



## **COLUSA UNIFIED SCHOOL DISTRICT**

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### **EXHIBIT F - CONSTRUCTION ADMINISTRATIVE PROCEDURES MANUAL**

#### **Egling Middle School Relocatable Classrooms and Hardcourt Paving**

##### **SCHOOLS**

**Egling Middle School  
813 Webster Street  
Colusa, CA 95932**

##### **BID PACKAGE #16-104**

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###### **District Representative**

**Capital Program Management, Inc.  
1851 Heritage Lane, Suite 210  
Sacramento, CA 95815**

###### **Architect/Engineer**

**Architectural Nexus  
1900 3<sup>rd</sup> Street, Suite 500  
Sacramento, CA 95811**

**The Engineering Enterprise  
1125 High Street  
Auburn, CA 95603**



# Construction Administrative Procedures Manual

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# Construction Administrative Procedures Manual

## I. INTRODUCTION

The purpose of this Manual is to provide the Owner, District Representative, Architect/Engineers and Contractors with detailed information concerning specific requirements and procedures that will be implemented during construction.

This Manual delineates the lines of authority and responsibilities of the project team members associated with this Project, along with highlighting specific requirements of the General Conditions of the Contract Documents. This Manual is not intended to replace any of the requirements of the General Conditions, and in the event of any conflict between this Manual and the General Conditions, the latter controls.



# Construction Administrative Procedures Manual

## II. ORGANIZATION

### A. Colusa Unified School District - Owner

The Board of Education of the Unified School District will be represented by the Superintendent. The District is responsible for the following:

1. Development of Program Requirements
2. Formal Liaison with the District Staff
3. Contract Administration
4. Payment and Change Order Approvals
5. Final acceptance of the Project
6. Oversight Committee Regulation Adherence

### B. Project/Construction Management

The District has retained a District Representative as a consultant to assist the District in overall management of the Project. The District Representative will be responsible for such activities as monitoring time and cost, coordinating inspection and testing, and advising the District of actions required. All contact between the District and Contractor is to be made through the District Representative.

### C. Architect/Engineers/Engineering Consultants (A/E)

The A/E is responsible for the design and clarification of the Contract Documents. The A/E is responsible for review of submittals, shop drawings, requests for information, payment requests, and requests for material substitutions. The A/E may issue requests for proposals and/or review responses to requests for proposals. The A/E will advise the District Representative concerning all technical decisions. The A/E will also make project site visits as required.

### D. Testing Laboratories

In special cases, as the District deems necessary, a specialized testing lab will be hired by the District to provide testing and inspection services. This includes the testing, inspection, and safety monitoring of the asbestos abatement. The District Representative will be responsible for coordinating and monitoring the testing firm's activities. The Contractor is responsible for coordinating the scheduling of all required testing with the District Representative.

### E. Contractor

The Contractor has contracted with the District to perform work as detailed in the Contract Documents and is responsible for the performance and coordination of all Subcontractors and suppliers providing services under this contract. The Contractor will have one full-time superintendent, on the Site at all times during construction of its work.

### F. Project Inspector/Quality Assurance Inspector

The District has hired DSA Certified Inspectors to conduct inspections for conformance to the Contract Documents and code compliance. The District has Quality Assurance Inspectors to assist the Project Inspector in specialty areas (i.e., mechanical, electrical).

### G. Hazardous Waste Consultants

Not Used



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## III. PROJECT DIRECTORY

### **OWNER**

Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95687  
Phone (530) 458-7791  
Fax (530) 458-4030

### **DISTRICT REPRESENTATIVE**

Capital Program Management, Inc.  
1900 3<sup>rd</sup> Street, Unit 500  
Sacramento, CA 95811  
Phone (916) 553-4400  
Fax (916) 553-4200

### **ARCHITECT/ENGINEER/CONSULTANT**

Architectural Nexus  
2407 J Street, Suite 500  
Sacramento, CA 95811  
Phone (916) 443-5911  
Fax

The Engineering Enterprise  
1125 High Street,  
Auburn, CA 95603  
Phone (510) 769-7600  
Fax (510) 769-126

