals shall review and familiarize themselves with the recommendations and requirements defined therein, and shall endeavor to design facilities that comply with the requirements and strive to satisfy the recommendations defined in the standards.

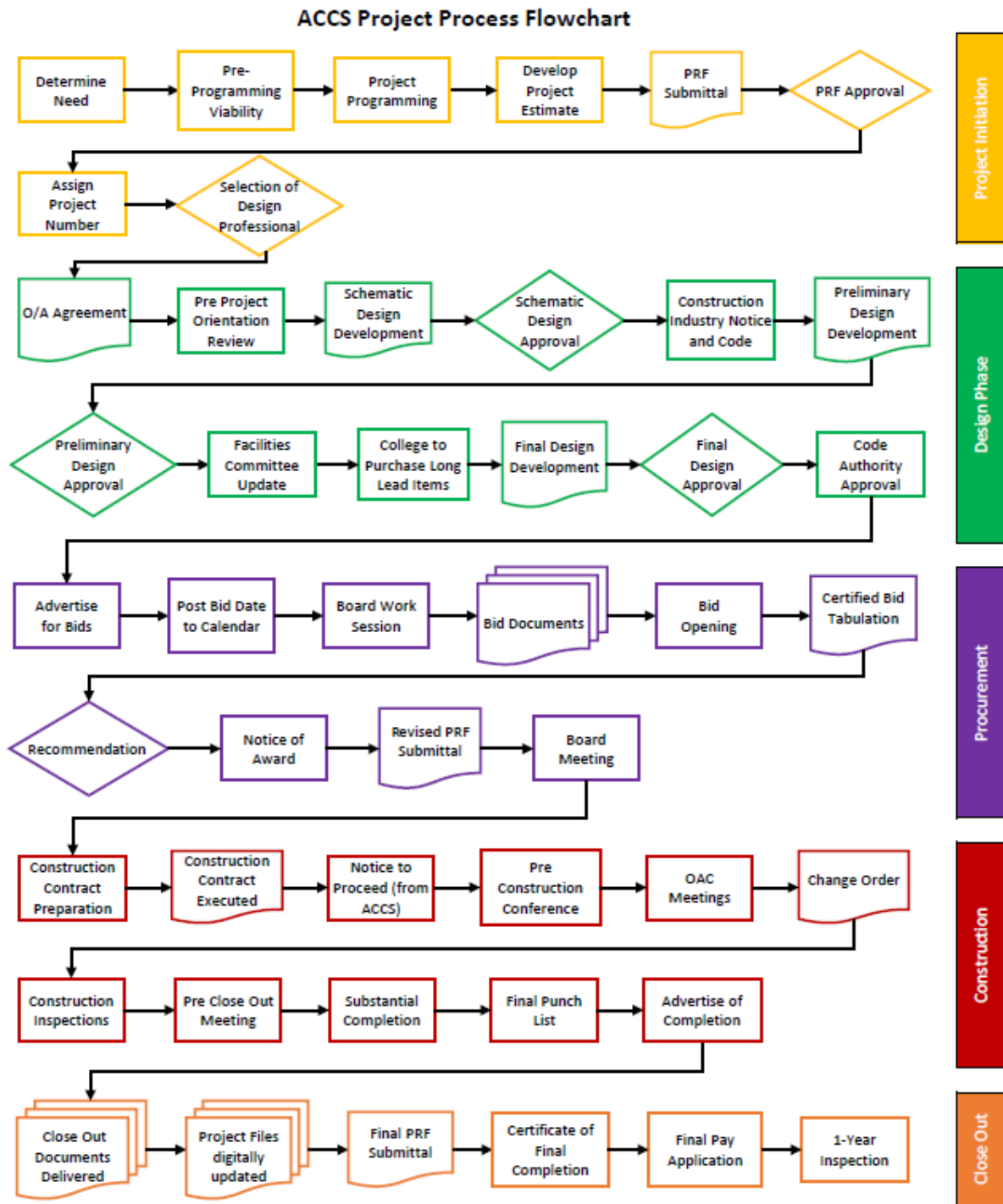
Claims and Disputes

Claims and Disputes among parties to the *O/A Agreement* or the *Construction Contract* shall be resolved in accordance with the terms of the *Standard Articles* and/or *General Conditions*, as applicable.

ACCS Facilities Division Construction Manual of Procedures

SECTION 06 - ACCS PROJECT PHASES OVERVIEW

This Section provides a general overview of the ACCS process for a typical project from its inception to the one-year inspection following completion of construction. Detailed information regarding each stage of the process is found in *Section 07* through *Section 12* of this Manual.



ACCS Facilities Division Construction Manual of Procedures

SECTION 07 - PROJECT INITIATION

The inception of a project involves identifying the need, defining the general scope and scale of the project, securing funding for the project, and communicating these project parameters to the Chancellor's office for review and approval.

Project Request Form

- (1) A College shall prepare a "Project Request Form" for submission to the Chancellor's office for approval for all Projects regardless of the amount of the Project. The Project Request Form shall include the following minimum information:
 - (a) Narrative describing the need for the facility, including alternatives considered to address the need,
 - (b) Proposed location for the construction of the project (project site),
 - (c) Preliminary program including proposed facility needs and estimated square footage,
 - (d) Type of Project: New construction, addition, alteration, or renovation.
 - (e) Project Budget identifying projected land acquisition, programming, design, construction, and furnishing/ equipment costs,
 - (f) Source(s) of funding,
 - (g) Proposed project timeline including any critical dates/ deadlines required by funding or operational needs.
- (2) Required Project Request Form Approval: The Chancellor's written approval of the Project Request Form is required before proceeding with the engagement of professional design services.
 - (a) For projects greater than \$500,000, cost variances greater than 10% of the Project Request Form estimate will need another approved Project Request Form with the College disclosing the source(s) of funding for this added expense.
- (3) ACCS Project Number Established: The ACCS Facilities Division will assign an ACCS Project Number to the project following the Chancellor's approval of the Project Request Form.

ACCS Facilities Division Construction Manual of Procedures

- (4) Selection of Design Professionals: *See Section 08 – Selecting and Engaging a Design Professional* for procedures associated with selecting the professional team necessary to deliver an ACCS project.

SECTION 08 - SELECTING AND ENGAGING A DESIGN PROFESSIONAL

This Chapter addresses conditions for selecting and engaging Architects and Engineers in the preparation of plans and specifications for all ACCS projects. Also refer to *Exhibit C - Recommended Procedures for Selecting Design Professionals* for additional details of the selection process and selection criteria.

Relationship of the Design Professional, ACCS, and ACCS Institutions

The Design Professional contracts directly with ACCS upon the recommendation of the college or school President. The Design Professional is an independent contractor providing professional services to ACCS on real property and improvements owned by the ACCS Board. While the Design Professional is expected to provide design services to Presidents to meet the needs of ACCS colleges and schools by following the Board's policies and procedures, including this Manual, ACCS is the Design Professional's client. Despite the designation of an College Designated Representative, the Design Professional is required to secure all required reviews and approvals of ACCS Facilities and should provide periodic updates of Projects directly to ACCS Facilities.

Required Employment of Design Professionals

The ACCS and all member institutions must employ the services of Alabama Registered Architects and/ or Engineers as applicable in accordance with Title 34, Chapter 2 – Architects, and Chapter 11 – Engineers and Land Surveyors, Code of Alabama, 1975, as amended. An Architect or Engineer shall be employed as the Lead (Prime) Design Professional to design and observe the construction or improvements of a building or facility. The Lead Design Professional may be an Engineer/ engineering firm where the design of the project is primarily within the specialty of said professional, and the Architectural design is incidental to the overall project design. The Design Professional contracts directly with ACCS upon the recommendation by the college or school President. The final decision for the selection or use of a Design Professional remains with ACCS.

Full Professional Team

Most projects require a multi-disciplined team of professionals including, but not limited to, Architects, Structural Engineers, Mechanical Engineers, Electrical Engineers, Civil Engineers, etc. ACCS requires projects under its purview to be designed by a full professional team whereby each primary discipline included in the scope of work of the project is designed by a professional trained and registered in Alabama to provide such specialty service.

Master List of Professional Service Providers

ACCS Facilities Division Construction Manual of Procedures

The ACCS Facilities Division will periodically solicit general qualifications from professional services providers and related specialty consultants and will maintain “Master Lists” of qualified individuals and firms to provide services to the ACCS based on the criteria outlined in the RFQ. As RFQ’s are issued for professional service contracts, ACCS will utilize the lists of approved professionals to identify providers qualified for the project and will subsequently oversee a project specific qualifications-based selection from the pre-qualified list as applicable.

- (1) Pre-Establishment of Master List: Ongoing services currently in effect under an existing Open-end Agreement shall continue to the end of the contract term. Prior to the Master List of Professionals being established, colleges should contact the ACCS Facilities Division for assistance in the retention of Design Professionals.
- (2) Performance Reviews: ACCS colleges and trade schools may submit performance reviews to the Facilities Division to assess Design Professional performance. The performance reviews may highlight positive or negative performance and may be used as a factor in qualifying firms or individuals for future engagement.
- (3) **Any design professional doing work for ACCS or a College, without an Agreement Between Owner and Architect (ACCS Form 1-A), will be removed from the approved ACCS Master List of Professional Service Providers.**

Contract Types

There is one type of Professional Agreement for Design Professionals, which is the *Agreement between Owner and Architect* (ACCS Form 1-A). **All work of Design Professionals for ACCS property must be completed under an approved and executed *Agreement between Owner and Architect* (ACCS Form 1-A) regardless of the amount of Construction Costs of a project.**

Features of the Agreement are as follows:

- (1) Standard Agreement
 - (a) Term: As appropriate to the project scale and complexity.

O/A Agreement

Standard Agreements utilize the *O/A Agreement* (ACCS Form 1-A), as supplemented by the *Standard Articles of the O/A Agreement* (ACCS Form 1-B). The *Standard Articles* are incorporated into the *O/A Agreement* Form by reference and need not be submitted with the *O/A Agreement* for required approvals.

ACCS Facilities Division Construction Manual of Procedures

- (1) Executed *O/A Agreements* may be modified only with a fully executed *O/A Amendment* (ACCS Form 1-D).
- (2) Required Attachments: *O/A Agreements* must include an approved Project Request Form, Insurance Certificates (Prime A/E Firm), State Disclosure Form, Project Fee Summary, W-9, and E-Verify Documents.
- (3) Standard Articles of the *O/A Agreement*: The *Standard Articles of the O/A Agreement* are incorporated in and govern all aspects of the *O/A Agreement*, including but not limited to Basic Fee determination, Cost Over-runs, subsequent duplications, etc. In the event of a conflict with this Manual and the *Standard Articles*, the *Standard Articles* control.
- (4) Negotiation of the Agreement: The *Standard Articles* establish minimum Basic Services that are customary for typical ACCS Projects. However, each project may have unique attributes that warrant adjustments to the Basic Fee rate, or provision of Special Services and/or Extra Services for the successful delivery of the project. Where Special and/ or Extra Services are warranted and the parties to the *O/A Agreement* agree, they may be included in the Design Professional's scope of services with reasonable and appropriate fees associated therewith. Likewise, the performance of design and observation services requires a need for the Design Professional to be reimbursed for project related Reimbursable Expenses. An outline of procedures for application of Basic Services, and typical Special Services, Extra Services, and Reimbursable Expenses can be found in *Exhibit D - Determination of Basic Fees for Design Professional Services*.
- (5) Preparing the Agreement Form: The Agreement is to be prepared by the Design Professional and presented to the Owner for review and acceptance. Agreements will be executed by the Design Professional and then routed for signatures according to the defined process.

Any design professional doing work for ACCS or a College, without an Agreement Between Owner and Architect (ACCS Form 1-A), will be removed from the approved ACCS Master List of Professional Service Providers.

- (6) Submitting the Agreement: Original documents, in the quantity outlined in *Section 05 – General Requirements*, shall be submitted to the Owner for review and approval before distribution. Once approved for distribution, the Design Professional will sign and then route for signatures according to the defined

ACCS Facilities Division Construction Manual of Procedures

process. Once fully approved, the ACCS Facilities Division will maintain the original documents, and provide an electronic copy to all parties.

- (7) Estimated Design Completion Dates: An estimated schedule of design completion milestones shall be submitted with the proposed O/A agreement. These estimated dates or dates ranges shall be based on the Design Professional's experience and judgment and shall be updated on the design process progresses. To the extent, practical, the following design completion milestones must be included:
- (a) Date of Schematic Design Review when drawings are submitted to ACCS Facilities for review and approval.
 - (b) Documented notifications to construction industry of project and anticipated base bid date and site/demolition bid date, etc.
 - (c) Date of early release site bid package (new construction only).
 - (d) Date of early release demolition bid package (renovation work only).
 - (e) Date of itemized list of all long-lead time mechanical equipment needed for cooperative supplier purchases.
 - (f) Date of itemized list for all early release long-lead time electrical equipment cooperative supplier purchases.
 - (g) Date of ACCS Facilities Committee project review (10 weeks prior to base bid and/or early release site/demolition bid).
 - (h) Date of Preliminary Design Review when drawings are submitted to ACCS for review and approval.
 - (i) Date of peer reviews (design, MEP – new construction only) of project.
 - (j) Date of code compliance (Authority Having Jurisdiction) review of project.
 - (k) Date of Final Design Review when drawings are submitted to ACCS for review and approval.
 - (l) Date of Prebid.
 - (m) Date of bid (expectation – minimum of 5-6 contractors submitting bids).
 - (n) Date of Notice of Award.

ACCS Facilities Division Construction Manual of Procedures

- (o) Date of Pre-construction Conference.
- (p) Date of Notice to Proceed.
- (q) Date of Substantial Completion.
- (r) Date for completion of Punch-List.
- (s) Date of Final Completion and Project Close Out.
- (t) Date of One Year Inspection.
- (u) Date for completion of One Year Inspection items.

Payment for Professional Services

Design Professionals shall submit Statements for Services in accordance with the rules outlined in this Section and the *O/A Agreement*.

- (1) Design Professional's Statement for Services shall be transmitted to the College Designated Representative in the quantity and form defined in *Section 05 - General Requirements*.
- (2) Statements for Services may be prepared on the Design Professional's standard form, and must include the following minimum information:
 - (a) ACCS Project Number and Project Name,
 - (b) Total fees scheduled under the Agreement, with fees due based on percentage complete per phase of the work,
 - (c) Verification, Approval, and Signature Lines for the following:
 - 1. College Designated Representative,
 - 2. Chief Facilities Officer,
 - 3. Other Representatives as determined by the Owner.
 - (d) For PSCA funded projects only, the invoice shall be signed by the firm's representative, notarized, and must include the required certification.
- (3) ACCS shall make payments to the Design Professional based on the following criteria:

ACCS Facilities Division Construction Manual of Procedures

- (a) **Basic Services:** Payment may not exceed the progress of the work performed under the Agreement. Failure to secure Owner approval at each milestone phase will prevent the Design Professional from receiving payment for services that occur after the noted milestone, until approval is granted. Billing of fees associated with Construction Administration shall not advance the progress of the work as indicated in the Contractor's Application for Payment.
- (b) **Bid Alternate Design Fees:** The Design Professional shall be compensated for the design of Bid Alternates, whether or not accepted by the Owner. If accepted, the Design Professional is due the full fee for the scope of work included in the Alternate. If the Alternate is not accepted by the Owner, the Design Professional is due that portion of the fee associated with the Design and Bidding phases only.
- (c) **Special and Extra Services:** Fees for Special and Extra Services shall be invoiced and are payable monthly as the services are performed.
- (d) **Reimbursable Expenses:** Reimbursable Expenses are payable monthly as incurred. Invoices for Reimbursable Expenses shall be submitted with full back-up including detailed receipts, statements, or similar verifiable evidence of the expense.
- (e) **Final Payment:** Final payment under the *O/A Agreement* is payable and due thirty days after (a) expiration of the period established in the *Certificate of Substantial Completion* for the Contractor's performance of "Punch List" work, (b) the Design Professional's delivery of Close-out Documents to the Owner, or evidence that the Design Professional has made reasonable effort to obtain the Close-out Documents from the Contractor who has failed to deliver the documents in a timely manner, and (c) the Design Professional's delivery of a complete set of the Contractor's approved submittal documents to the Owner.
- (f) **Sales Tax Savings:** If the Basic Fee is determined by a Basic Fee Rate, the Architect shall be paid a Basic Fee based on the Cost of the Work to include actual, instead of estimated, Sales Tax savings. As a result, a supplemental payment will be made to the Design Professional based on the sales tax use calculations determined after final payment on the Construction Contract.

ACCS Facilities Division Construction Manual of Procedures

SECTION 09 - DESIGN PHASE

The design phase of an ACCS project follows the three (3) traditional steps of Schematic Design (Service A), Preliminary Design (Service B), and Final Design (Service C) in addition to an orientation meeting prior to the design starting. All design phase documents for ACCS projects shall be submitted to the College Designated Representative, ACCS Facilities Division, and applicable Authority Having Jurisdiction (AHJ) or Independent Code Consultant for review and approval as outlined herein. The Design Professional shall review and become familiar with *Exhibit E - Minimum Document Requirements*, which outlines specific minimum procedures and document requirements required at each phase of the design process.

