Administrative Procedures

Chapters
Jan 13  Chapter 1  Introduction
Jly 11  Chapter 2  Designer Agreements and Payments
Jan 13  Chapter 3  Design
Feb 16  Chapter 4  Project Manual Guide
Jly 15  Chapter 5  Procurement
Feb 16  Chapter 6  Construction
Feb 16  Chapter 7  Closeout and Record Documents

Appendix 1: Administrative Forms for Design Services
Jan 07  F 202  SBC-6 Owner / Designer Agreement
Jan 07  F 205  SBC-6a Terms and Conditions for Owner / Designer Agreement
Jan 07  F 208  SBC-6s Supplemental Owner / Designer Agreement
Jan 07  F 226  Attestation for Personnel

Appendix 2: Tennessee Sustainable Design Guidelines
Dec 12  Sustainable Design Guidelines - December 2012
Jly 12  SDG Checklist and Calculators - July 2012

Appendix 3: General Design Guidelines
Oct 14  Building Envelope Design Guideline

Administrative Forms
Sep 10  F 388  Designer’s Cost Estimate
Feb 16  F 475  Project Manual Front-End Review Checklist
Jan 13  F 486  Stormwater Review Plan Checklist
Mar 13  F 490  Bid Documents Submittal Form
Mar 13  F 517  Plan Rooms
Jly 09  F 545  Map of Bidding Regions
Jly 15  F 551  Bidder Licensing Expectations Report
Jly 15  F 555  Bid Tab
Jly 09  F 566  Designer Evaluation for Design Phase
Feb 16  F 612  Pre-Construction Conference Discussion Guide
Feb 16  F 615  Pre-Construction Data Sheet
Mar 00  F 632  Field Report
Jun 11  F 637  Commissioning Progress Observation
Mar 00  F 641  Action Item Log
Jly 03  F 642  Request for Information Log
Jan 14  F 643  Minor Orders Log
Jan 13  F 644  Request for Proposal Log
Mar 04  F 654  Request for Proposal
Jan 13  F 686  Stormwater Site Audit Checklist
Feb 16  F 691  Property Report T-100
Apr 13  F 695  Closeout Checklist
Mar 14  F 704  Certificate of Substantial Completion
Jan 13  F 723  Storm Water As-Built Certification
Oct 11  F 754  Project Data Binder Transmittal
Feb 16  F 764  Report of Final Inspection
Apr 98  F 780  Advertisement of Final Payment
Jan 97  F 825  Project Information Data Form (Substitute SBC-25)
Jly 09  F 866  Contractor Evaluation after Construction
Jly 09  F 966  Designer Evaluation after Construction
Jan 13  F 984  Report of One-Year Corrective Inspection

**Bidding & Contracting Requirements**

Jly 15  00 11 16  Invitation to Bid
Feb 16  00 11 19  Request for GMP
Oct 14  00 11 66  Invitation to Bid (Non-Construction)
Jly 15  00 21 13  Instructions to Bidders
Feb 16  00 21 19  Instructions to CM/GC for Producing the GMP
Oct 14  00 21 63  Instructions to Bidders (Non-Construction)
Mar 12  00 22 16  Supplementary Instructions to Proposers
Jly 09  00 22 20C  Map to bid opening location in Chattanooga
May 15  00 22 20J  Map to bid opening location in Jackson
Mar 12  00 22 20K  Map to bid opening location in Knoxville
Jun 05  00 22 20M  Map to bid opening location in Memphis
Jly 15  00 22 20N  Map to bid opening location in Nashville
Mar 12  00 22 20T  Map to bid opening location in Tri-Cities
Jun 05  00 31 26  Asbestos Survey Information Available to Bidders
Jun 05  00 31 32  Geotechnical Information Available to Bidders
Aug 15  00 36 66  Owner’s System Office Accessibility
Jly 14  00 38 60  Disqualified Contractors and Subcontractors
Oct 11  00 41 13  Bid Form
Jan 13  00 41 63  Bid and Agreement Form (Non-Construction)
Feb 16  00 42 23  GMP Summary
Feb 16  00 42 71  GMP List of Trade Subcontracts
Feb 16  00 42 75  GMP Disclosure of General Conditions
Jly 15  00 47 13  Construction Bid Envelope
Aug 15  00 47 63  Non-Construction Bid Envelope
Apr 12  00 52 13  Agreement (General Work)
Jan 15  00 54 33  ACH Form
Jun 05  00 61 13  Contract Bond
Jun 05  00 61 43  Three Year Roof Bond
Jly 09  00 72 03  General Conditions marker for AIA A201
Jun 09  00 72 13  General Conditions (General Work, modified A201)
Feb 16  00 73 16  Supplementary Conditions
Jly 07  00 72 63  General Conditions (Non-Construction)
Jan 14  00 73 43  Supplementary Conditions : State Wages
Jan 14  00 73 45  Supplementary Conditions : Federal Wages
Specifications

