

Project Manual Front End Review Checklist

Project:	Date:	Reviewer:
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“G” and “N” columns

denote documents appropriate for **General Work** and **Non-construction** project manuals.

In the **General Work** column,

“**B**” documents apply only for traditional lump sum **Bidding**,

“**T**” documents apply only for **Trade** bidding by Construction Manager / General Contractor,

“**V**” documents apply only for **Best Value**, and

“**C**” documents apply only when there is basic **Commissioning** (not third-party enhanced Commissioning).



Procurement & Contracting Requirements			do	issue	section	G	N	✓	how; or, if not always, when
00 10	Invitation to Bid	edit	July 15	00 11 16	B				
	Request for GMP Proposal	edit	Sep14	00 11 19	T				
	Invitation to Bid	edit	Oct 14	00 11 66		N			
00 20	Instructions to Bidders	use	July 15	00 21 13	B				
	Instructions to GMP Proposer		July 15	00 21 19	T				
	Instructions to Bidders	use	Oct 14	00 21 63		N			
	Supplementary Instructions to Bidders	create		00 22 13	G	N			about access to site for investigations
	Supplementary Instructions to Bidders	create		00 22 16		N			
	Supplementary Instructions to Proposers	use	Mar 12	00 22 16	V				
	Map to bid opening location	use	July 09	00 22 20C	B	N			if receiving in Chattanooga at ChSCC
		use	May 15	00 22 20J	B	N			if receiving in Jackson at JSCC
		use	Mar 12	00 22 20K	B	N			if receiving in Knoxville at PSCC
		use	Jun 05	00 22 20M	B	N			if receiving in Memphis at UoM
		use	July 15	00 22 20N	G	N			if receiving in Nashville at OFD
		use	Mar 12	00 22 20T	B	N			if receiving in Tri-Cities at ETSU
	Pre-Bid Meetings	create		00 25 13	G	N			about pre-bid conference
00 30	Asbestos Survey Available Information	use	Jun 05	00 31 26	G				if applicable
	Geotechnical Available Information	use	Jun 05	00 31 32	G				if applicable
	Owner's System Office Access	use	Aug 15	00 36 66	G	N			
	Disqualified Contractors and Subcontractors	use	July 14	00 38 60					n/a – no one is currently listed
00 40	Bid Form	edit	Oct 11	00 41 13	B				
	Bid and Agreement Form	fill-in	Jan 13	00 41 63		N			
	Proposal Summary	use	Jun 11	00 42 23	T				
	Proposal of Trade Subcontracts	use	Jun 11	00 42 71	T				
	Proposal of General Conditions	use	Mar 12	00 42 75	T				
	Proposal of Self-Performance	use	Jun 11	00 42 79	T				
	Construction Bid Envelope	use	July 15	00 47 13	B				
	Non-Construction Bid Envelope	use	Aug 15	00 47 63		N			
00 50	Agreement	use	Apr 12	00 52 13	B				
	ACH form	use	Jan 15	00 54 33	G	N			unless taking later CM/GC Trade bids
	W-9 form	use	Aug 14	00 54 35	G	N			unless taking later CM/GC Trade bids
00 60	Contract Bond	use	Jun 05	00 61 13	G	N			unless taking later CM/GC Trade bids
	Three Year Roof Bond	use	Jun 05	00 61 43	G				if applicable
00 70	General Conditions	use	July 09	00 72 03	G				in draft documents
		use	Jun 09	00 72 13	G				in final documents
		use	July 07	00 72 63		N			
	Supplementary Conditions	use	Jan 14	00 73 16	G				
	Supplementary Conditions : State Wages	use	Jan 14	00 73 43	G				if applicable per OFD, with wage scale
	Supplementary Conditions : Fed Wages	use	Jan 14	00 73 45	G				if applicable per OFD, with wage scale
	Procurement & Contracting Requirements	do	issue	section	N	✓			how; or, if not always, when