Projects of small scale and limited scope may forego the Schematic and/or Preliminary Design Submittal as appropriate to the scale and complexity of the project with approval of the ACCS Facilities Division, but all projects regardless of scope or scale must receive approval of the Final Construction Documents by ACCS Facilities Division and the College, prior to receiving Bids from General Contractors.

All design review meetings during the Design Phase of the project shall have a minimum of two individuals from the Design Professional. One individual is focused on leading and facilitating the discussion while the other individual is focused on capturing key points, decisions, action items and other important details discussed during the meeting.

Pre-Project Orientation Meeting

After the *O/A Agreement* is completed and before the Design Professional begins designing the project, a meeting shall be held with the project stakeholders to discuss the project goals, programming, roles and responsibilities, budget and timeline. A *Pre-Project Orientation Meeting Checklist* (ACCS Form 7-A) is available to guide this meeting.

Schematic Design Submittal (Service A)

The Design Professional shall submit drawings illustrating the general scope, layout, and character of the project prior to expending material design expense. In the event revisions to the Schematic Design are requested, it is required the Design Professional re-submit revised Schematic drawings for ACCS Facilities Division and College approval before proceeding to the next design phase.

- (1) Minimum Requirements
 - (a) *ACCS Transmittal Form* (ACCS Form 4-A)
 - (b) Drawings and related documents in accordance with *Exhibit E - Minimum Document Requirements*
 - (c) Revised cost estimate

ACCS Facilities Division Construction Manual of Procedures

- (d) *Schematic Design Review Meeting Checklist* (ACCS Form 7-B).
- (2) Only the ACCS Regional Director is authorized to provide approval for submittals, with such approval being provided via email. The Design Professional shall provide the submittal prior to the review with the Regional Director and College. The Regional Director shall respond to the submittal approving or disapproving the submittal after the review between the Regional Director, Design Professional, and College.
- (3) Design Professional Issues a Construction Industry Notice
 - (a) Contractor list: Minimum 15 properly licensed State of Alabama Contractors
 - (b) List must be approved by ACCS and College Designated Representative

Preliminary Design Submittal (Service B)

Preliminary Plan Submittal documents shall be submitted for review and approval of the design intent of the project and shall be drawn at the scale intended for final documents. In the event revisions to the design at the Preliminary Design Review are requested, it is required the Design Professional re-submit revised Preliminary Design documents for ACCS Facilities Division and the College approval prior to proceeding.

- (1) Minimum Requirements
 - (a) *ACCS Transmittal Form* (ACCS Form 4-A)
 - (b) Drawings and related documents in accordance with *Exhibit E - Minimum Document Requirements*
 - (c) Revised cost estimate
 - (d) *Preliminary Design Review Meeting Checklist* (ACCS Form 7-C).
- (2) Required Pre-Application Review with the local AHJ or Independent Code Consultant: Prior to submitting the Preliminary Design documents, the Design Professional shall hold a project review with the local AHJ (or Independent Code Consultant as applicable) to review the Code aspects of the project. Written Minutes of the Pre-Application Review shall be submitted to the Owner with the Preliminary Design Submittal.
- (3) Only the ACCS Regional Director is authorized to provide approval for submittals, with such approval being provided via email. The Design Professional

ACCS Facilities Division Construction Manual of Procedures

shall provide the submittal prior to the review with the Regional Director and College. The Regional Director shall respond to the submittal approving or disapproving the submittal after the review between the Regional Director, Design Professional, and College.

- (4) Construction Industry Notice Update
 - (a) Provide the Owner and College Designated Representative with report of interested contractors.
 - (b) Contractor list: add properly licensed State of Alabama Contractors to list as required to achieve maximum participation.

Final Design Submittal (Service C)

Contract Documents shall be submitted for review and approval by the local AHJ or Independent Code Consultant (ICC), ACCS Facilities Division, and the College prior to receiving bids from General Contractors. In the event revisions to the design at the Final Design Review are required, it is mandatory that the Design Professional schedule a Final Design Review follow up meeting and re-submit revised Final Design documents for ACCS Facilities Division and College approval prior to proceeding. Bid will be delayed.

- (1) Minimum Requirements
 - (a) *ACCS Transmittal Form* (ACCS Form 4-A)
 - (b) Drawings and related documents in accordance with *Exhibit E - Minimum Document Requirements*
 - (c) Revised cost estimate
 - (d) *Final Design Review Meeting Checklist* (ACCS Form 7-D)
 - (e) Local Permitting: The Design Professional is responsible for submitting Final Contract Documents to the local AHJ in accordance with its requirements, where applicable. The General Contractor shall be responsible for receiving Building Permit(s) and paying associated fees.

In the event there is no AHJ then the documents should be submitted to the Independent Code Consultant (ICC).
 - (f) Special Storm Shelter Requirements: For projects that are required to include a Storm Shelter, the Design Professional shall include the *Contractors Statement of Responsibility for the Construction of Tornado*

ACCS Facilities Division Construction Manual of Procedures

Storm Shelters (ACCS Form 5-G) in the plans and/ or in the Project Manual. The Code required third-party reviews shall be transmitted to the Owner with the Final Plans submittal.

- (g) Fire Alarm Systems: Fire Alarm Contractors are required to permit their work through the Alabama Fire Marshal's Office AND local Fire Official as applicable. The Design Professional's Final Contract Documents shall include this requirement.
- (2) Registration Seals: Final Contract Documents (Plans and Specifications) shall bear the Alabama seal of the professional who created them or supervised their creation.
- (a) Each drawing prepared by or under the supervision of an Architect or Engineer shall bear the Alabama seal of the respective professional.
 - (b) The Cover of the Project Manual shall bear the seal of the primary Design Professional for the project. Technical Specifications shall also bear the Alabama seal of the Architect and/or Engineer who prepared them. The seal may occur on the Project Manual Cover, Index, or within the prepared specification section(s).
 - (c) All documents sealed by Alabama Engineers shall be signed and dated. Engineers may only seal drawings prepared under their direct supervision for which they have relevant training and experience to indicate proficiency in the specialty area their seal is affixed to.
 - (d) All revisions to the Plans and Specifications after issuance, including but not limited to Addenda, ASI's, Field Orders, and similar directives, must bear the seal of the Architect or Engineer of Record whose design is modified by the revision.
- (3) Sole Source and Approved Equal Specifications
- (a) Sole Source Specifications are governed by Section 39-2-2(f) of the Alabama Public Works Law and can only be used based on the exceptions set out therein.
 - (b) Specified and "Approved Equal" Sources: Refer to The *Instructions To Bidders* and *General Conditions of the Contract* for procedures pertaining or related to "Pre-bid Approval" and "Approved equal" sources. The ACCS Facilities Division recommends that three (3) or more sources of a

ACCS Facilities Division Construction Manual of Procedures

product, material, system, or service be identified whenever possible and that the standard "Pre-bid Approval" procedures be reviewed and modified, if necessary, to accommodate specific project needs.

- (4) Construction Industry Notice Update
 - (a) The Design Professional shall provide the ACCS Facilities Regional Project Director with a copy of the invitation to bid to contractors and a list of contractors contacted.
 - (b) Contractor list: add properly licensed State of Alabama Contractors to list as required to achieve maximum participation.

ACCS Facilities Division Construction Manual of Procedures

SECTION 10 - CONSTRUCTION PROCUREMENT

All Bid Procedures are governed by Title 39, “Public Works Law” of the Code of Alabama. This Section provides required and recommended procedures for the bid and award of construction contracts for work supervised and administered by the ACCS Facilities Division. However, in the event of a conflict between this Manual and the Public Works Law, the Public Works Law controls.

The procurement phase involves the final approval of the project by ACCS, advertising the project, bidding, negotiation, and execution of the Construction Contract. The Design Professional shall coordinate activities during this phase with the Owner and shall comply with applicable law.

Pre-Bid Approval and Review Requirements

- (1) Pre-Bid Approval by ACCS: All projects shall be approved by the ACCS Facilities Division in writing prior to receiving or opening bids from Contractors. The ACCS Facilities Division will coordinate the internal approvals required and will issue approval to the Design Professional upon approval of the College Designated Representative, Chancellor, and/or ACCS Facilities Division.
- (2) Permit Review and Incorporation of Comments into Contract Documents Required: The Design Professional shall submit the plans and specifications to the local AHJ or Independent Code Consultant and shall incorporate all comments received from the local AHJ or Independent Code Consultant. This provision ensures the scope and cost of the project reflects Owner and Code compliance modifications.

Bid Procedures

See Exhibit F - Bid Procedures for a summary of Title 39, “Public Works Law,” requirements associated with the issuance of plans and specifications, advertising, small and emergency projects, pre-qualification of bidders, and the receipt and opening of bids including management of mistakes and errors.

Bid Alternates, Unit Prices, and Allowances

- (1) Bid Alternates: Alternates are not preferred. ACCS prefers to include all items within the base bid amount. However, if alternates are included, the alternate bids shall be listed in the Proposal Form in the order in which they shall cumulatively deduct from or add to the base bid for determining the lowest bidder.
 - (a) Deductive Bid Alternates: Deductive alternate bids shall only be used with the prior approval of the ACCS Facilities Division.

ACCS Facilities Division Construction Manual of Procedures

- (b) The *Instructions to Bidders* (ACCS Form 5-C), establishes the required method of determining the lowest bidder when bid alternates are utilized.
- (2) Unit Prices: There are two applications of unit prices to be considered for use in bid proposals:
- (a) Work Bid on a Unit Price Basis: All, or part(s), of the planned work may be bid on a unit price basis. The Design Professional states an estimated quantity of an element of the work on the Proposal Form as a bid item. The bidders insert a unit price and the extended lump sum amount for the unit price bid item. The extended lump sum amount(s) for the unit price bid item(s) and lump sum bid items are added together to produce a total lump sum bid for the project. The contract amount is ultimately adjusted based upon the actual quantity of the work element performed as compared to the estimated quantity included in the bid. When work is bid in this manner, both the unit prices and the extensions of the unit prices constitute a basis of determining the lowest bidder. In cases of error in the extension of prices of bids, the unit price will govern. Each unit price is to include overhead, profit, and all other related costs. A proposal may be rejected if any of the unit prices are obviously unbalanced or non-competitive.
 - (b) Unit Prices for Application to Change Orders: As a means of predetermining unit costs of changes in certain elements of the work, the project specifications may require that the bidders furnish unit prices for these items. No estimated quantities are stated on the Proposal Form and these unit prices may, or may not, be used during the course of the project. Unit prices may be presented as an attachment to, or part of, the Proposal Form and may be requested as separate additive and deductive unit prices or as singular unit prices applicable to both additive and deductive changes. Each unit price should include overhead, profit, and all other related costs. Unit prices for application to changes in the work are not a basis for determining the lowest bidder. Non-competitive unit prices proposed by the lowest bidder may be rejected or negotiated by the Owner prior to contract award. The specifications should clearly state that unit prices for application to changes in the work are not effective unless specifically agreed upon in the Construction Contract.

ACCS Facilities Division Construction Manual of Procedures

- (3) Allowances: Cash allowances are dollar amounts stated in Bid Documents that are to be included in bids to cover the approximate costs of materials that will be selected or work that will be defined during construction. Allowances shall include all costs of office, job supervision, overhead, profit, and bonds unless specified differently in the Project Manual. Before any allowance is spent, the use of any allowances that are established will always require ACCS written approval.

Awarding a Contract for Construction

The notice of award of a Construction Contract does not provide the successful bidder the authorization to proceed on any aspect of construction, including but not limited to purchase of materials or supplies. The notice of award is not a Notice to Proceed. The notice of award is not a Construction Contract. No aspect of construction may begin by the successful bidder until a Construction Contract is executed, and the successful bidder has received a Notice to Proceed after the execution of the Construction Contract.

The notice of award of a Construction Contract is governed by Public Works Law, Ala. Code § 39-2-6. It should state the amount for which the contract is to be awarded, clarifying which bid alternates are to be included, if any, and it should address acceptance, rejection, and/or negotiation of unit prices.

- (1) Notice to Successful Bidder / Notice of Award: The successful bidder is to be notified in writing to the address shown on the bidder's proposal at the earliest possible date by the Owner.
 - (a) Preconstruction Meeting: Within 21 days of the issuance of the Notice of Award, the Design Professional shall schedule and conduct a preconstruction meeting with the Design Team, Contractor, and ACCS Facilities.
- (2) Awards after 30 Days of Bid Opening: Should no award be made within 30 days after the opening of the bids, or such other time as specified in the bid documents, all bids shall be rejected and all guaranties returned, except for any potentially successful bidder that agrees in writing to a stipulated extension in time for consideration of its bid, in which case the Owner may permit the potentially successful bidder to substitute a satisfactory bidder's bond for the cashier's check submitted with its bid as bid security. (Public Works Law, Ala. Code § 39-2-5)
- (3) Only One or No Bids Received: If no bids or only one bid is received, the Design Professional must receive ACCS Facilities written approval before proceeding forward. The Public Works law provides that: If no bids or only one bid is received at the time stated in the advertisement for bids, the Owner may advertise

ACCS Facilities Division Construction Manual of Procedures

for and seek other competitive bids, or the Owner may direct that the work shall be done by force account under its direction and control or the Owner may negotiate for the work through the receipt of informal bids not subject to the requirements of this section. Where only one responsible and responsive bid has been received, any negotiation for the work shall be for a price lower than that bid. (Public Works Law, Ala. Code § 39-2-6).

- (a) Work by Force Account or by negotiation requires the Chief Facilities Officer approval.

Projects Costing \$100,000 or Less

- (1) Projects Costing \$100,000 or Less: Under the Public Works Law, if the cost of a public works project is \$100,000 or less, requirements of Title 39 are not applicable as follows:
 - (a) Advertisement for Bids and Sealed Bids: ACCS or the College may let contracts for public works involving \$100,000 or less with or without advertising, and with or without sealed bids. Public Works Law, Ala. Code § 39-2-2(b)(1). Although a formal bid process is not required for public works projects costing \$100,000 or less, it is best practice when time permits for the solicitation of at least three (3) or more informal proposals to ensure fair and reasonable prices are paid. However, this best practice is not required but strongly recommended.
 - (b) Bid Bonds: Bid Bonds are not required for contracts in amounts of less than \$100,000.
 - (c) Performance and Payment Bonds: Performance and Payment Bonds are not required for contracts in amounts of less than \$100,000. Public Works Law, Ala. Code § 39-1-1(e).
 - (d) License Requirements: ACCS insurance standards will apply. Proof of qualifications and licenses shall be required for HVAC, electrical, and plumbing work. License can be a trade license or general contractor, subcontractor or specialty license through the Alabama Licensing Board for General Contractors. All requests for exceptions to the license requirement must be submitted and approved in writing by the ACCS Facilities Division.

ACCS Facilities Division Construction Manual of Procedures

- (e) All work is to be performed according to the current construction code approved by the State of Alabama.
- (f) The College is responsible for ensuring that all local or municipal codes or regulations are followed such as necessary permits and zoning regulations.
- (g) Advertisement for Completion: No advertisement for completion is required for contracts of less than \$100,000. Ala. Code § 39-1-1(g).

Contract Execution

The ACCS Facilities Division supervises the administration of all ACCS Construction Contracts. The ACCS Facilities Division also serves as the liaison to the Finance Divisions responsible for processing payments to the General Contractor.

- (1) *General Conditions of the Contract for Construction*: The *General Conditions of the Construction Contract* governs the relationships and duties of the Contractor and the Owner. Questions regarding procedures related to the *General Conditions* should be submitted in writing to the ACCS Chief Facilities Officer via the Design Professional.
- (2) Preparation and Execution of the *Construction Contract*: It is the responsibility of the Design Professional to prepare the *Construction Contract* and deliver it, with bond forms, to the Contractor for acceptance and execution. The following ACCS standard contract and bond forms are to be utilized:
 - (a) *Construction Contract* (ACCS Form 2-A)
 - (b) *Performance Bond* (ACCS Form 2-C)
 - 1. The project description in the bond must be identical to the Project Description in the Construction Contract
 - (c) *Payment Bond* (ACCS Form 2-D)
 - 1. The project description in the bond must be identical to the Project Description in the Construction Contract
 - (d) Power of Attorney for Surety Affidavit
 - (e) These forms are included in the Attachments to this Manual and are available for download.