### **TESTING FIRM**

TBD

### **HAZARDOUS MATERIALS MANAGEMENT**

Not Used



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## IV. PROJECT PROCEDURES

### A. COMMUNICATIONS

1. In carrying out the terms of the Contract, the Contractor will interact with the Project Team only through the District Representative. In turn, the District Representative will communicate with the Contractor. The District Representative will refrain from communicating with the Contractor's Subcontractors and suppliers. All correspondence, shop drawings, samples, descriptive data, reports, proposals or requests of any nature are to be submitted by and to the Contractor through the District Representative, who will distribute further as required.
2. All correspondence and submittals shall reference the specific Project Site and name, bid package number, and DSA application number. The District Representative will return to the Contractor any correspondence or submittals from a subcontractor or vendor that have not been directed through the office of the Contractor.
3. Within ten (10) days following issuance of the Notice of Intent to Award, the Contractor will forward to the District Representative a list outlining the key project personnel. At the same time, the Contractor will provide a letter of authority identifying those of the Contractor's personnel who are authorized to sign official project documents on behalf of the Contractor, and the specific documents they are empowered to sign.
4. According to the Contract Documents, the Contractor will provide the name, address, phone and fax number of all proposed Subcontractors (including those who are to furnish material or equipment and those who are Subcontractors to the Subcontractors).
5. The A/E shall make written field reports for each site visit. If the A/E observes any work that does not conform to the Contract Documents he/she shall clearly state this in his/her report.
6. The Inspectors and the Contractor shall prepare daily written field reports and forward copies to the District Representative no less than on a weekly basis.

### B. MEETINGS

#### 1. **Pre-Construction Meeting**

- a. After award of the Contract, the District Representative will schedule a Pre-Construction Meeting to be held at a time and location designated by the District Representative. This meeting will follow the Pre-Construction Meeting Agenda and will be conducted by the District Representative with representatives of the A/E, the Owner, Inspectors, Testing Firms, and the Contractor. In some cases, Subcontractors and/or manufacturer's representatives may be requested to attend.

#### 2. **Project Meetings**

- a. The District Representative will conduct project meetings (weekly or as needed) at the Project Site. Meetings will be conducted according to the weekly project meeting agenda, a copy of which is included in the Appendix.
- b. The purpose of these meetings is to provide a formal and regular forum for the Owner, District Representative, A/E, Project Inspector, and the Contractor to present questions, problems and/or issues that need to be addressed. They will also provide an opportunity to review the progress on previous issues and action items along with submittal and schedule review.
- c. **Each Contractor with crews on site must attend the meetings.**
- d. Persons required to attend the weekly project meetings include the Contractor's supervisory personnel, Subcontractor personnel (as appropriate), District Representative, Project Inspector, and others as requested by the District Representative. A/E or Owner personnel may attend at any time.



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- e. At each of these regularly scheduled progress meetings, the Contractor shall bring any documentation as may be required to accomplish a joint review and status of the Project activities.
- f. The Contractor shall prepare for each weekly meeting a short interval schedule (SIS). The SIS shall be prepared according to Paragraph 37 of the General Conditions, Section 007200, and the scheduling section of this Manual and will be reviewed with the Contract Schedule at each weekly meeting.

### 3. Special Project Meetings

- a. The District Representative may call special project meetings at any time during the Project. Special project meetings, if deemed necessary, shall include representatives of the Contractor and Subcontractors as requested, to provide an adequate line of communication to discuss problems and/or solutions that are common to the Project. These meetings may also include the A/E, their consultants, the Project Inspector, and the Owner's representative as required.

### C. SUBMITTALS/SUBSTITUTIONS

- 1. The Contractor will prepare submittals in accordance with Paragraph 46 of the General Conditions 007200. Requests for Electronic Data will be considered upon receipt of written request by the Contractor accompanied by a signed copy of the Electronic Data Request Form (included with this section). Request should clearly outline specific drawings desired and the intent of the request.
  - a. Submit Electronic Data Request Form on standard form.
  - b. Allow 72 hours minimum for review and consideration by Architect.
  - c. Electronic data files are not a part of the contract documents, but rather a convenience for the contractor in preparation of his required submittals and layout efforts. Electronic files do not alter the content or meaning of the hard copy documents which may be a part of the Contract Documents.
  - d. The electronic data files will remain the property of the Architect, shall not be used for any other purpose than that purpose stated in the Electronic Data Request Form, and shall not be released by the Contractor or any subcontractor to any other party without written consent from the Architect.
  - e. The electronic data files are distributed for reference only. Transferring such files can alter, delete or change original information. Accuracy of the data cannot be guaranteed as correct or complete and the Contractor accepts full responsibility for any and all inaccuracies, regardless of cause.
  - f. The hard copy documents, including addenda and subsequent written changes to the documents, represent the complete work of the Contract. All electronic files should be cross-referenced to the Contract Documents by the user and verified from that the information included contains all of the necessary Contract information. It is the Contractor's responsibility to make any changes or revisions to the electronic data files as necessary.
  - g. Architect may, at his complete discretion and without explanation, approve or deny any and all requests for electronic data.