Checklist continues with specifications on page 2

	Specifications	do	issue	section	G	N	✓	how; or, if not always, when
01 10	Summary	create			G	N		as needed
01 20	Allowances	use	Nov 13	01 21 13	G			if applicable
	List of Allowances	edit	Jan 06	01 21 15	G			if applicable
	Unit Prices	use	Nov 13	01 22 13	G			if applicable
	List of Unit Prices	edit	Jan 06	01 22 15	G			if applicable
	Alternates	edit	Jun 05	01 23 00	G			if applicable
	Product Substitution Procedures	use	July 12	01 25 13	G	N		
	Product Substitution Request Form	use	Sep 15	01 25 33	G	N		
	Contract Modification Procedures	use	Sep 12	01 26 00	G			
	Weather Delays	use	July 15	01 26 20	G			
	Weather Delay Report	use	July 15	01 26 25	G			
	Amendment, Change Order, or Directive	use	Jun 05	01 26 40	G	N		
	Form for Price Summary	use	July 12	01 26 54	G	N		
	Form for Price of Work	use	July 12	01 26 55	G	N		
	Form for Price of Time	use	July 12	01 26 56	G	N		
	CM/GC-GMP Contingency and Reserve	use	July 15	01 29 16	T			
	CM/GC-GMP Contingency Log	use	Mar 12	01 29 17	T			
	CM/GC-GMP Reserve Log	use	July 15	01 29 18	T			
	Retainage Escrow Initiation	use	Mar 14	01 29 54	G			
	Schedule of Values	use	July 15	01 29 73	G			
	Applications and Certificates for Payment	use	July 15	01 29 76	G			
01 30	Administrative Requirements	create			G	N		as needed
	Project Meetings	use	July 12	01 31 19	G			
	Administrative Logs	use	July 15	01 31 90	G			
	Visitor Log	use	July 15	01 31 93	G			
	Progress Schedules and Reports	use	Mar 14	01 32 15	G			
01 40	Basic Regulatory Requirements	use	July 13	01 41 15	G	N		
	Testing Laboratory Services	use	Jun 05	01 43 25	G			if applicable
01 50	Temporary Facilities and Controls	create			G	N		as needed
	Owner's Field Office	use	Jun 05	01 52 25	G			if requested by Owner
	Temporary Storm Water Pollution Control	use	Jan 13	01 57 23	G			If SWPPP applies (add to it if needed)
	Notice of Coverage	use			G			if SWPPP applies, as issued by TDEC
	Storm Water Pollution Prevention Plan	use			G			if SWPPP applies, as approved by TDEC
01 60	Product Options	use	July 12	01 62 25	G			
01 70	Close-Out Procedures	use	Jan 13	01 77 70	G			
	Closeout Submittals	use	Mar 14	01 78 21	G			for basic needs, or
		use	Mar 14	01 78 21E	G			for more complex projects
	Data Binder Receipt	use	Jun 11	01 78 25	G			
	Sustainable Design Closeout Documentation	create		01 78 53	G			
	Sustainable Design Verification Form	create		01 78 56	G			from the SDG credit verification form
	Report of Subcontractors and Suppliers	use	Jun 05	01 78 88	G	N		
	Demonstration and Training	use	July 09	01 79 21	G			if applicable, unless you have better
	Demonstration and Training Verification	use	Jun 05	01 79 25	G			if applicable
01 90	Commissioning	use	Mar 12	01 91 13	C			
	Performance Testing Identification Form	use	Jun 11	01 91 23	C			
	Performance Testing Procedures Form	use	Jun 11	01 91 26	C			
	Functional Performance Test Certification	use	Jun 11	01 91 29	C			
07 00	Roofing System Warranty Execution	use	July 15	07 50 35	G			if applicable, correlate roofing spec
	Roofing System Warranty	use	July 15	07 50 36	G			if applicable, correlate roofing spec
23 00	Mech'l & Control Systems Commissioning	use	Sep14	23 08 00	C			if applicable
	Sensor Point Calibration Check Sheet	use	Jun 11	23 08 13	C			if applicable
	Terminal Box Point Calibration Check Sheet	use	Jun 11	23 08 16	C			if applicable
26 00	Electrical & Lighting Commissioning	use	Jun 11	26 08 00	C			if applicable
	Panelboard Check Sheet	use	Jun 11	26 08 06	C			if applicable
	Power Circuit Check Sheet	use	Jun 11	26 08 13	C			if applicable
	Generator Testing Procedures Form	use	Jun 11	26 08 30	C			if applicable
	Generator Testing Findings Form	use	Jun 11	26 08 32	C			if applicable
	Lighting Check Sheet	use	Jun 11	26 08 50	C			if applicable
	Specifications	do	Issue	section	G	N	✓	how; or, if not always, when

END