ACCS Facilities Division Construction Manual of Procedures

- (f) The bidder to whom a *Construction Contract* is awarded must execute and return the Contract, with (1) *Performance and Payment Bonds*, executed by a surety company duly authorized and qualified to make such bonds in Alabama, and (2) evidence of insurance as required by the bid. Under extenuating circumstances, the Owner may extend this period up to five (5) days pursuant to Public Works Law, Ala. Code § 39-2-8. A longer period than fifteen (15) days for the return of the executed Contract, Bonds, and evidence of insurance may be provided for in the Bid Documents.
 - (g) ACCS Facilities Division requires one (1) original copy of the Contract, Bonds, and attachments, bearing original signatures of the Contractor, Owner, College Designated Representative, and Surety, to be submitted to the ACCS Facilities Division.
- (3) Insurance Coverage: The *General Conditions of the Construction Contract* contain minimum requirements for the Contractor's insurance coverage. The Design Professional is responsible for verifying that the insurance certificates provided meet ACCS requirements and that updated certificates are obtained if the Project spans numerous policy terms. The Design Professional shall forward a copy of all verified insurance certificates to ACCS Facilities Division. It is recommended that the minimum insurance requirements required on ACCS projects be forwarded to the Contractor's insurance representative.
- (4) Bidder's Failure to Execute Contracts and Bonds: If the bidder to whom the contract is awarded fails or refuses to sign the contract, to furnish the required bonds, or to provide evidence of required insurance within the specified period of time, the Owner may award the contract to the second lowest responsible and responsive bidder. If the second lowest responsible and responsive bidder also fails or refuses to contract, to furnish the required bonds, or to provide evidence of required insurance within the specified time, the Owner may award the contract to the third lowest responsible and responsive bidder. Failure or refusal to return the executed contract and bonds within the specified time is grounds for forfeiting all or part of the proposal guaranty. Public Works Law, Ala. Code §§ 39-2-6 & 11.
- (5) Owner's Failure to Complete Execution of Contract: The Owner must approve the bonds and evidence of insurance and ensure complete execution of the contract within twenty (20) business days of receipt of the documents unless the Contractor agrees, in writing, to a longer period of time. A *Notice To Proceed* is to be issued by the Owner within fifteen (15) days after final execution of the Contract. The Owner's failure to ensure complete execution of the contract or

ACCS Facilities Division Construction Manual of Procedures

issue a *Notice To Proceed* within these time periods, or agreed extended periods, shall be just cause for the withdrawal of the Contractor's bid and contract without forfeiture of bid security. Public Works Law, Ala. Code §§ 39-2-9, 10, & 11.

- (6) Notice to Proceed: The *Notice to Proceed* (NTP) with the work will be issued to the Contractor by ACCS Facilities Division. Final distribution of the fully executed and approved contract and bonds is made with the NTP. The NTP will state both the date upon which the Work may commence and the date upon which the Work is to be completed.
- (7) Initial Documents Required from Contractor: Upon receipt of the *Construction Contract* and *Notice to Proceed*, the Contractor will be required to submit the following documents to the Owner through the Design Professional. These items must be available to ACCS Facilities no later than the preconstruction meeting.
 - (a) *Sample Schedule of Values* (ACCS Form 6-E): The *General Conditions* require that a *Schedule of Values* be submitted within twenty-four (24) hours of the bid opening.
 - (b) *Sample Progress Schedule* (ACCS Form 6-H): pursuant to the requirements of the *General Conditions*.
 - (c) List of Sub-Contractors: The *General Conditions* require the names of sub-Contractors to be submitted concurrently with the execution of the contract. This list should be inclusive of any additional sub-Contractors that were not required to be named in the bid process.
 - (d) *Contractor's Statement of Responsibility for Construction of Tornado Storm Shelter* (ACCS Form 5-G): The completed and signed form must be submitted to the ACCS Facility Division at the Pre-Construction Conference for all projects that include a Storm Shelter.

SECTION 11 - CONSTRUCTION AND CLOSE OUT

The Owner, Design Professional, and Contractor shall meet their obligations to each other as outlined in the *O/A Agreement* and *Standard Articles*, as well as the *Construction Contract* and *General Conditions*. The *Construction Contract* is ACCS Form 2-A. All Public Works Projects, over \$100,000 shall use ACCS Form 2-A. All Public Works Projects under \$100,000, shall use ACCS Form 2-AA.

Construction Phase

Construction commences with the execution of the *Construction Contract* and issuance of *Notice to Proceed*, and ends upon Final Payment to the General Contractor when work is complete and Close-out Documents are issued to the Owner.

- (1) Pre-Construction Conference: Within twenty-one (21) days after the date of the *Notice of Award*, the Design Professional shall conduct a Pre-Construction Conference attended by representatives of the Owner, Contractor, and Design Professional. Consulting Engineers and select Sub-Contractors may also attend as appropriate to the project scope. Responsibilities of the parties and project procedures shall be discussed and recorded in minutes. The *Pre-Construction Conference Checklist* (ACCS Form 6-A) provides an outline of topics pertinent to this conference.
 - (a) Project Schedule: Time is of the essence on all ACCS Projects. An initial Project Schedule should be confirmed during the Pre-Construction Meeting. The Project Schedule must be updated regularly as construction progresses.
 - (b) The Contractor's construction schedule shall be used by the Contractor, Architect, and ACCS to determine the adequacy of the Contractor's progress. The Contractor shall be responsible for maintaining progress in accordance with the currently approved construction schedule and shall increase the number of shifts, and/or overtime operations, days of work, and/or the amount of construction plant and equipment as may be necessary to do so. If the Contractor's progress falls materially behind the currently approved construction schedule and, in the opinion of the Architect or ACCS, the Contractor is not taking sufficient steps to regain schedule, the Architect may, with the Owner's concurrence, issue the Contractor a Notice to Cure pursuant to the *General Conditions of the Construction Contract*. In such a Notice to Cure the Architect may require the Contractor to submit such recovery schedules as may be deemed necessary to demonstrate the manner in which schedule will be regained.

ACCS Facilities Division Construction Manual of Procedures

- (c) General Contractor will be provided a Conformance Documents issue set of Drawings and Project Manual that incorporates all addenda items and all accepted alternates. The Conformance set of Drawings should be identified on the drawing cover and border of each sheet. The Conformance set of the Project Manual should be identified on the cover with a new date.
- (2) Pre-Roofing Conference: Prior to the commencement of any roofing work, the Design Professional shall conduct a Pre-Roofing Conference attended by representatives of the Owner, Contractor, Roofing Sub-Contractor, Sub-Contractors whose work requires them to work on the roof, and the Design Professional. Consulting Engineers may also attend as appropriate to the project scope. Responsibilities of the parties and project procedures shall be discussed and recorded in minutes.
- (3) Pre-Asphalt Paving Installation and Expectations Conference
- (4) Pre-Landscape Sod Installation and Expectations Conference
- (5) Pre-Flooring Installation and Expectations Conference
- (6) O/A/C Meetings: Project status meetings attended by the College Designated Representative, Architect of Record, and Contractor shall be held at the project site in accordance with the requirements of the *Standard Articles* and *General Conditions*. The Architect shall coordinate, schedule, and conduct the O/A/C Meetings. The Architect shall complete the meeting minutes for circulation and for the Project Record as set forth in the Standard Articles.
 - (a) The Project Schedule is a required agenda item at every O/A/C meeting. The Contractor must update the schedule by each meeting, and, in the event the schedule gets behind, it is expected that the Design Professional will formally notify the Contractor to produce a recovery schedule in order to meet construction deadlines, inspections, etc.
 - (b) The required OAC Meeting Agenda and meeting responsibilities that must be followed are located in *Exhibit J – OAC Meeting Agenda and Responsibilities*.
- (7) Intent of Design: The Design Professional owns the specifications throughout the construction process. It is the Design Professional's responsibility to document and communicate to the contractor when the work is unacceptable and not in conformance with the provided specifications. All deficiencies shall be tracked on

ACCS Facilities Division Construction Manual of Procedures

a *Project Deficiency Log* (ACCS Form 6-G) that is reviewed and updated at least monthly at OAC meetings.

- (8) Periodic Inspections: Construction will be monitored periodically by the Design Professional and Consulting Engineers, the local AHJ or Independent Code Consultant, and representatives of the ACCS Facilities Division. The Contractor's responsibility is to communicate to the Design Team the date and time of requested inspection(s). The Design Team's responsibility is to coordinate the date and time of the requested inspection with the Contractor, AHJ or ICC, Owner (ACCS), and the College (College Designated Representative). Required inspections with or without the AHJ or ICC, require a minimum participation of both the Contractor and Design Professional of record. A matrix of required inspections and attendees for ACCS projects is located in *Exhibit K – ACCS Inspection Matrix*.

Any additional extra fees or penalties caused by a Contractor's failure to cancel or reschedule an AHJ inspection shall be paid by the Contractor and will not be reimbursed by ACCS unless specifically approved by the Chief Facilities Officer. If an ICC is the AHJ, failure of the Contractor to provide seventy-two (72) hours' notice of cancellation or rescheduling of any inspection shall result in the Contractor having the cost of the reinspection being deducted from the final payment on the Project. As a minimum requirement, the General Contractor shall provide a minimum one-week notice to the Design Professional (or more where required by the local AHJ or Independent Code Consultant) for stages of progress sufficient to hold the following inspections:

- (a) Below Slab and Underground Utility Inspection
- (b) Footings and Foundation Inspection
- (c) Concrete Slab and Underfloor Inspection
- (d) Waterproofing and Building Envelope Inspection
- (e) In-Wall Inspection: All in-wall work is in place and wall coverings are only installed on a maximum of one side of the wall or partition.
- (f) Gypsum Board Inspection
- (g) Roofing Inspection
- (h) Storm Shelter Inspection (if applicable)

ACCS Facilities Division Construction Manual of Procedures

- (i) Above Ceiling Inspection: All above ceiling work is in place and finish ceiling surfaces are not yet installed.
 - (j) Elevator Inspection
 - (k) Fire Suppression Systems Inspection
 - (l) Fire Alarm, Mass Notification and Communication Systems Inspection
 - (m) Emergency Lights and Exit Signs Inspection
 - (n) ADA Inspection
 - (o) Substantial Completion Inspection: The work is “Substantially Complete,” when all life safety features are operational and approved, and the Contractor has reduced the Punch List of remaining touch-up work to only items that can be reasonably completed and inspected within 30 days.
- (9) Substantial Completion: Upon completion of a successful inspection attended by the Owner, AHJ (or Independent Code Consultant), and the Design Professional, the Design Professional will prepare the *Certificate of Substantial Completion* (ACCS Form 6-K), which will be routed to the ACCS Facilities Division prior to transmitting it to the Contractor.
- (a) Required Certification: The *Certification of Structural Observations* (ACCS Form 6-J) shall be prepared by the Structural Engineer of Record for all projects containing classrooms or dorm rooms on the grounds of public institutions of higher education as required by ACT#2012-554. Where applicable to the project, the certification must be attached to the *Certificate of Substantial Completion*.
 - (b) If the project includes roofing work, an executed *General Contractor’s Roofing Guarantee* (ACCS Form 6-L) and any other warranties specified in the Contract Documents shall be a required attachment.
 - (c) The fully executed *Certificate of Substantial Completion* establishes the date and time for transfer of property insurance, maintenance, security, and utility responsibilities from the Contractor to the Owner.
 - (d) The *Certificate of Substantial Completion* also establishes the period of time that the Contractor has to complete the remaining work. The Contractor shall complete or correct all items of any remaining Work (“punch list” items), ready for re-inspection for Final Acceptance, within

ACCS Facilities Division Construction Manual of Procedures

30 days after the Date of Substantial Completion unless another date is specified in the Certificate of Substantial Completion. If completed or corrected within this period, warranties of these items commence on the Date of Substantial Completion, otherwise such warranties commence on the date of Final Acceptance of each item. Failure to complete or correct any items of remaining Work (“punch list” items) within 45 days will result in all warranties commencing on the Date of Final Acceptance.

- (e) The Certificate of Substantial Completion shall be accompanied by a “Punch List”, originally prepared by the General Contractor and supplemented by the Design Professional based on visual inspections of the incomplete work.
 - (f) A schedule of when the “Punch List” items will be completed within the 30 days shall be a required attachment.
 - (g) The fully executed *Pre Close Out Meeting Checklist* (ACCS Form 7-E) shall be a required attachment to the *Certificate of Substantial Completion*.
 - (h) There shall not be any outstanding change orders prior to issuance of *Certificate of Substantial Completion*. A Change Order log with their execution dates shall be a required attachment.
- (10) Final Inspection: The work is complete, the fire alarm system (if any) has been tested and certified, and the Owner may occupy the project. The Final Inspection shall be attended by the AHJ (or Independent Code Consultant), Owner’s representative(s), the Design Professional, and the Contractor.
- (11) Certificate of Occupancy: The local AHJ will issue a Certificate of Occupancy sometime after the project is deemed substantially complete.
- (12) Occupancy: With a fully executed *Certificate of Substantial Completion*, a *Certificate of Occupancy* issued by the AHJ, and a successful Final Inspection, the Owner may begin utilizing the project for its intended use.

Payments to Contractors

- (1) Monthly Progress Payments: The Contractor is to be paid on a monthly basis commensurate with the progress of the work pursuant to the terms of the *General Conditions* and upon approval of the *Application and Certificate for Payment* (ACCS Form 6-D).

ACCS Facilities Division Construction Manual of Procedures

- (2) Retainage: "Retainage" is defined as the money earned and, therefore, belonging to the Contractor which has been retained by the Owner conditioned on final completion and acceptance of all work required by the contract pursuant to the terms of the General Conditions.
- (3) Final Payment: Approval of an Application for Final Payment by the Design Professional and Owner represents that all requirements in the field, such as completion of "punch list" items and receipt of all Close Out documents have been completed to their satisfaction. The *General Conditions* set forth the terms and procedures to be followed. Further, approval of Final Payment allows the Architect to receive the supplemental Sales Tax savings payment based on the realized Sales Tax savings.

Change Orders

Actions arising from the provisions of the *General Conditions of the Contract* can necessitate modification of the *Construction Contract* by *Contract Change Orders*.

- (1) Refer to the following articles in the *General Conditions* that specifically pertain to Change Order action:
 - (a) *Article 9, Submittals*
 - (b) *Article 18, Deductions for Uncorrected Work,*
 - (c) *Article 19, Changes in the Work,*
 - (d) *Article 20, Claims for Extra Cost or Extra Work,*
 - (e) *Article 21, Differing Site Conditions,*
 - (f) *Article 23, Delays,*
 - (g) *Article 49, Liquidated Damages.*
- (2) When it is necessary to modify the *Construction Contract*, the provisions of the above articles regarding notifications and detailed cost proposals are to be enforced and the following procedures followed:
 - (a) *Contractor Change Order (ACCS Form 2-F): Contract Change Order* must be utilized in making changes to the *Construction Contract*. The form is to be prepared by the Design Professional.

ACCS Facilities Division Construction Manual of Procedures

- (b) Change Order Justification (ACCS Form 2-G): Each *Change Order* shall include a *Change Order Justification(s)* summarizing the conditions that led to the necessary change(s). The approved *Change Order Justification(s)* is the authorization for the Contractor to perform the work before the formal *Contract Change Order* is executed.
 - (c) *Change Orders* are routed like *Construction Contracts*.
 - (d) *Liquidated Damages* use ACCS Form 2-F and are routed as Change Orders for work that the contractor has failed to substantially complete within the Contract Time. Before the process of applying liquidated damages begins, communication and approval is required from the ACCS Chief Facilities Officer. The Contractor's signature is not required for Liquidated Damages using ACCS Form 2-F.
- (3) Within 15 days of ACCS Facilities approving a *Change Order* Request, the Architect is responsible to begin processing and circulating the official Contract Change Order form (ACCS Form 2-F) with the Contractor and ACCS Facilities.

Consent of Surety

Current Power of Attorney for the individual signing for the surety is required for all additive *Change Orders*. Consent of Surety is not required of deductive Change Orders or Change Orders addressing only extensions of time.

Project Closeout

The closeout of a *Construction Contract*, or "Project Closeout", is achieved upon the Owner's issuance of Final Payment to the Contractor. However, upon completion of the work in the field, certain administrative requirements must be accomplished by the Contractor and the Design Professional must verify that other contractual matters are finalized before Final Payment can be approved. The *Pre Close Out Meeting Checklist* (ACCS Form 7-E) and *Project Close Out Checklist* (ACCS Form 7-F) shall be used to direct the close out process and any meetings held addressing the close out phase. This section sets forth the minimum requirements that must be accomplished before the Owner issues Final Payment. The Design Professional should ascertain what additional requirements may be imposed by the project funding source(s) or Owner. The following items are required for Project Close-out:

- (1) *Certificate of Substantial Completion* (ACCS Form 6-K): The *Certificate of Substantial Completion* must be fully executed prior to the issuance of Final Payment.
- (2) Final building cleaning completed and accepted by Architect and Owner.

