

Section 00010

NOTE TO A/E: Before submittal, A/E is to type required information in the sections listed below and certify by initials that each section has been filled in. Return this sheet with Phase III submittal to OFPC Project Manager.

ARCHITECT-ENGINEER'S (A/E)
INSTRUCTIONS FOR
COMPLETING DOCUMENT

<u>INITIALS</u>			<u>ITEM</u>
_____	Section 00020	1.01	Insert Bid No. and Title
_____		1.02	Insert Time, Day of Week, and Date Bids are to be Received
_____		1.03 A	Insert A/E Name, Address, Phone
_____		1.03 D	Insert Contract Document Costs
_____		1.05 A	Insert Project Title and Bid No.
_____		1.06	Insert Date, Time, and Location of Pre-Bid Conference
_____	Section 00101	1.03 B	Insert minimum licensure requirements
_____		1.03 C	Omit Paragraph Unless Project is for Roof Replacement
_____		1.03 F	Note-Prequalification requirement.
_____		1.04 B	Insert School Name(s) and Address(es)
_____		1.05	Insert A/E Name, Address, Phone No., FAX No., and Name of Contact Person
_____	Section 00300	1-B	Insert Contract Time. NOTE: List calendar days to Substantial Completion, Final Completion and Contract Time. Must agree with Section 01000, Article 8.1.2, 8.1.3 & 8.1.4. Amount of time to be discussed with and approved by the Project Manager.
_____		1-F	Edit Sub-Bidders List. List Only Applicable Sub-Contractors for Project that may exceed 5% of total cost estimate or require licensure.
_____	Section 00501		<u>Do not fill in any blanks on Construction Contract.</u>
_____	Section 01000	2.1	Insert A/E Name and Address

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- _____ 8.1.2 Insert the Date of Substantial Completion of the Work: The date of Substantial Completion shall be _____consecutive calendar days after the issuance of the Notice to Proceed from Owner. (Refer to Subparagraph 1.1.26)Contract Time (in Calendar Days)
- _____ 8.1.3 Contract Time: The Contract Time (Construction time to reach Substantial and Final Completion) shall be _____consecutive calendar days.(Refer to Subparagraph 1.1.12)
- _____ 8.1.4 The Date of Final Completion of the Work: The date of Final Completion shall be _____ consecutive calendar days after Substantial Completion. (Refer to Subparagraph 1.1.15)
- _____ 8.4.2 Insert Liquidated Damages Dollar Amount
- _____ Section 01005 1.01 List Drawings in Bound Order
- _____ Section 01010 1.02 Concisely Describe Work in Outline Form
- _____ 1.04 Describe Work Effort Sequence or add language that owner has no preference for sequencing. Discuss with Project Manager.

Revised 01/2004

(for MBE Encouragement projects)