Nov 13 01 21 13 Allowances
Jan 06 01 21 15 List of Allowances
Nov 13 01 22 13 Unit Prices
Jan 06 01 22 15 List of Unit Prices
Jun 05 01 23 00 Alternates
Jly 12 01 25 13 Product Substitution Procedures
Sep 15 01 25 33 Product Substitution Request Form
Sep 12 01 26 00 Contract Modification Procedures
Jly 15 01 26 20 Weather Delays
Jly 15 01 26 25 Weather Delay Report
Jun 05 01 26 40 Form for Amendment, Change Order, or Directive
Jly 12 01 26 54 Form for Price Summary
Jly 12 01 26 55 Form for Price of Work
Jly 12 01 26 56 Form for Price of Time
Jly 15 01 29 16 CM/GC-GMP Contingency and Reserve
Mar 12 01 29 17 CM/GC-GMP Contingency Log
Jly 15 01 29 18 Form for CM/GC-GMP Reserve Fund Log
Mar 14 01 29 54 Retainage Escrow Initiation
Feb 16 01 29 73 Schedule of Values
Feb 16 01 29 76 Applications and Certificates for Payment
Jly 12 01 31 19 Project Meetings
Jly 15 01 31 90 Administrative Logs
Jly 15 01 31 93 Visitor Log
Mar 14 01 32 15 Progress Schedules and Reports
Jly 13 01 41 15 Basic Regulatory Requirements
Jun 05 01 43 25 Testing Laboratory Services
Jun 05 01 52 25 Owner's Field Office
Jan 13 01 57 23 Temporary Storm Water Pollution Control
Jly 12 01 62 25 Product Options
Jan 13 01 77 70 Closeout Procedures
Mar 14 01 78 21 Closeout Submittals (basic)
Mar 14 01 78 21E Closeout Submittals (detailed Example)
Jun 11 01 78 25 Data Binder Receipt
Jun 05 01 78 88 Report of Subcontractors and Suppliers
Jly 09 01 79 21 Demonstration and Training
Jun 05 01 79 25 Demonstration and Training Verification
Mar 12 01 91 13 Commissioning
Jun 11 01 91 23 Performance Testing Identification Form
Jun 11 01 91 26 Performance Testing Procedures Form
Jun 11 01 91 29 Functional Performance Test Certification
Jly 15 07 50 35 Total Roofing System Warranty Instructions
Jly 15 07 50 36 Total Roofing System Warranty
Sep 14 23 08 00 Mechanical & Control Systems Commissioning
Jun 11 23 08 13 Sensor Point Calibration Check Sheet
Jun 11 23 08 16  Terminal Box Point Calibration Check Sheet
Jun 11 26 08 00  Electrical & Lighting Systems Commissioning
Jun 11 26 08 06  Panelboard Check Sheet
Jun 11 26 08 13  Power Circuit Check Sheet
Jun 11 26 08 30  Generator Testing Procedures Form
Jun 11 26 08 32  Generator Testing Findings Form
Jun 11 26 08 50  Lighting Check Sheet