ACCS Facilities Division Construction Manual of Procedures

- (3) Final punch list completed, reinspected and accepted by Architect and Owner.
- (4) *Sample Form of Advertisement for Completion* (ACCS Form 6-M): Article 34 of the *General Conditions* provides that the Contractor must advertise completion of the project for three (3) successive weeks. Final payment cannot be made until thirty (30) days after this advertisement requirement is completed.
- (5) Affidavits and Consent: The following affidavits and consent documents may be required of the Contractor as outlined below and defined in the *General Conditions*.
 - (a) *Contractor's Affidavit of Payment of Debts and Claims* (ACCS Form 6-N), required for all projects,
 - (b) *Release of Claims*, as described in the *General Conditions*, may be required where a notice or claim has been given by one or more Sub-Contractors,
 - (c) *Contractor's Affidavit of Release of Liens* (ACCS Form 6-P), required if a lien has been filed,
 - (d) *Consent of Surety to Final Payment* (ACCS Form 6-Q), required for projects with a *Payment Bond* and/ or *Performance Bond*.
- (6) Warranties: All required warranties shall be furnished to the Owner by the General Contractor. The following minimum warranties are required.
 - (a) Contractor's One-Year Warranty, *Article 35* of the *General Conditions*,
 - (b) *General Contractor's Five-Year Roofing Warranty* (ACCS Form 6-L), for all projects involving roof or re-roof work,
 - (c) Other Roofing Warranties as required in the Project Manual,
 - (d) Other Warranties as required in the Project Manual.
- (7) As-Built Drawings: The General Contractor shall submit As-Built Drawings to the Design Professional for review with Close-Out Documents.
- (8) Owner Training instructional videos on building systems and maintenance items.
- (9) O & M Manuals: The General Contractor shall submit the O & M Manuals to the Design Professional for review with Close-Out Documents.

ACCS Facilities Division Construction Manual of Procedures

- (10) Test, Inspection, and Special Reports.
- (11) Approved Submittals and Shop Drawings delivered to the Owner.
- (12) Schedule of Attic Stock including quantity, label, and storage location.
- (13) Scheduled one (1) Year Inspection prior to end of Contractor's warranty period. Inspection should be attended by the Design Professional, Owner, General Contractor, and any applicable Consultants or Sub-Contractors.
- (14) Sales Tax Savings Payment: Approval of Final Payment allows the Architect to receive the supplemental Sales Tax savings payment based on the Contractor's *Accounting of Sales Tax* submitted at the Bid Opening. The requested adjustment is to be submitted by *Amendment to Agreement Between Owner and Architect*.

ACCS Facilities Division Construction Manual of Procedures

SECTION 12 - ROOFING PROJECTS

Any large project that involves replacing or installing a new roof system, the Design Professional shall consult with the ACCS Facilities Division prior to designing the roof system.

SECTION 13 - ONE YEAR INSPECTION

Prior to the end of the Contractor's one (1) year warranty period, an inspection shall be scheduled and conducted by the Design Professional, and shall be attended by the Owner, General Contractor, and applicable Consulting Engineers and Sub-Contractors. The results of the inspection shall be documented by the Design Professional in a report and promptly distributed to the attendees. The report shall serve as confirmation that the Contractor was notified of deficiencies needing repair or correction in accordance with the *Contractor's Warranty* (Article 35) of the *General Conditions*.

EXHIBITS

ACCS Facilities Division Construction Manual of Procedures

EXHIBIT A - SCHEDULE OF ACCS SYSTEM CODES (VPDI)

<i>Name of College/Institution</i>	<i>VPDI Code</i>
ACCS System Office	ACCSO
Alabama Technology Network	ATN
Bishop State Community College	BISHOP
Bevill State Community College	BSCC
Central Alabama Community College	CACC
Calhoun Community College	CCC
Coastal Alabama Community College	COASTL
Chattahoochee Valley Community College	CVCC
J. F. Drake State Community & Technical College	DRAKE
Enterprise State Community College	ESCC
Gadsden State Community College	GSCC
J. F. Ingram State Technical College	ISTC
Jefferson State Community College	JSCC
T. A. Lawson State Community College	LAWSON
Lurleen B. Wallace Community College	LBWCC
Marion Military Institute	MMI
Northeast Alabama Community College	NACC
Northwest Shoals Community College	NWSCC
Reid State Community College	RSTC
Snead State Community College	SNEAD
Shelton State Community College	SSCC
Southern Union State Community College	SUSCC
H. Councill Trenholm State Community College	TSCC
George C. Wallace Community College	WCC
George Corley Wallace State Community College	WCCS
Wallace State Community College	WSCC

ACCS Facilities Division Construction Manual of Procedures

EXHIBIT B - ACCS DESIGN STANDARDS FOR CONSTRUCTION PROJECTS

For a more comprehensive list of Design Standards for Construction Projects see ACCS Instructions to Architects and Engineers

A. General

- (1) All work shall be designed in compliance with applicable Codes, ordinances, and law. Compliance with the Americans with Disabilities Act (ADA) is required.

B. Site Work

- (1) Drainage structures and surface runoff shall be designed to remove water efficiently from the site. Create positive drainage around the building footprint.

C. Landscaping

- (1) Reserved.

D. Irrigation Systems

- (1) Reserved.

E. Exterior Building Envelope

- (1) Reserved.

F. Interior Finishes

- (1) Reserved.

G. Signage

- (1) Reserved.

H. Roofing

- (1) Any large project that involves replacing or installing a new roof system, the Design Professional shall consult with the ACCS Facilities Division prior to designing the roof system.

ACCS Facilities Division Construction Manual of Procedures

- (2) Roof Pitch: Pitched roofs are preferred. Low slope roofs are acceptable where warranted. All low slope roof systems shall be designed with positive drainage in compliance with Code and roof system manufacturers guidelines. All new low-slope roof systems shall be designed with a minimum slope of ¼” per foot.
- (3) Ballasted Roofs: Ballasted systems of any type shall be avoided.
- (4) Gutters: The use of interior gutters is discouraged.
- (5) Protection During Application: The surface of an asphalt or coal tar pitch roof system shall not be left unprotected during installation. If the top pour or cap sheet cannot be installed during the same day, a glaze coat or asphalt or pitch must be applied.
- (6) Contractor’s Qualifications: Specifications should stipulate that the roofing Contractor shall possess a minimum of five (5) years successful experience installing roof systems similar to those specified and shall be acceptable to or licensed by the primary roofing materials manufacturer.
- (7) Manufacturers’ Qualifications: Specifications should stipulate that the roofing materials manufacturer shall possess a minimum of five (5) years’ successful experience manufacturing roof systems and must be the original material manufacturer of the primary roofing system.
- (8) Roofing Consultant: The Owner and Design Professional may consider employing an experienced and non-proprietary roofing consultant to make periodic inspections and submit reports of the application quality and progress. The Owner and Design Professional should not rely on inspections of the roofing Contractor or manufacturer, or representatives of either.
- (9) Warranties: ACCS requires a five (5) year *General Contractor’s Roofing Guarantee* (ACCS Form 6-L), which does not preclude the specification of supplemental roofing system warranties.
- (10) Pre-Roofing Conference: A Pre-Roofing Conference is required to facilitate successful installation.

I. Fire Rated Assembly Opening Protectives

- (1) All doors and frames in fire-rated assemblies shall be rated in compliance with applicable Codes, and shall be labelled where the label is accessible, legible (do not paint), permanent (raised or embossed metal labels, no plastic), and shall indicate the fire resistance rating thereon. Labels must be applied by the door or

ACCS Facilities Division Construction Manual of Procedures

frame manufacturer that is approved by a laboratory or organization to provide testing and follow-up services for fire-rated opening assemblies.

J. Storm Shelter Opening Protectives

- (1) All openings in storm shelter enclosures requiring a rating shall be installed in compliance with applicable Codes, and shall be labelled where the label is accessible, legible (do not paint), permanent (raised or embossed metal labels, no plastic), and shall indicate compliance with testing requirements of ICC 500 Chapter 8 as conducted by a third-party nationally recognized accredited and approved testing laboratory, and the fire resistance rating (if applicable) thereon. Labels must be applied by the door or frame manufacturer that is approved by a laboratory or organization to provide testing and follow-up services for fire-rated opening assemblies.

K. Elevators

- (1) Reserved.

L. Mechanical

- (1) Reserved.

M. Plumbing

- (1) Reserved.

N. Fire Protection

- (1) Reserved.

O. Electrical

- (1) Reserved.

P. Fire Alarm

- (1) Reserved.

EXHIBIT C - RECOMMENDED PROCEDURES FOR SELECTING DESIGN PROFESSIONALS

The following procedures are recommended for the selection of Design Professionals by ACCS institutions.

- A. Master Lists: The ACCS Facilities Division develops and maintains Master Lists of Professional Service Providers. Colleges and trade schools that have an approved *Project Request Form* will contact the Facilities Division to initiate the selection of a Design Professional from the Master Lists.
 - (1) The Facilities Division will have a standing RFQ to allow interested individuals and firms to apply for inclusion on one or more Master Lists. The most current version of Federal Form SF-330 is utilized in the application process as well as the evaluation form below. The Chief Facilities Officer will assemble a selection committee to review submittals.
 - (2) Firms and Individuals can apply for inclusion into the following categories:
 - (a) Standard Agreement
 - (b) Independent Code Consultant
 - (3) Colleges and trade-schools will submit scope specific RFQ's to the Facilities Division for notification to qualifying firms on the Master Lists.
- B. Typical Selection Process: The selection committee will interview the qualified individuals and/or firms responding to the scope specific RFQ for a Standard Agreement project. Presentations and interviews, as required, may be conducted remotely, virtually, or in person.
- C. Engagement: Upon the selection of a qualified firm or individual, the Facilities Division will coordinate the completion of the necessary *O/A Agreement*.
- D. Selection Criteria: The following criteria may be utilized by selection committees in the evaluation of submittals:
 - (1) General experience and competence of the firm and its principals.
 - (2) Past performance records on other projects as to quality of work, timely performance, diligence, ability to meet budgets and other related items.

ACCS Facilities Division Construction Manual of Procedures

- (3) Related experience on similar projects.
- (4) Principal or responsible Architects, Engineers, Surveyors, and testing services of the project team must have adequate experience in the fields that the proposed services are requested.
- (5) Familiarity with conditions, codes, laws, and ordinances where such knowledge is essential to the proper performance of the work.
- (6) Firms must be operating on a sound financial basis.
- (7) The ability of the firm to provide the services needed in the length of time required in relation to other workloads in which the firm is engaged.
- (8) Economic considerations (where applicable):
 - (a) Accuracy of the professional's estimates compared to construction cost on recent projects of similar scope.
 - (b) Qualifications to determine alternative energy sources and prepare analyses.
 - (c) Consideration of energy conservation and energy management methods, with life-cycle cost analyses.
 - (d) Ability to design within budgets, considering logical choice of materials, efficiency of plan and systems and regard to appropriate aesthetics.
- (9) Proximity to site improvements.
- (10) Qualifications of consulting Engineers, Architects, specialists, Surveyors, or testing laboratories proposed to be employed by the firms under consideration.
- (11) The Selection Committee should give consideration to teams that meet or exceed the ACCS's MBE/ DBE goals.
- (12) The Selection Committee should consider the past performance of firms and individuals based on performance reviews submitted by colleges or trade schools.

ACCS Facilities Division Construction Manual of Procedures

Table of Contents

PROFESSIONAL SERVICE PROVIDER - Architect

Request for Qualifications (RFQ) - Table of Contents/Evaluation Matrix

Name of Firm: _____

	Points Available	Score
Table of Contents/Proposed Team/Organizational Chart (4 POINTS per ITEM)		
Page 1) Table of Contents		
Page 2) Contact Information/Point of Contact/Proposed Team (SF 330/page 1)	4	<input type="text"/>
Page 3) Organizational Chart of Proposed Team (SF 330/page 5)	4	<input type="text"/>
1/4/5/10. Experience/Building Codes/Qualifications (2 POINTS per PROFESSIONAL)		
Page 4) Principal Architect licensed/experience 15 years (SF 330/page 2)	2	<input type="text"/>
Page 5) Project Architect licensed/experience 15 years (SF 330/page 2)	2	<input type="text"/>
Page 6) Electrical Engineer licensed/experience 15 years (SF 330/page 2)	2	<input type="text"/>
Page 7) Mechanical Engineer licensed/experience 15 years (SF 330/page 2)	2	<input type="text"/>
Page 8) Civil Engineer licensed/experience 15 years (SF 330/page 2)	2	<input type="text"/>
Page 9) Architect Construction Administrator experience 15 years (SF 330/page 2)	2	<input type="text"/>
2. Related Experience (2 POINTS per PROJECT)		
Page 10) Example of Project for COST OF WORK less than \$2M (SF 330/page 3)	2	<input type="text"/>
Page 11) Example of Project for COST OF WORK less than \$2M (SF 330/page 3)	2	<input type="text"/>
Page 12) Example of Project for COST OF WORK \$2M-\$5M (SF 330/page 3)	2	<input type="text"/>
Page 13) Example of Project for COST OF WORK \$2M-\$5M (SF 330/page 3)	2	<input type="text"/>
Page 14) Example of Project for COST OF WORK \$5M-\$10M (SF 330/page 3)	2	<input type="text"/>
Page 15) Example of Project for COST OF WORK \$5M-\$10M (SF 330/page 3)	2	<input type="text"/>
Page 16) Example of Project for COST OF WORK \$10M-\$20M (SF 330/page 3)	2	<input type="text"/>
Page 17) Example of Project for COST OF WORK \$10M-\$20M (SF 330/page 3)	2	<input type="text"/>
Page 18) Example of Project for COST OF WORK more than \$20M (SF 330/page 3)	2	<input type="text"/>
Page 19) Example of Project for COST OF WORK more than \$20M (SF 330/page 3)	2	<input type="text"/>
2. Key Personnel Participation in Projects (2 POINTS per PROJECT)		
Page 20) Key Personnel Participation (SF 330/page 4)	20	<input type="text"/>
3/7/8. Past Performance (4 POINTS per REFERENCE)		
Page 21) Past Performance Reference No. 1 (SF 330/page 5)	4	<input type="text"/>
Page 22) Past Performance Reference No. 2 (SF 330/page 5)	4	<input type="text"/>
Page 23) Past Performance Reference No. 3 (SF 330/page 5)	4	<input type="text"/>
Page 24) Past Performance Reference No. 4 (SF 330/page 5)	4	<input type="text"/>
Page 25) Past Performance Reference No. 5 (SF 330/page 5)	4	<input type="text"/>
6/9. Company Qualifications/Location (5 POINTS per COMPANY)		
Page 26) Principal/Project Architect/Construction Administrator (SF 330/page 6)	5	<input type="text"/>
Page 27) Electrical Engineer (SF 330/page 6)	5	<input type="text"/>
Page 28) Mechanical Engineer (SF 330/page 6)	5	<input type="text"/>
Page 29) Civil Engineer (SF 330/page 6)	5	<input type="text"/>
5. Required Items (NO POINTS)		
Page 30) Certificate of Liability Insurance (ACCS Coverage Amounts)		
Pages 31-32) State of Alabama Disclosure Statement		
Pages 33-45) E-Verify Memorandum of Understanding for Employees		
Page 46) W-9		
Pages 47-54) Standard Form 330 (REV. 7/2021) Pages 1-8 of Instructions		
RFQ Proposal TOTAL Points	100	<input type="text"/>
11/12. ACCS Internal Review		
1) Design/Procedures/Change Orders (ACCS projects)		
2) Construction Administration (ACCS projects)		
3) Quality of RFQ Response		

ACCS Facilities Division Construction Manual of Procedures

Table of Contents

PROFESSIONAL SERVICE PROVIDER - Engineer

Request for Qualifications (RFQ) - Table of Contents/Evaluation Matrix

Name of Firm: _____

	Points Available	Score
Table of Contents/Proposed Team/Organizational Chart (6 POINTS per ITEM)		
Page 1) Table of Contents		
Page 2) Contact Information/Point of Contact/Proposed Team (SF 330/page 1)	6	<input type="text"/>
Page 3) Organizational Chart of Proposed Team (SF 330/page 5)	6	<input type="text"/>
1/4/5/10. Experience/Building Codes/Qualifications (3 POINTS per PROFESSIONAL)		
Page 4) Resume Principal Engineer licensed/experience 15 years (SF 330/page 2)	3	<input type="text"/>
Page 5) Resume Other licensed/experience 15 years (SF 330/page 2)	3	<input type="text"/>
Page 6) Resume Other licensed/experience 15 years (SF 330/page 2)	3	<input type="text"/>
Page 7) Resume Other licensed/experience 15 years (SF 330/page 2)	3	<input type="text"/>
Page 8) Resume Other licensed/experience 15 years (SF 330/page 2)	3	<input type="text"/>
Page 9) Resume Other licensed/experience 15 years (SF 330/page 2)	3	<input type="text"/>
2. Related Experience (5 POINTS per PROJECT)		
Page 10) Example of Project (SF 330/page 3)	5	<input type="text"/>
Page 11) Example of Project (SF 330/page 3)	5	<input type="text"/>
Page 12) Example of Project (SF 330/page 3)	5	<input type="text"/>
Page 13) Example of Project (SF 330/page 3)	5	<input type="text"/>
Page 14) Example of Project (SF 330/page 3)	5	<input type="text"/>
2. Key Personnel Participation in Projects (3 POINTS per PROJECT)		
Page 15) Key Personnel Participation (SF 330/page 4)	15	<input type="text"/>
3/7/8. Past Performance (5 POINTS per REFERENCE)		
Page 16) Past Performance Reference No. 1 (SF 330/page 5)	5	<input type="text"/>
Page 17) Past Performance Reference No. 2 (SF 330/page 5)	5	<input type="text"/>
Page 18) Past Performance Reference No. 3 (SF 330/page 5)	5	<input type="text"/>
Page 19) Past Performance Reference No. 4 (SF 330/page 5)	5	<input type="text"/>
Page 20) Past Performance Reference No. 5 (SF 330/page 5)	5	<input type="text"/>
6/9. Company Qualifications/Location (5 POINTS per COMPANY)		
Page 21) Engineer Qualifications (SF 330/page 6)	5	<input type="text"/>
5. Required Items (NO POINTS)		
Page 22) Certificate of Liability Insurance (ACCS Coverage Amounts)		
Pages 23-24) State of Alabama Disclosure Statement		
Pages 25-37) E-Verify Memorandum of Understanding for Employees		
Page 38) W-9		
Pages 39-46) Standard Form 330 (REV. 7/2021) Pages 1-8 of Instructions		
RFQ Proposal TOTAL Points	100	<input type="text"/>

11/12. ACCS Internal Review		
1) Design/Procedures/Change Orders (ACCS projects)		
2) Construction Administration (ACCS projects)		
3) Quality of RFQ Response		

EXHIBIT D - DETERMINATION OF BASIC FEES FOR DESIGN PROFESSIONAL SERVICES

This Exhibit outlines the procedures for determining fees for design professional services, including Basic Services, typical Special Services, Extra Services, and Reimbursable Expenses.

- A. Basic Fee Rate: The following procedures shall be utilized in determination and adjustment to the Basic Fee Rate due the Design Professional.
- (1) Maximum Basic Fee: The Basic Fee shall be initially based on the budgeted Cost of the Work as stipulated in the *O/A Agreement*, but shall not be higher than the fee determined by the “Schedule of Basic Fee Rates” included in this Exhibit. Lower Basic Fee Rates may be negotiated when appropriate considering the project size, cost, scope, repetition, etc. Higher Basic Fee Rates may only be implemented with the consent of the ACCS Facility Director, except the Basic Fee Rate may be increased up to the limit established below for Major Renovations.
 - (a) Percentage Fees: Design Professional fees based on a percentage of the Cost of the Work, may not exceed the percentage fee shown in the “Schedule of Basic Fee Rates”, with adjustment for major renovation as applicable.
 - (b) Fixed Lump Sum Fees: Design Professional fees based on a fixed lump-sum amount shall not exceed the amount that is the product of multiplying the budgeted cost of the work times the applicable percentage rate from the “Schedule of Basic Fee Rates”, with adjustment for major renovation as applicable.
 - (c) Application of Basic Fee Rate: The Basic Fee Percentage Rate determined by the project budget shall be applied to the actual Cost of the Work. It is not necessary to change the Basic Fee percentage rate if the amount of the subsequent *Construction Contract* (as awarded or adjusted for minor change orders) falls within a higher or lower bracket of the schedule than the project budget.
 - (d) Minor Changes: If minor changes in the project and budget occur during the design and construction phases of the project and warrant a change in the Basic Fee percentage rate to provide fair and reasonable compensation, the change must be agreed upon in an *O/A Amendment*.

ACCS Facilities Division Construction Manual of Procedures

- (e) Major changes to the project scope, schedule, phasing and/ or budget may warrant an adjustment to the Basic Fee rate, which must be agreed upon in an *O/A Amendment*.
- (f) The Basic Fee Rate shall apply to the combined cost of all buildings and other work to be designed and observed under the *O/A Agreement*.
- (g) If an *O/A Agreement* involves more than one Building Group, the Basic Fee rate of the appropriate Building Group may be applied to each portion of the project, respectively.
- (h) If the scope of the project involves Substantial Duplication of buildings on the same site or on different sites, the Basic Fee rate shall be applicable to the Cost of Work for the first building, and thereafter the Basic Fee shall be subject to a fifty percent (50%) reduction for the Design Phase portion of the work (Schematic Design, Design Development, Construction Documents) for that portion of the Cost of the Work that is allocated to subsequent duplications of the original repetitive design.
- (i) Adjustment for Major Renovation: An increase of up to twenty-five percent (25%) in the Basic Fee Rate is allowed for major renovation projects. The Standard Fee Schedule is based on new construction and may not adequately compensate the Design Professional for the additional work required of a complex renovation project.

B. Special Services: The following services are commonly referred to as Special Services:

- (1) Special Consultants: Employment of specialty consultants to design and/ or observe the construction of systems such as, but not limited to, security systems, detailed cost estimating from outside consultants, industrial hygienists for abatement projects, feasibility/ assessment studies, roofing and waterproofing consultants, kitchen and/ or lab equipment consultants, and the services of similar specialists whose work is not typically included as Basic Services. The scope of the services warranted, and fees associated therewith, shall be included as a Special Service of the *O/A Agreement*.
- (2) Periodic Inspections by Consulting Engineers: Consulting Engineers are required, as a part of Basic Services, to perform periodic inspections of the work during construction. The quantity of site visits is not defined in the *O/A Agreement*, with the Engineer having the obligation to provide observations as appropriate to their expertise in keeping with the professional obligations to the Owner. The Owner and Lead Design Professional may agree to establish a specific quantity of site

ACCS Facilities Division Construction Manual of Procedures

observations to be included under the Basic Services Fee, with additional site observations performed as a Special Service for which the Design Professional may receive additional compensation. The scope of the services warranted, and fees associated therewith, shall be included as a Special Service of the *O/A Agreement*.

- (3) Architects On-Site Representative: The Owner may elect to engage the Architect, as a Special Service, to provide enhanced on-site representation beyond the site visits included with Basic Services. Enhanced site representation may be warranted for complex or large projects, projects that are time sensitive, or where the services of a local AHJ are limited or unavailable. The scope of the services warranted, and fees associated therewith, shall be included as a Special Service of the *O/A Agreement*.
- C. Extra Services: The *Standard Articles* (ACCS Form 1-B) specifies a method for compensating the Design Professional for Extra Services where warranted for circumstances beyond the Architect's control, such as Contractor failures. If the need for Extra Services arises, absent an Emergency, an *O/A Amendment* shall be executed in accordance with the *Standard Articles* prior to commencement of the Extra Services work. In the case of an Emergency, the Owner and Design Professional shall agree to a Memorandum of Understanding (in writing) prior to commencement of the Emergency Extra Services Work. Extra Services are not applicable to circumstances for which the Design Professional is responsible, nor do they apply to routine *Change Orders* for which the Design Professional will earn a Basic Fee Adjustment.
- D. Reimbursable Expenses: Reimbursable Expenses shall be included as a "not-to exceed" allowance in the *O/A Agreement* and subsequent *Amendment(s)*, if any.
- (1) Preparatory Surveys, Tests, and Consultants: The Owner shall reimburse the Architect for costs associated with preparing or obtaining site information such as Site Surveys, Soil Borings, Environmental Studies and Reports, Utility tests, and similar data necessary for the design of the project.
 - (2) In process Inspections, Tests, and Consultants: The Owner shall furnish or reimburse the Design Professional for providing in-progress inspections, tests, and consultants during or following the Contractor's performance of the work.
 - (3) Advertisements for Bid: The Owner will direct pay or reimburse the Design Professional for the costs of Advertisement(s).

ACCS Facilities Division Construction Manual of Procedures

- (4) Extra Plans and Specifications: The Owner shall reimburse the Design Professional for printing costs of Final Plans requested by the Owner beyond the quantity required under Basic Services.
- (5) Project Record: The Owner shall reimburse the Design Professional for reasonable costs associated with accessing or reproducing the Project Record.
- (6) Renderings, Models, and Mock-ups: The Owner shall reimburse the Architect for reasonable costs associated with the preparation of renderings, models and mock-ups when requested by the Owner.
- (7) As-Built Documents: If the Owner requires the Design Professional to incorporate the Contractor's "as-built" mark-ups into the CAD/ BIM file, the Owner shall reimburse the Architect for reasonable costs associated therewith.

E. Building Groups of the Basic Fee Rate Schedule

- (1) GROUP I: Industrial Buildings without special features, parking structures and repetitive garages, warehouses exclusive of automated equipment, and similar utilitarian buildings. Note: Group I may also be applied to demolition, non-structural roof replacements and college facility projects that are specific to mechanical, electrical, and/or plumbing systems. Consult with ACCS Facilities Division for guidance on when to utilize this group.
- (2) GROUP II: Armories, apartments, cold storage facilities, dormitories, exhibition halls, hangers, manufacturing/ industrial plants, office buildings without tenant improvements, printing plants, public markets, and service garages.
- (3) GROUP III: College classroom facilities, convention halls, correctional and detention facilities, gymnasiums (simple prefabricated pre-engineered types shall be classified as Group II), hospitals, institutional dining halls, laboratories, libraries, medical schools, medical office buildings and clinics, mental institutions, office buildings with tenant improvements, parks, playgrounds and recreational facilities, police stations, public health centers, research facilities, stadiums, and welfare buildings.
 - (a) Also, central utility plants, water supply and distribution plants, sewage treatment and underground systems, electrical sub-stations and primary/ secondary distribution systems, roads, bridges, and major site improvements when performed as independent projects.

ACCS Facilities Division Construction Manual of Procedures

- (4) GROUP IV: Aquariums, auditoriums, art galleries, college buildings with special facilities, communication buildings, special schools, theatres, and similar facilities.
- (5) GROUP V: Residences and specialized decorative buildings, custom designed furnishings, and similar highly specialized project types.

ACCS Facilities Division Construction Manual of Procedures

F. Basic Fee Rate Schedule

COST OF THE WORK			FEE IN PERCENTAGE				
			BUILDING GROUP				
			I	II	III	IV	V
\$0	-	\$100,000	8.0	9.0	10.0	11.0	12.0
\$100,001	-	\$200,000	7.0	8.0	9.0	10.0	11.0
\$200,001	-	\$300,000	6.0	7.0	8.0	9.0	10.0
\$300,001	-	\$400,000	5.9	6.9	7.9	8.9	9.9
\$400,001	-	\$500,000	5.8	6.8	7.8	8.8	9.8
\$500,001	-	\$600,000	5.7	6.7	7.7	8.7	9.7
\$600,001	-	\$700,000	5.6	6.6	7.6	8.6	9.6
\$700,001	-	\$800,000	5.5	6.5	7.5	8.5	9.5
\$800,001	-	\$900,000	5.4	6.4	7.4	8.4	9.4
\$900,001	-	\$1,000,000	5.3	6.3	7.3	8.3	9.3
\$1,000,001	-	\$1,250,000	5.2	6.2	7.2	8.2	9.2
\$1,250,001	-	\$1,500,000	5.1	6.1	7.1	8.1	9.1
\$1,500,001	-	\$1,750,000	5.0	6.0	7.0	8.0	9.0
\$1,750,001	-	\$2,000,000	4.9	5.9	6.9	7.9	8.9
\$2,000,001	-	\$2,500,000	4.8	5.8	6.8	7.8	8.8
\$2,500,001	-	\$3,000,000	4.7	5.7	6.7	7.7	8.7
\$3,000,001	-	\$3,500,000	4.6	5.6	6.6	7.6	8.6
\$3,500,001	-	\$4,000,000	4.5	5.5	6.5	7.5	8.5
\$4,000,001	-	\$5,000,000	4.4	5.4	6.4	7.4	8.4
\$5,000,001	-	\$6,000,000	4.3	5.3	6.3	7.3	8.3
\$6,000,001	-	\$8,000,000	4.2	5.2	6.2	7.2	8.2
\$8,000,001	-	\$10,000,000	4.1	5.1	6.1	7.1	8.1
\$10,000,001	-	\$12,000,000	4.0	5.0	6.0	7.0	8.0
\$12,000,001	-	\$14,000,000	3.9	4.9	5.9	6.9	7.9
\$14,000,001	-	\$16,000,000	3.8	4.8	5.8	6.8	7.8
\$16,000,001	-	\$18,000,000	3.7	4.7	5.7	6.7	7.7
\$18,000,001	-	\$20,000,000	3.6	4.6	5.6	6.6	7.6
\$20,000,001	-	\$22,000,000	3.5	4.5	5.5	6.5	7.5
\$22,000,001	-	\$24,000,000	3.4	4.4	5.4	6.4	7.4
\$24,000,001	-	\$27,000,000	3.3	4.3	5.3	6.3	7.3
\$27,000,001	-	\$30,000,000	3.2	4.2	5.2	6.2	7.2
\$30,000,001	-	\$33,000,000	3.1	4.1	5.1	6.1	7.1
\$33,000,001	-	\$36,000,000	3.0	4.0	5.0	6.0	7.0
\$36,000,001	-	\$39,000,000	2.9	3.9	4.9	5.9	6.9
\$39,000,001	-	\$42,000,000	2.8	3.8	4.8	5.8	6.8
\$42,000,001	-	\$46,000,000	2.7	3.7	4.7	5.7	6.7
\$46,000,001	-	\$50,000,000	2.6	3.6	4.6	5.6	6.6
\$50,000,001	-	AND OVER	2.5	3.5	4.5	5.5	6.5

ACCS Facilities Division Construction Manual of Procedures

EXHIBIT E - MINIMUM DOCUMENT REQUIREMENTS

This Exhibit outlines documents typically necessary at each stage of design development for a typical project. While some items may not be applicable to all projects and some projects may require items not listed herein, the Design Professional shall utilize this Exhibit as a guideline for the level of development of schematic, preliminary and final design documents.

A. Schematic Design Submittal (Service A): The Schematic Design Submittal shall include the following minimum document requirements:

- (1) Building Code Review Narrative identifying known Code obstacles and/ or potential for variance requests, if any.
- (2) Preliminary Estimate of Probable Construction Cost
- (3) Primary Systems and Material Narrative Description
- (4) Storm Shelter Requirements: If the facility is required by law to include a storm/ tornado shelter, clearly illustrate the location and extent of the shelter in the enclosed Schematic Design documents.
- (5) Preliminary Site Plan
- (6) Schematic Floor Plan(s)
- (7) Schematic Building Elevations/ Massing
- (8) Only with the Owner's written approval of the Schematic Design Submittal shall the design professional proceed into the next phase of design.

B. Preliminary Design Submittal (Service B): The Preliminary Design Submittal shall include the following minimal document requirements:

- (1) Written Correspondence addressing each comment to the Schematic Submittal Comment Letter, if any.
- (2) Updated Building Code Review with a listing of interpretation or variance requests, if any.
- (3) Written minutes from "Pre-Application" project review meeting with the local AHJ (Code Official and Fire Official), or where there is not a local AHJ, provide a written review from the ACCS assigned Independent Code Consultant.
- (4) Updated Preliminary Estimate of Probable Construction Cost

ACCS Facilities Division Construction Manual of Procedures

- (5) Provide any special information related to sub-surface conditions, unusual drainage, utility constraints, or similar conditions that may affect the project design.
- (6) Storm Shelter Requirements: For projects with a Storm Shelter, include in the Architectural, Structural, Mechanical, Plumbing, and Electrical drawings required below, clear definition of the location, extent, and engineering systems requirements/ features of the shelter design.
- (7) Civil Engineering Plan(s) accurately illustrating property limits, easements and setbacks, location of existing structures, scope of grading work required, overall dimensions, adjoining streets, north arrow and graphic scale, proposed floor elevations, intended location of future expansions or structures, hardscape with accessible route identified and slopes/ cross-slopes noted, location and critical elevations of site utilities, existing and/ or proposed fire hydrants and fire service lines and devices and fire apparatus roads, benchmarks, parking facilities and accessible parking, trees, and other natural obstructions relevant to the scope of the project.
 - (a) Civil Plans must illustrate the extent of flood plains if applicable to the project site. It is highly recommended that the Engineer contact the Alabama Department of Economics and Community Affairs, Office of Water Resources (ADECA-OWR) for site approval prior to issuance of Final Construction Documents.
- (8) Fire Protection/ Life Safety Plan(s) illustrating each space within the building noted with room number and square footage, Type of Construction, Occupancy Classification(s), fire rated walls, occupancy separation walls, tenant separation walls, horizontal exits, actual and allowable building height (stories and feet) and area, required occupancy separations (hours), fire resistance rating required for building elements (hours), and ratings and markings of fire protected openings. Life safety plan(s) shall also include actual and required plumbing fixture calculations, location and direction of exit signs, location of fire extinguishers, and areas of refuge.
 - (a) For projects that are additions to existing buildings, include the condition and extent of the existing buildings fire protection/ life safety features, area, and type of construction of the existing building, location of existing fire walls and exits, and the location and quantity of existing toilet facilities.

ACCS Facilities Division Construction Manual of Procedures

- (b) For projects that are in close proximity to an existing building, include the condition and extent of the existing buildings fire protection/ life safety features, area and type of construction of the existing building, location of existing fire walls and exits, and the location of assumed property lines (dimensioned) between the new and existing buildings. Also provide, for the existing and proposed building, the fire resistance rating of the existing facing exterior wall and whether load bearing or not, the percentage of openings in the facing wall, and whether rated or not.
 - (c) For projects requiring a Storm Shelter, provide occupant load calculations.
- (9) Floor Plan(s) illustrating all spaces with titles and area, corridors, stairs, elevators, doors and windows, plumbing fixtures, built-in equipment, movable equipment where critical to the efficient function of the space, adjacent existing and future work, and orientation.
 - (10) Roof Plan(s) illustrating all roof surfaces, slopes, primary and secondary drainage, roof access, major roof penetrations, major roof-top equipment, and required barriers/ guardrails.
 - (11) Building Elevations illustrating all exterior facades indicating materials, fenestration, canopies, cupolas, and similar Architectural features, signage, roof drainage assemblies as visible, and line of foundation below grade.
 - (12) Typical Wall Section(s) illustrating the dimensions and materials composing the various exterior wall conditions. It is not required that every unique wall section be provided, but a quantity of wall sections sufficient to illustrate the range of exterior conditions is required.
 - (13) Structural Engineering Plans illustrating the configuration of framing, foundation systems, load bearing walls and structural columns, lateral systems, floor, and roof systems assemblies and required floor load capacities.
 - (14) Mechanical Engineering Plans illustrating partially complete equipment schedules, HVAC, piping, and controls legends, sample outside air ventilation calculations, details of proposed HVAC and piping systems, scope of mechanical demolition work, layout of main ducts and primary piping lines, typical mechanical room layouts with equipment accurately located and sized, exterior ground or rooftop mounted equipment, provisions for storm shelters (as applicable), preliminary flow and control diagrams.

ACCS Facilities Division Construction Manual of Procedures

- (15) Plumbing Plans illustrating partially completed fixture and equipment schedules, scope of demolition (if any), location of fixtures and main water and waste piping, location of water service and waste discharge.
 - (16) Fire Protection Plans illustrating fire protection service to the building, sprinkler and standpipe details, and notation that the sprinkler Contractor shall be permitted through the State of Alabama Fire Marshal's office.
 - (17) Electrical Plans illustrating preliminary fixture schedule and legend, electrical site plan (with proposed exterior primary and secondary feeders, transformers, generators, exterior devices, and equipment), demolition of existing electrical work, proposed layout of lighting, receptacles, control devices, panelboards, similar systems, and preliminary panelboard schedules and riser diagrams.
 - (18) Only with the Owner's written approval of the Preliminary Plan Submittal shall the design professional proceed into the next phase of design.
- C. Final Design (Construction Document) Submittal (Service C): The Final Design Submittal shall include complete plans and specifications suitable for permitting and construction. The documents shall include the following minimal requirements:
- (1) Written Correspondence addressing each comment to the Preliminary Plan Submittal Comment Letter, if any.
 - (2) Updated Preliminary Estimate of Probable Construction Cost.
 - (3) Energy analysis for mechanical, electrical systems and the building envelope to confirm compliance with the adopted energy Code. COMcheck/ DOE program is an acceptable compliance method.
 - (4) Final Project Manual (Specifications): During review of the Final Submittal, the ACCS Facilities Division will refer to the project specifications as necessary for confirmation of code compliance and coordination with the plans. The specifications shall contain complete information to complement the drawings, fully describing and defining all equipment, materials, workmanship, methods, and procedures to be included in the contract or project. These specifications are to be finalized to the extent necessary for bidding; therefore, they must also include the required contract documents and descriptions of bid alternates, if any are proposed.
 - (a) Project Specific: The specifications shall be written for the particular project. Specifications having inapplicable, superfluous data or omissions

ACCS Facilities Division Construction Manual of Procedures

are unacceptable. Specifications for separate, unrelated projects should not be combined.

- (b) "Front-end" Documents: All ACCS project Bid Documents shall be accompanied by a Project Manual including standard ACCS Facilities Division "Front-end" Documents as follows:
1. Advertisement for Bids (ACCS Form 5-A),
 2. Instructions to Bidders (ACCS Form 5-C),
 3. Proposal Form (ACCS Form 5-E),
 4. Bid Bond (ACCS Form 5-F),
 5. Contractor's Statement of Responsibility for Construction of Tornado Storm Shelter (ACCS Form 5-G),
 6. Accounting of Sales Tax (ACCS Form 5-H),
 7. Certified Tabulation of Bids (ACCS Form 5-J)
 8. Alabama Department of Revenue – Application for Sales and Use Tax Certificate of Exemption,
 9. Construction Contract (ACCS Form 2-A),
 10. General Conditions (ACCS Form 2-B),
 11. Performance Bond (ACCS Form 2-C),
 12. Payment Bond (ACCS Form 2-D),
 13. Contract Change Order (ACCS Form 2-F),
 14. Change Order Justification (ACCS Form 2-G),
 15. Supply Bond (ACCS Form 2-H),
 16. State of Alabama Vendor Disclosure Statement,
 17. E-Verify Memorandum of Understanding for Employers,
 18. Pre-Construction Conference Checklist (ACCS Form 6-A),

ACCS Facilities Division Construction Manual of Procedures

19. Statement of Field Observations (ACCS Form 6-C),
 20. Application and Certificate for Payment (ACCS Form 6-D),
 21. Schedule of Values (ACCS Form 6-E),
 22. Inventory of Stored Materials (ACCS Form 6-F),
 23. Project Deficiencies Log (ACCS Form 6-G),
 24. Sample Progress Schedule and Report (ACCS Form 6-H),
 25. Certificate of Structural Observations (ACCS Form 6-J),
 26. Certificate of Substantial Completion (ACCS Form 6-K),
 27. General Contractor's Roofing Guarantee (ACCS Form 6-L),
 28. Form of Advertisement for Completion (ACCS Form 6-M),
 29. Contractor's Affidavit of Payment of Debts and Claims (ACCS Form 6-N),
 30. Contractor's Affidavit of Release of Liens, (ACCS Form 6-P),
 31. Consent to Surety of Final Payment (ACCS Form 6-Q),
 32. Other administrative forms as applicable.
- (c) Roofing Specifications: Roofing specifications shall contain specific language as outlined in *Exhibit B - ACCS Design Standards for Construction Projects*.
- (d) Fire Alarm System: Fire Alarm Specification shall contain specific language as required by *Section 02 – Code Authority and Compliance, Paragraph A (2) (a)*.
- (5) Vicinity Map(s): Furnish on the first sheet of the drawings a Vicinity Map with direction and distances from the nearest town, city, or well-known community feature. The map should be of adequate scale and annotated with ample directions, so people unfamiliar with the area may easily locate the job site.
- (6) Site Plan(s), drawn in sufficient scale, showing accurately and in detail (a) Overall dimensions, (b) Adjoining streets and property lines, (c) North arrow and graphic

ACCS Facilities Division Construction Manual of Procedures

scale, (d) Overall plan, orientation, and location of existing and proposed work; location to be shown by dimensions from existing reference points, (e) Contours (existing and proposed), including final grade elevations at all building corners and along building perimeters at such points as landings, walks, etc., (f) Floor elevations of proposed and existing work, (g) Intended locations of future work or additions, (h) Walks, drives, or other features relative to the work including slopes and cross-slopes of accessible routes, (i) Locations and critical elevations of existing and proposed utilities, wells, disposal fields, etc., (j) Benchmark(s), (k) Parking facilities, including requirements for the physically handicapped, (l) Soil investigation data (separate presentation of data may be referred to on Site Plan), (m) Detailed electrical and mechanical data unless shown elsewhere on separate electrical and mechanical site plans, and (n) Easements.

- (7) Life Safety Plan: The life safety plan(s) submitted with the preliminary plans shall be updated and incorporated into the final plans.
- (8) Floor Plans: Architectural "Working Drawings" of the floor plans of each floor should preferably be drawn at a scale of one-fourth inch per foot, but in no case less than one-eighth inch per foot. For large projects where the entire plan of the building cannot be shown on one sheet, a "Key Plan" shall appear on each of the working drawing plan sheets to designate the portion of the project to which each sheet applies. Each Architectural floor plan sheet must provide dimensions, room titles, north arrow, floor elevations, etc., for all the elements of that floor of the building and provide reference, by sheet number or symbols, to complementary data contained elsewhere in the drawings. Principal elements of the structural, mechanical, and electrical plans must be shown and noted where they influence the Architectural plan. Drawings at a scale of not less than one-fourth of an inch must be furnished for congested areas, toilet rooms, and areas in which equipment, etc., must be accurately located. Electrical, mechanical, and structural plans should not (for clarity) be superimposed upon finished Architectural floor plans.
- (9) Roof Plan: The roof plan should be at the same scale as the floor plans, or at a scale sufficiently large, to present with clarity: materials used, locations of valleys, ridges, cants, saddles, crickets, gutters, down spouts; projections through the roof such as skylights, chimneys, exhaust ducts or vents, penthouses, etc., changes in roof elevation; direction and amount of slopes, or other significant conditions. A positive slope of not less than 1/4 inch per foot shall be provided for all roofs in new construction. Positive drainage is required for all re-roofing work. "Positive drainage" means no standing water on the roof 48 hours after a rain.

ACCS Facilities Division Construction Manual of Procedures

- (10) **Elevation Drawings:** Illustrate all sides of the building, and other elevation drawings necessary to show all exterior wall surfaces, should be drawn to the same scale as the plans. These may be sectionalized to correspond to the plan sheets. In cases of very large projects, exceptions may be made and the use of a scale of not less than one-sixteenth inch to the foot may be used in order to show an entire elevation. If this is done, notations should be made to refer to the appropriate sectionalized plan drawings, and the necessary supplementary elevations provided at a scale of one-eighth inch to the foot. The elevations must clearly show the complete exterior and should include the following information: grade elevations, vertical dimension to floors, ceilings, roof slabs, materials, footings dotted-in and with noted elevation levels (if not clearly shown elsewhere), identification and scale.
- (11) **Building Sections:** Building sections should be furnished to clearly show any special conditions, special and typical room elevations, stairs, corridors, furred spaces, equipment, and fixture locations; floor, wall, ceiling, and roof construction; dimensions, levels, thicknesses, and finishes.
- (12) **Details and Detail Sections:** Details and detail sections must be furnished and drawn to a scale large enough for clarity. These shall clearly show typical and special wall construction; dimensions and levels from roof to footings; typical and special window heads, jambs, sills, mullions, etc.; typical and special door heads, jambs, sills, transoms; special construction conditions or special Architectural features; cabinets, shelves, racks, wardrobes, chalkboards and tackboards, special equipment; stair risers, treads, landings, newels, rails, and construction features; typical and special trim.
- (13) **Foundation Plans:** The foundation plans must be drawn at the same scale as the floor plans and contain sufficient information (or be supplemented by the necessary information in the form of large scale details, sections, schedules, notations, etc.) to indicate the size, shape, material, reinforcing, depths and elevations of footings and piers, columns, beams, walls, steps, slabs, openings, etc.; and all the dimensions necessary for the layout of the building. Foundation plans may be combined with limited basement plans if clarity is not sacrificed.
- (14) **Structural or Framing Plans:** Structural plans or framing plans must be furnished, drawn at the same scale as the Architectural plans. These plans shall clearly locate, describe, and dimension foundations, footing elevations, columns, beams, girders, joists, studs, bolts, anchors, slabs, and reinforcing; floor and roof construction; lintels, purlins, trusses, bridging, etc. They must be accompanied by

ACCS Facilities Division Construction Manual of Procedures

sufficient details, schedules, and notes to completely describe all the structural elements. They must contain a table of design loads used in their preparation.

- (15) **Plumbing Plans:** Plumbing plans must be furnished, drawn to scale no smaller than the Architectural plans with minimum 1/8" lettering. Include north arrow and graphic scale on all plan drawings. They shall include layouts of storm drainage piping, sanitary waste and vent systems, complete water supply systems, and gas supply and distribution; water, waste, and vent riser diagrams; location of all plumbing fixtures and equipment, and sewage disposal system. Plans shall include all the necessary details, legends and fixture and equipment schedules. Include details for piping connections to fixtures and equipment and notes to fully and clearly describe the required work. They shall show pertinent floor elevations and grades and shall be accompanied by a plumbing site plan to show the location, type, size, and extent of exterior lines, connections, and equipment (provided this information is not shown elsewhere). Floor plans shall indicate room names and numbers as shown on the Architectural plans. Plumbing plans must be prepared in accordance with acceptable engineering practice, the International Plumbing Code as currently adopted in the State Building Code, the current Alabama Building Energy Code, and requirements of the State Department of Public Health for water supply and sewage disposal. For projects involving demolition and/or renovation of existing systems, provide drawings adequately depicting the extent of the demolition, the extent of the existing system which is to remain (if any), and the location and method of connecting the existing and new systems.
- (16) **Mechanical Plans:** Mechanical plans shall be furnished, drawn at the same or larger scale as the Architectural plans with minimum 1/8" lettering. Include north arrow and graphic scale on all plan drawings. Except for very simple installations, these plans must be separate from the plumbing plans. They must fully and clearly define the sizes, types, locations, grades and levels, and installation of all equipment, piping, and ductwork. Single line indication for ductwork is not acceptable; these shall be drawn to scale showing sizes of ducts, dampers, grilles, outlets, etc. All mechanical equipment rooms must be drawn at a scale of not less than one-fourth inch per foot, accurately locating all equipment, duct, piping, and other system components, and identifying adequate space for access to equipment and components for maintenance. Sections through equipment rooms must be provided for congested areas. Mechanical plans shall show rated capacity, efficiency, and operating conditions for all equipment; necessary details, legends, piping diagrams, and schedules; plumbing and electrical connections; system controls and other data to confirm compliance with the International Mechanical Code as currently adopted in the State Building Code, the current Alabama Building Energy Code, and applicable NFPA standards. Floor plans shall indicate

ACCS Facilities Division Construction Manual of Procedures

room names and numbers as shown on the Architectural plans. For projects involving demolition and/or renovation of existing systems, provide drawings adequately depicting the extent of the demolition, the extent of the existing system which is to remain (if any), and the location and method of connecting the existing and new systems. Outside air ventilation calculations must be indicated on the mechanical drawings.

- (17) Fire Protection Plans: Fire protection plans may be separated or combined with the plumbing plans. All areas to receive automatic sprinkler system protection shall be clearly identified as to hazard classification. At a minimum, plans shall indicate water supply to the building, outside control valve(s), fire department connection, sprinkler and standpipe risers, fire hose cabinets, and building zone control valve locations. Provide enlarged plans, at a scale not less than one-fourth inch per foot, for fire pump installations. Plans shall indicate general layout of equipment and piping to verify adequate space for installation, operation, and maintenance and shall include fire pump, jockey pump, controllers, test header, ventilation fans, etc.
- (18) Electrical Plans: Electrical plans shall be furnished, drawn to the same scale, or larger, as the Architectural plans with minimum 1/8" lettering. Except for very simple installations, the electrical plans shall be separate from the Architectural plans and the plans of other disciplines. They shall be prepared in accordance with the requirements of the National Electrical Code currently adopted in the State Building Code and designed to confirm compliance with the energy code currently enforced by the State of Alabama. At a minimum, the electrical plans shall:
 - (a) Consist of lighting, power, fire alarm and auxiliary systems,
 - (b) Show room names and numbers and north arrow as shown on the Architectural plans, with door swings also shown on the lighting plans,
 - (c) Show, using standard symbols and notations, all electrical equipment, devices and fixtures; all connections inside and outside; schematic representations of branch circuits indicating locations and sizes of all conduits and cables or wiring by schematic representation of branch circuits on floor plans; circuits noted by numbers; names and capacities of special outlets; location and details of switchboards, motor control centers, power panels, lighting panels, lighting control panels and other equipment; locations of fire alarm appliances and control panels; locations of auxiliary systems components,
 - (d) Adequately depict the extent of any required demolition of existing electrical systems, the extent of existing systems to remain (if any) and location and method of connecting any existing and new systems (if required),
 - (e) Be supported by electrical legends, details, single line diagrams, power riser diagrams, panel schedules and lighting fixture schedules, and
 - (f) Be coordinated with the specifications.

ACCS Facilities Division Construction Manual of Procedures

- (19) Special Systems Plans: Special Systems plans must be sealed by a design professional registered in the State of Alabama. These plans include, but are not limited to, food service, audio visual, etc.

ACCS Facilities Division Construction Manual of Procedures

EXHIBIT F - BID PROCEDURES

Bid Procedures included in this Exhibit are summarized from Title 39, “Public Works Law”, and do not contemplate every circumstance that may occur in the bidding of a public project. The Owner and Design Professional shall endeavor to execute the procurement phase in accordance with Alabama Bid Law and seek legal advice where warranted. In the event of conflicts between this Exhibit and the Alabama Public Works Law, the Alabama Public Works Law shall control.

- A. Procedures for Issuing Plans and Specifications: Title 39, "Public Works Law," stipulates the procedures for issuing plans and specifications to bidders. In accordance with the Law, with assistance from the Design Professional, the Owner will determine: (a) the amount of the deposit to be charged for bid documents, and (b) a reasonable, or adequate, number of sets of bid documents that may be obtained by prime Contractor bidders with a fully refundable deposit (2 sets is typical). The size and complexity of a project will be considered in making these determinations.

- B. Advertisement for Bids: Alabama Code 39-2-2 requires the Owner to advertise for sealed bids once a week for three consecutive weeks for public works projects in excess of \$100,000. The advertisement is to be published in a newspaper of general circulation in the county or counties in which the project, or any part of the project, is to be performed. Exceptions may be made in cases of emergencies affecting public health, safety, or convenience, so declared in writing by the Owner, setting forth the nature of the danger involved in any delay.
 - (1) The advertisement is to be prepared, and its publication arranged by the Design Professional. The published text of the advertisement is to be bound in the Project Manual. Proof of publication should be obtained from the newspaper(s) and shall be retained by the Design Professional. A sample *Advertisement for Bids* (ACCS Form 5-A) is included in the *Attachments* to this Manual. The Design Professional should closely follow the language and format of the sample while incorporating project-specific information necessary to legally describe the solicitation, including:
 - (a) Brief description of the scope of the work,
 - (b) Where, in the Owner’s offices, plans and specifications are on file for examination,
 - (c) Procedure for obtaining plans and specifications,
 - (d) Time and place in which bids shall be received and opened publicly,

ACCS Facilities Division Construction Manual of Procedures

- (e) Whether prequalification is required and where all written prequalification information is available for review,
 - (f) If applicable, a statement to the effect that attendance of a pre-bid conference is a mandatory prerequisite for bidding.

- C. Declared Emergency Projects and Projects less than \$100,000: Exceptions may be made in cases of emergencies affecting public safety, health, or convenience, so declared in writing by the Owner, setting forth the nature of the danger to the public safety, health, or convenience which would result from delay. Contracts may be let to the extent necessary without public advertisement. The actions and reasons therefore should be made public by the Owner. For projects in excess of \$100,000, an Emergency Declaration allows Owners and Design Professionals to legally solicit proposals from at least three (3) different Contractors for any repair and/ or replacement work without advertisement for bid. An Advertisement for Bid is not required by state law for public works projects costing \$100,000 or less. Documentation must show that at least three (3) proposals were solicited, regardless of the number that responded. For projects less than \$10,000, the ACCS Facilities Division does not require three (3) proposals. However, it is recommended that three (3) proposals be solicited to ensure that fair and reasonable prices are paid.

- D. Prequalification of Bidders: Each bidder is required to file with his or her bid a cashier's check or bid bond payable to the Owner for an amount not less than 5% of the Owner's estimated cost or of the Contractor's bid, but no more than \$10,000 is required. The bid guarantees "shall constitute all of the qualifications or guaranty to be required of Contractors as prerequisites to bidding for public works." (Alabama Code § 39-2-4)
 - (1) If the Owner proposes to prequalify bidders, it must comply with the provisions of the Public Works Law, Ala. Code § 39-2-4.
 - (2) The Owner must establish written prequalification procedures and criteria in accordance with the law.
 - (3) *The Advertisement for Bids* (ACCS Form 5-A) must identify where the published procedures and criteria are available for review. The prequalification publication may run concurrently with the *Advertisement for Bids* provided it produces the required advance notice. The use of *Advertisement for Prequalification and Bids* (ACCS Form 5-AA) is encouraged if running publication concurrently.

ACCS Facilities Division Construction Manual of Procedures

- (4) Prequalification deems a Contractor a “Responsible Bidder” for purposes of award unless the prequalification is revoked by the Owner in accordance with the law.
 - (5) The American Institute of Architects (AIA) publishes standard procedures and forms which may be used in the prequalification process with modification as needed to address specific needs of a project.
- E. Pre-Bid Conference: A pre-bid conference is mandatory for all projects over \$500,000. The pre-bid conference will allow for answers to questions and clarification of issues. The conference should be held well in advance of the bid date in order to provide ample time to issue addenda responding to questions raised during the conference but must be held at least seven (7) business days before the bid date.
- F. Receipt and Opening of Bids: Bids must be received at the location, date and time stated in the *Advertisement for Bids* or at a location, date, and time subsequently stated in a published Addendum to the bid documents. No bids shall be received after the designated time. All bids shall be opened and read publicly. Bidders must follow all requirements of the *Instructions to Bidders* or risk disqualification of their bid. Any discrepancies observed upon opening bids shall be publicly noted at that time. Each bidder’s compliance with the following statutory requirements are the minimum elements to be verified upon opening of bids:
- (1) Delivery Envelope: Title 34, Chapter 8, Code of Alabama, 1975, requires licensing for general contracting when the cost of the work exceeds amounts established by the State Licensing Board for General Contractors. Under this law it is incumbent upon the Design Professional and Owner to require each bidder to show evidence of this license before bidding. In the absence of such evidence, a bid shall not be received or considered. Therefore, the outside of the envelope in which a bid is delivered must bear the bidder’s name and state license number for general contracting and the envelope must be sealed. The envelope should also have the word “Proposal” written on it along with the project and work being bid identified on the envelope. The bid must not be received in the absence of any of these features. The sum being bid may be changed by the bidder by writing the change in price, over the bidder’s authorized signature, on the envelope; however, if the sum being bid is revealed on the envelope, the bid no longer constitutes a "sealed bid" and must not be received. No change in price may be made after the time designated for receipt of bids.

ACCS Facilities Division Construction Manual of Procedures

- (2) Bid Security: Bid security must be furnished with bids in excess of \$100,000.00. Bid security shall be in the form of a bid bond (executed by a surety company duly authorized and qualified to make such bonds in Alabama) or a cashier's check (drawn on an Alabama bank) payable to the Owner. The amount of the bid security must be not less than 5% of the Owner's estimated cost of the work or of the Contractor's bid but is not required to be more than \$10,000.00. If a bid bond is furnished in lieu of a cashier's check, the standard *Form of Bid Bond* (ACCS Form 5-F) is to be used.
 - (3) Proposal Form: In addition to all pricing requirements, the standard *Proposal Form* (ACCS Form 5-E) should be checked for acknowledgment of all addenda, identification of bid security, complete legal signature, and complete identification of data regarding the bidder's state licensing for general contracting.
 - (4) Accounting of Sales Tax: Submission of a completed standard *Accounting of Sales Tax* (ACCS Form 5-H) is required; it is not optional. A bid will be rendered non-responsive if it fails to provide an *Accounting of Sales Tax*. This Form must be submitted together with the *Proposal Form*.
 - (5) After bids have been opened, the apparent low bidder may be determined. However, actual determination of the lowest responsible and responsive bidder may only be made after the bids have been tabulated, reviewed, and evaluated within the time period specified in the *Instructions for Bidders* or any supplements thereto. All bids shall be made available for public review and inspection by all bidders at the location of the bid opening for a reasonable period of time after they are opened.
- G. List of Major Sub-Contractors and Suppliers: As stated on the Proposal Form, each bidder "...declares that a list of all proposed major subcontractors and suppliers will be submitted at a time subsequent to the receipt of bids as established by the Architect in the Bidding documents but in no event shall this time exceed twenty-four (24) hours after receipt of bids." Upon opening of bids, bidders should be reminded of this requirement and the time by which the information is to be provided.
- H. *Certified Tabulation of Bids*: After bids have been received, the Design Professional shall check and tabulate all bids, certifying that the bids were received sealed, publicly opened and read aloud at the time and place advertised, and that it is a true and correct tabulation of all bids received for the project. This tabulation shall be

ACCS Facilities Division Construction Manual of Procedures

signed by the Design Professional, notarized, and furnished to the ACCS Facility Division. If a bid is incomplete, qualified, or bears any condition or irregularity that may affect its responsiveness, the Design Professional shall note this information on the tabulation. The sample *Certified Tabulation of Bids* (ACCS Form 5-J) can be utilized or modified to facilitate project-specific bid requirements.

- I. Bid Errors, Discrepancies, and Mistakes
 - (1) Errors and Discrepancies in the Proposal Form shall be governed pursuant to Public Works Law, Ala. Code § 39-2-7.
 - (2) Mistakes within the Bid: The Public Works Law, Ala. Code § 39-2-11 permits a low bidder discovering a mistake in its bid to seek withdrawal of its bid without forfeiture of its bid guaranty under the conditions set forth therein.
- J. Return of Bid Security shall be governed pursuant to the Public Works Law, Alabama Code § 39-2-5.
- K. Retention of *Proposal Forms*: The Owner must keep a permanent record of the original bid proposals, the proposal envelopes with any changes in bid prices, and in general all documents pertaining to the bids received and the award of a contract. These records shall be open to public inspection.
- L. Determination of the Lowest Responsible and Responsive Bidder shall be governed by Public Works Law, Ala, Code § 39-2-6. Through the *Certified Tabulation of Bids*, the Design Professional is required to record the relationship of the bids and any bid conditions or irregularities that may affect the responsiveness of any proposal. The final responsibility of determining the lowest responsible and responsive bidder rests with the Owner.
 - (1) Determination of the Lowest Bidder: When bid alternates are used, the method defined in "Determination of Low Bidder by Use of Alternates" in the *Instructions to Bidders* must be followed exactly. Where all, or part(s), of the planned work is bid on a unit price basis, both the unit prices and the extensions of the unit prices constitute a basis of determining the lowest bidder. In case of error in the extension of prices of bids, the unit price will govern. Unit prices for application to potential changes in the work are not a basis for determining the lowest bidder.
 - (2) Determination of the Lowest Responsive Bidder: As defined by Public Works Law, Ala. Code § 39-2-6, "A responsive bidder is one who submits a bid that

ACCS Facilities Division Construction Manual of Procedures

complies with the terms and conditions of the invitation to bids. Minor irregularities in the bid shall not defeat responsiveness." Upon receipt of the Certified Tabulation of Bids and bid proposals from the Design Professional, the Owner must determine whether the lowest bidder is responsive. If the lowest bid is determined to be non-responsive, then this determination must be made of the second, third, etc., lowest bidders until the lowest responsive bidder is determined. In determining the lowest responsive bidder, the Owner has the discretion to waive technical errors and omissions in bid proposals; but it may not waive statutory requirements or ACCS Facilities Division rules.

- (3) A Bid Must Be Rejected If:
 - (a) Bid Envelope is not sealed,
 - (b) Bid Envelope does not have General Contractor's license number,
 - (c) Bid Envelope has notes that are not signed,
 - (d) Bid Envelope and Proposal Form do not bear the full, legal description of the bidder,
 - (e) It is not submitted with the required bid security,
 - (f) Proposal Form does not bear an authorized signature of the bidder,
 - (g) It does not have the Attachment for Accounting of Sales Tax,
 - (h) It is for more than the amount requiring licensing pursuant to Title 34, Chapter 8, Code of Alabama, 1975 and does not bear the information regarding the bidder's state license for general contracting.
- (4) A Bid May Be Rejected If:
 - (a) It contains any omissions, alterations of forms, additions not called for, conditional bids, alternate bids not called for, incomplete bids, erasures, or irregularities of any kind.
 - (b) All, or part(s), of the planned work is bid on a unit price basis and any of the unit prices are obviously unbalanced or non-competitive. This does not apply to the unit prices requested for application to *Change Orders*, which may be rejected without rejecting the entire bid.
- (5) Determination of Responsible Bidder: As defined by Public Works Law, §39-2-6, "A responsible bidder is one who, among other qualities determined necessary for performance, is competent, experienced, and financially able to

ACCS Facilities Division Construction Manual of Procedures

perform the contract." The Owner must determine which is the lowest responsible and responsive bidder by verifying whether or not the lowest responsive bidder is properly licensed by the State Licensing Board for General Contractors and is otherwise a "responsible bidder." Bidders prequalified to bid pursuant to prequalification procedures and criteria published by the Owner are deemed "responsible bidders". If the lowest responsive bidder is found not to be responsible, the Owner may then consider the second, third, etc., lowest responsive bidder to determine the lowest responsible and responsive bidder. Upon any reasonable cause, the Owner has the right to reject any or all bids.

- M. Negotiations to Reduce Cost: When two or more bids are received, and all bids exceed available funding for the contract, the Owner may negotiate for the work with the lowest responsible and responsive bidder provided that the Owner can document the shortage of funding, that time is of the essence, and that the negotiated changes are in the public interest and do not materially alter the scope and nature of the project.
- N. Disqualification of Bidders: Any bidder(s) may be disqualified from consideration for contract award for the following reasons:
- (1) Collusion as set forth in Public Works Law, Ala. Code § 39-2-6: "Any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition to bid at a fixed price or to refrain from bidding or otherwise shall render the bids void and shall cause the bidders or prospective bidders to be disqualified from submitting further bids to the Owner on future lettings."
 - (2) Advance Disclosure as set forth in Public Works Law, Ala. Code § 39-2-6: "Any disclosure in advance of the terms of a bid submitted in response to an advertisement for bids shall render the proceedings void and require advertisement and award anew."
- O. Tied Bids: In the event of equal low bids, ACCS has adopted the procedure as defined in the federal procurement regulations 14.408-6 (b) wherein in states: *If two or more bidders still remain equally eligible ..., award shall be made by a drawing by lot limited to those bidders. If time permits, the bidders involved shall be given an opportunity to attend the drawing. The drawing shall be witnessed by at least three persons, and the contract file shall contain the names and addresses of the witnesses and the person supervising the drawing.*

EXHIBIT G - PROCEDURES FOR SELECTING CONSTRUCTION MANAGER AS ADVISOR (CMa)

The following procedures are for the selection of Construction Manager as Advisor (CMa) services by ACCS.

- A. Master Lists: The ACCS Facilities Division develops and maintains Master Lists of Professional Service Providers, which includes Construction Manager as Advisor (CMa). **This RFQ is not for Program Management or Construction Administration.**

The Construction Manager as Advisor (CMa) will provide construction management advice through the design, preconstruction, construction, and closeout phases of the project. Responsibilities include collaborating directly with design professionals, providing expertise in planning, managing, and coordinating the project from design through closeout. The CMa will provide coordination, management, and information flow between multiple direct-to-Owner contractors that the general contractor normally provides between the subcontractors in traditional design-bid-build projects.

Additional scope of CMa collaboration includes reviews for constructability, overall work, design, value engineering, purchase order management, design of bid packages, preparation of budgets and schedules, construction administration over bid packages and/or scenarios expeditious or beneficial to the Owner.

- (1) The Facilities Division will provide an RFQ for individuals and firms seeking to qualify for the Construction Manager as Advisor (CMa) Master List. Federal *Standard Form 330* (SF-330) will be utilized in the application process. The Chief Facilities Officer will oversee the Facilities Division review of submittals and firms approved for inclusion on the Construction Manager as Advisor (CMa) Master List.
- (2) Firms and Individuals can qualify for projects in the following categories:
 - (a) Projects with Construction Cost of \$50,000-\$500,000
 - (b) Projects with Construction Cost of \$500,000 - \$5,000,000
 - (c) Projects with Construction Cost over \$5,000,000
- (3) The Facilities Division will determine the selection of a Construction Manager as Advisor from the CMa Master List for selected construction projects within ACCS institutions.

ACCS Facilities Division Construction Manual of Procedures

- B. Typical Selection Process: The Facilities Division will select qualified individuals and/or firms responding to the RFQ. Interviews and presentations may be required, and conducted remotely, virtually, or in person.
- C. Selection Criteria: The following criteria may be utilized by the Facilities Division in the evaluation of firms responding to the RFQ:
- (1) Federal *Standard Form 330*.
 - (2) The last two years of audited financial statements. Firms must be operating on a sound financial basis.
 - (3) Projects documented using Federal *Standard Form 330* completed and/or in progress for the last five years for each of the following categories:
 - (a) As the General Contractor (construction costs for five or more projects less than \$500,000).
 - (b) As the General Contractor (construction cost for five or more projects of \$500,000 - \$5,000,000).
 - (c) As the General Contractor (construction cost for five or more projects greater than \$5,000,000).
 - (d) As the Construction Manager as Advisor (construction cost for five or more projects is less than \$500,000). **No Program Management or Construction Administration.**
 - (e) As the Construction Manager as Advisor (construction cost for five or more projects of \$500,000 - \$5,000,000). **No Program Management or Construction Administration.**
 - (f) As the Construction Manager as Advisor (construction cost for five or more projects greater than \$5,000,000). **No Program Management or Construction Administration.**
 - (4) Demonstrated history last five years of providing simultaneously both General Contractor services for projects greater than \$5,000,000 and Construction Manager as Advisor (CMa) services for projects greater than \$5,000,000.
 - (5) Disclosure of any bankruptcies in the last eight years documented on Federal *Standard Form 330 (Section H. Additional Information)*.

ACCS Facilities Division Construction Manual of Procedures

- (6) Disclosure of any unresolved lawsuits documented on Federal *Standard Form 330* (*Section H. Additional Information*).
- (7) Disclosure of all legal judgements or arbitration awards in the last 10 years resulting from any construction related projects as General Contractor and/or Construction Manager as Advisor (CMA) documented on Federal *Standard Form 330* (*Section H. Additional Information*).
- (8) Experience and competence of firm principals and personnel as documented in Federal *Standard Form 330* for the positions of:
 - (a) Principals
 - (b) Program Manager
 - (c) Estimator
 - (d) Safety & Compliance Manager
 - (e) Construction Manager
 - (f) Field Coordinator
- (9) Existing workload of firm for all projects under contract that are not completed for General Contractor services provided and Construction Manager as Advisor (CMA) services provided. A listing of all existing projects and their Contract Sum is itemized on Federal *Standard Form 330* (*Section H. Additional Information*).
- (10) Written performance references by Owners for work completed in the last five years regarding quality of work, timely performance, diligence, ability to meet budgets and other related items. A listing of all references is itemized on Federal *Standard Form 330* (*Section H. Additional Information*) and copies of each reference letter organized behind *Section H* in the order they are listed on the form.
- (11) Written performance references by Architects/Engineers/Construction Professionals for work completed in the last five years regarding quality of work, timely performance, diligence, ability to meet budgets and other related items. A listing of all references is itemized on Federal *Standard Form 330* (*Section H. Additional Information*) and copies of each reference letter organized behind *Section H* in the order they are listed on the form.
- (12) Firm is a current General Contractor licensed in Alabama.

ACCS Facilities Division Construction Manual of Procedures

- (13) Familiarity with Title 39 of the Alabama Code relating to Public Works Projects and with Title 41 of the Alabama Code relating to the Alabama Competitive Bid Law.
 - (14) Familiarity with all current conditions, codes, laws, and ordinances where knowledge is essential to the proper performance of the work that is currently adopted by the State of Alabama as identified by the Division of Construction Management.
 - (15) Firm office location proximity to project location.
 - (16) The current effort of the firm in providing and/or working with minority and disadvantaged businesses documented on Federal *Standard Form 330 (Section H. Additional Information)*.
 - (17) ***Approach to Safety*** for construction projects documented on Federal *Standard Form 330 (Section H. Additional Information)*.
 - (18) ***Approach to Owner Architect Contractor (OAC)*** for construction projects documented on Federal *Standard Form 330 (Section H. Additional Information)*.
 - (19) ***Approach to Schedule and Production Performance Tracking*** for construction projects documented on Federal *Standard Form 330 (Section H. Additional Information)*.
 - (20) ***Approach to Cost Estimating*** for construction projects documented on Federal *Standard Form 330 (Section H. Additional Information)*.
 - (21) ***Approach to Trade Partner Management and Early Onboarding*** of local contractors, subcontractors, and suppliers, etc. for construction projects documented on Federal *Standard Form 330 (Section H. Additional Information)*.
 - (22) ***Approach to Employee/officer Continuity and Commitment to the Owner*** for construction projects documented on Federal *Standard Form 330 (Section H. Additional Information)*.
- D. Engagement: Upon the engagement of a qualified firm or individual, the Facilities Division will coordinate the completion of the necessary *Construction Manager as Advisor Contract, ACCS Form 1-CMA*.

EXHIBIT H - INDEPENDENT CODE CONSULTANT SERVICES AND INSPECTIONS

An Independent Code Consultant is required for construction plan review and inspection services when a Project is not within a local municipal jurisdiction that provides such services.

The use of an Independent Code Consultant does not relieve the Contractor from following all applicable permitting processes. All permits must still be pulled and paid.

At a minimum, the Independent Code Consultant shall be required to provide the following services and inspections:

A. Plan review

- (1) To the extent required by the Project, a pre-planned review meeting with the Design Professional and Independent Code Consultant shall be conducted to discuss the Project.
- (2) To the extent required by the project, the Independent Code Consultant may employ consultant(s) to assist with plan review. All consultants must be identified in writing to the Owner. Further, the Independent Code Consultant must certify, and to the extent requested, provide documentation that the consultant has the applicable knowledge and experience and/or is otherwise qualified to perform either Fire / Life Safety or State Building Code plan review.
- (3) The Independent Code Consultant shall complete plan review and approval for compliance with the Fire Codes: Building Codes adopted by the Alabama State Fire Marshal's Office, which may be found at Chapter 482-2-101, et seq., of the Alabama Administrative Code.
 - a. The Independent Code Consultant shall complete plan review and approval for fire life safety, including fire protection and fire alarm plans.
 - b. To the extent required by the Project, the Independent Code Consultant shall require completion and approval of a Fire Protection / Life Safety Plan by the applicable Design Professional.
 - c. To the extent required by the Project, the Independent Code Consultant shall have the authority to have any issues involving fire / life safety (being as broadly defined as possible) resolved prior to issuing any plan approval.

ACCS Facilities Division Construction Manual of Procedures

- (4) The Independent Code Consultant shall complete plan review and approval for compliance with the State Building Codes adopted by the Department of Construction Management.
- (5) The plan review report shall be documented and presented to the Design Professional and Owner in writing. Any issue raised by the Independent Code Consultant during his or her plan review shall be responded to in writing by the applicable Design Professional to the Owner's satisfaction.
- (6) It is the Design Professional's responsibility to determine the applicable State Building Codes and to design the Project in compliance therewith. Nothing herein is intended to limit, change, or modify the Design Professional's responsibility, or shift any responsibility for the design to the Independent Code Consultant.

B. Inspections

- (1) The Independent Code Consultant shall perform scheduled inspections of in-progress and completed work: (1) to review for Fire Code compliance; (2) to identify potential fire or life safety issues; and (3) to review for State Building Code compliance.
- (2) To the extent required by the project, the Independent Code Consultant may employ consultant(s) to assist with inspections. All consultants must be identified in writing to the Owner. Further, the Independent Code Consultant must certify, and to the extent requested, provide documentation that the consultant has the applicable knowledge and experience and/or is otherwise qualified to perform inspections for either Fire / Life Safety or State Building Code compliance.
- (3) The Independent Code Consultant shall be present during the following inspections:
 - a. Pre-construction meeting conducted by the design professional.
 1. A Pre-construction conference form / notes must be completed by the Design Professional.
 - b. Above Ceiling Inspection(s).
 - c. Final/Life Safety Inspection; and
 - d. Year-end Inspection.
- (4) The Independent Code Consultant shall have the authority to require additional inspections, as necessary.
- (5) The Independent Code Consultant shall complete a written form created by the Independent Code Consultant for each inspection and provide a copy to the Design Professional and Owner.
- (6) After completion of the Final/Life Safety Inspection, the Independent Code Consultant shall confer with the Design Professional and Owner regarding

ACCS Facilities Division Construction Manual of Procedures

whether the Work is substantially complete in the Independent Code Consultant's opinion.

- (7) It is the Contractor's responsibility to complete the Work, including selection of Construction Methods, in accordance with the Construction Documents. Nothing herein is intended to limit, change, or modify the Contractor's responsibility, or shift any responsibility for the performance of the Work to the Independent Code Consultant.

ACCS Facilities Division Construction Manual of Procedures

EXHIBIT I - PROJECT WORKFLOW ROLES AND RESPONSIBILITIES

PROJECT WORKFLOW ROLES AND RESPONSIBILITIES

PROJECT TASK	ROLES				
	ACCS Facilities Division	Design Team (Architects and Engineers)	Contractor	College Designated Representative	College President
Project Initiation					
Determine the Need	C			C	A
Pre-Programming Viability Review	C			C	A
Project Programming	C	I		R	A
Develop a Initial Project Estimate	C	C		A	C
Project Request Form (PRF) Submittal	C	C		A	R
Project Request Form (PRF) Review & Approval	A	I		I	I
Assign Project Number	A	I		I	I
Selection of Design Professional	A	I		I	I
Design Phase					
Agreement Between Owner & Architect (OA)	R	A		I	R
Pre Project Orientation Review	A	R		R	C
Schematic Design Development & Submittal	C	A			
Schematic Design Review & Project Program Approval	A	R		R	C
Construction Industry Notice & Code Review	I	A			
Preliminary Design Development & Submittal	C	A			
Preliminary Design Review & Approval	A	R		R	C
Facilities Committee Update	A	C		C	I
College to Purchase HVAC/Elect Long-Lead Time Items	C	C		A	I
Final Design Development & Submittal	C	A			
Final Design Review & Approval	A	R		R	C
Code Authority Review and Approval	I	A			
Procurement					
Advertisement for Bids	C	A		C	I
Post Bid Date onto ACCS Facilities Bid Calendar	A	R		C	
Board Work Session	A			I	I
Bid Documents	C	A		C	I
Bid Opening	I	A	I	C	I
Delivery of Certified Bid Tabulation	I	A		C	I
Recommendation from Design Team	C	A		I	I
Notice of Award (Design Team to Contractor)	C	A	I	I	I
Revised Project Request Form (PRF) Submittal	C	C		A	R
Board Meeting (Approval)	A			I	I
Construction					
Construction Contract Preparation	C	A	R		
Construction Contract Review and Execution	R	A	R	I	R
Notice to Proceed (Authorization from ACCS)	R	A	I	I	I
Pre-Construction Conference	R	A	R	R	I
Owner Architect Contractor (OAC) Meetings	C	A	R	R	I
Pay Applications	I	A	R	R	C
Change Orders (ALL require ACCS approval)	R	A	R	C	R
Construction Inspections	I	A	R	C	
Pre Close Out Meeting Review	R	A	R	R	I
Certificate of Substantial Completion	R	A	R	R	I
Final Punch List (30 Days from Substantial)	C	A	R	R	I
Advertisement for Completion	I	R	A	I	I
Close Out					
Close Out Documents Delivered	I	A	R	I	I
Project Files digitally uploaded and updated	R	A		A	
Final Project Request Form (PRF) Submittal	C	C		A	R
Certificate of Final Completion	C	A	R	R	I
Final Pay Application (Contractor)	R	A	R	R	C
Final Pay Application (Design Professional)	R	A		R	C
1-Year Inspection Scheduled	C	A	C	C	I

- R** Responsible - Responsible to complete part of the task.
- A** Accountable - Accountable for completion of the task.
- C** Consulted - Consulted before a decision or action is made.
- I** Informed - Informed after a decision or action.



ACCS Facilities Division Construction Manual of Procedures

EXHIBIT J - OAC MEETING AGENDA AND RESPONSIBILITIES

OAC Meeting Agenda

1. Review previous OAC meeting minutes
2. Project Schedule
 - A. Critical Path Activities
 - B. Delays and Justifications
 - C. Recovery Schedule
 - D. Notice to Cure (if applicable)
 - E. 2-3 Week Look Ahead
 - F. Upcoming Inspections and Testing
3. RFIs and Submittals Log
 - A. Procurement and Materials
4. ASIs and Open Change Order Requests
5. Allowances Log
6. Change Orders
 - A. Additional Days, Calculation of Weather Days
7. Pay Applications
 - A. Schedule of Values review
 - B. Percentage Completion, Progress Schedule
8. Job Site Logistics (Access, Site Use, Temporary Facilities, Deliveries, Cleaning, Safety Plans)
9. Field Observations and Deficiencies Log
10. Review Date and Time of next OAC Meeting
11. Site Visit after meeting

OAC Responsibility Matrix				
AGENDA ITEM	OWNER	ARCHITECT		CONTRACTOR
1. Review previous OAC meeting minutes	C	A	R	C
2. Project Schedule	I	A		R
A. Critical Path Activities review	I	A		R
B. Delays and Justifications	C	A		R
C. Recovery Schedule	I	A		R
D. Notice to Cure (if applicable)	A	R		C
E. 2-3 Week Look Ahead	C	A		R
F. Upcoming Inspections and Testing	C	A		R
3. RFIs and Submittals Log	C	A		R
A. Procurement and Materials	I	A		R
4. ASIs and Open Change Order Requests	C	A	R	C
5. Allowances Log	C	A	R	C
6. Change Orders	C	A		R
A. Additional Days, Weather Days	C	A		R
7. Pay Applications	C	A		R
A. Schedule of Values review	C	A		R
B. Percentage Completion, Progress Schedule	C	A		R
8. Job Site Logistics	C	A		R
9. Field Observations and Deficiencies Log	C	A	R	C
10. Review Date and Time of next OAC Meeting	C	A	R	C
11. Site Visit	C	A	R	R

- R** Responsible. The person (or people) actually completing the work.
- A** Accountable. The person that must answer for and/or sign off on the deliverable.
- C** Consulted. Those that provide input based on how the deliverable will affect their domain.
- I** Informed. Those that need to be kept in the loop on the project progress.

ACCS Facilities Division Construction Manual of Procedures

ATTACHMENTS SCHEDULE OF ATTACHMENTS

The documents listed herein shall be utilized for all ACCS projects where the engagement of a design professional and/or general Contractor is required to perform the necessary work. The Agreements, Standard Articles, General Conditions, and all ACCS forms are included in the Attachments to this Manual and are available online at the ACCS website.

Forms in **Bold Typeface** shall be included in the Project Manual, along with a statement requiring the General Contractor to prepare the Bid Proposal in compliance with the requirements of this ACCS Construction Manual of Procedures, current edition. Utilize the Advertisement for Bids or Invitation to Bid as applicable to the project.

PROFESSIONAL SERVICES CONTRACT, STANDARD ARTICLES AND AMENDMENTS

- (a) ACCS Form 1-A: Agreement between Owner and Architect
- (b) ACCS Form 1-B: Standard Articles of the Agreement between Owner and Architect
- (c) ACCS Form 1-D: Amendment to the Owner/ Architect Agreement
- (d) ACCS Form 1-E: Sample Table of Authorized Projects Under the Agreement

CONSTRUCTION CONTRACT, GENERAL CONDITIONS AND AMENDMENTS

- (a) **ACCS Form 2-A**: Construction Contract
- (b) **ACCS Form 2-AA**: Small Public Works Contract
- (c) **ACCS Form 2-B**: General Conditions of the Construction Contract
- (d) **ACCS Form 2-C**: Performance Bond
- (e) **ACCS Form 2-D**: Payment Bond
- (f) **ACCS Form 2-F**: Contract Change Order
- (g) **ACCS form 2-G**: Change Order Justification

REQUIRED ATTACHMENTS TO ALL AGREEMENTS

- (a) **Alabama Vendor Disclosure Statement**, available at <https://examiners.alabama.gov/PDF/publications/Vendor-Disclosure-Statement.pdf>.

ACCS Facilities Division Construction Manual of Procedures

- (b) **E-Verify Memorandum of Understanding**, available at <http://immigration.alabama.gov/eVerify.aspx>. The federal E-Verify website may be accessed at <https://www.e-verify.gov/employers/enrolling-in-e-verify>.

DESIGN PHASE FORMS

- (a) **ACCS Form 4-A**: Transmittal of Plans and/ or Specifications.
- (b) **ACCS Form 7-A**: Pre-Project Orientation Meeting Checklist
- (c) **ACCS Form 7-B**: Schematic Design Review Meeting Checklist
- (d) **ACCS Form 7-C**: Preliminary Design Review Meeting Checklist
- (e) **ACCS Form 7-D**: Final Design Review Meeting Checklist
- (f) **ACCS Form 7-E**: Pre Close Out Meeting Checklist
- (g) **ACCS Form 7-F**: Project Close Out Checklist

CONSTRUCTION PROCUREMENT FORMS

- (a) **ACCS Form 5-A**: Sample Advertisement for Bids
- (b) **ACCS Form 5-AA**: Advertisement for Prequalification and Bids
- (c) Reserved.
- (d) **ACCS Form 5-C**: Instructions to Bidders
- (e) Reserved.
- (f) **ACCS Form 5-E**: Proposal Form
- (g) **ACCS Form 5-E-IB**: Informal Bid Proposal Form
- (h) **ACCS Form 5-F**: Sample Bid Bond
- (i) **ACCS Form 5-G**: Contractors Statement of Responsibility for Construction of Tornado Storm Shelters
- (j) **ACCS Form 5-H**: Accounting of Sales Tax for Bid Purposes
- (k) **Sales and Use Tax Certificate of Exemption**, available at <https://revenue.alabama.gov/wp-content/uploads/2017/05/ST-EXC-01.pdf>

ACCS Facilities Division Construction Manual of Procedures

- (l) **ACCS Form 5-J:** Sample Certified Tabulation of Bids

CONSTRUCTION PHASE FORMS

- (a) **ACCS Form 6-A:** Pre-Construction Conference Checklist
- (b) Reserved.
- (c) **ACCS Form 6-C:** Sample Field Observation Report
- (d) **ACCS Form 6-D:** Sample Application and Certificate for Payment
- (e) **ACCS Form 6-E:** Sample Schedule of Values
- (f) **ACCS Form 6-F:** Sample Inventory of Stored Materials
- (g) **ACCS Form 6-G:** Sample Project Deficiency Log
- (h) **ACCS Form 6-H:** Sample Progress Schedule and Report
- (i) Reserved.
- (j) **ACCS Form 6-J:** Certification of Structural Observations
- (k) **ACCS Form 6-K:** Certificate of Substantial Completion
- (l) **ACCS Form 6-L:** General Contractors Roofing Guarantee
- (m) **ACCS Form 6-M:** Sample Form of Advertisement for Completion
- (n) **ACCS Form 6-N:** Contractors Affidavit of Payment of Debts and Claims
- (o) Reserved.
- (p) **ACCS Form 6-P:** Contractors Affidavit of Payment of Release of Liens
- (q) **ACCS Form 6-Q:** Consent of Surety to Final Payment
- (r) **ACCS Form 8-A:** Change Proposal Recap Sheet

*****END OF SCHEDULE OF ATTACHMENTS*****