### D. REQUEST FOR INFORMATION

- 1. Should the Contractor require clarification or additional information of the Contract Documents, and after the Contractor has consulted with the Project Inspector, the Contractor will direct the request to the District Representative on a Request for Information (RFI) form. (See appendix.)
- 2. Each RFI will be submitted to the District Representative un-numbered. The District Representative will number each RFI sequentially and will maintain an RFI log. The Contractor shall describe on the RFI the problem or clarification being requested. The description provided should be complete and adequate to permit a written response without additional communications with the Contractor. The Contractor shall attach any related information or correspondence that may have been received from Subcontractors or vendors on the



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subject. In instances where the Contractor believes there may be a conflict between elements of the plans and specifications, the Contractor should identify the conflict and indicate the manner in which it interprets the Contract Documents.

3. The District Representative will review the request and take one or more of the following steps:
  - a. Return the request to the Contractor for additional information.
  - b. Forward the request to the A/E for response, copying the Project Inspector.
  - c. Provide response and return to the Contractor with copies to the A/E and Project Inspector.
4. The A/E or other appropriate party receiving the RFI, will attempt to provide a response to the District Representative within seven (7) calendar days of receipt. The District Representative will in turn review the response and forward it to the Contractor. Should the response to an RFI be required by a specific critical date the Contractor shall indicate that date on the RFI.
5. If the A/E's review indicates a change or revision is necessary to the Contract Documents, the A/E will prepare the appropriate drawings and/or specifications required to define the change or revision and obtain DSA approval, if necessary. These documents will be transmitted to the District Representative for review and incorporation into the Contract Documents. The District Representative will transmit the revised documents to the Contractor.
6. If the Contractor believes the clarification or direction provided by the response to the RFI will impact the cost or schedule of the Project, the Contractor shall provide prompt notification to the District Representative, according to the General Conditions. After consultation with the A/E, the District Representative may prepare a Request for Proposal, PCO/Work Order and/or Change Order (see appendix) that shall be processed as outlined in the Change Order Procedure section of the Manual.
7. Because RFI's are used for clarification or Construction Document interpretation purposes, the response will be issued back to the Contractor in the space provided on the standard RFI form. More complex issues requiring Contract Document revisions and/or which may result in a change in cost to the Contract will be handled using a Construction Change Document (CCD). RFI's and CCD's will not be used to address simple or minor coordination or construction issues which can normally be addressed quickly and easily by the Contractor or in conjunction with the Contractor and Architect. RFI's deemed unnecessary or frivolous by the Architect will be returned to the Contractor for reconsideration or will be rejected. RFI's so returned shall be removed from the RFI log and noted as unnecessary.

### **E. NON-CONFORMING WORK**

1. If the Contractor fails to correct deficient work or has a part of the work improperly completed, the District Representative, the A/E or the Project Inspector through the District Representative, will issue a "Notice of Non-Conforming Work/Construction Deficiency." (See appendix.) This report puts the Contractor on formal notice that a deficiency exists and becomes substantiating documentation for any future action. If the corrective action required is not evident, the District Representative will also request the Contractor's plan for correction.
2. If the Contractor does not correct such rejected or non-conforming work and/or materials within a reasonable time, fixed by the District Representative or A/E in a written notice to the Contractor, the District may correct the same and charge the expense to the Contractor, per Paragraph 1 of the General Conditions, Section 007200.
3. In no case will a Certificate of Completion be issued as long as any Notice of Non-Conforming Work/Construction Deficiency is unresolved.
4. The Owner's acceptance of defective or non-conforming work will be only as described in the Contract Documents.





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### F. CHANGE ORDER PROCEDURE

1. The Owner, through the District Representative, may from time to time direct the Contractor to make changes in the work within the general scope of the Contract Documents. All change order work will be in accordance of Paragraph 11 of the General Conditions, Section 007200.
2. If the signed Change Order or Directive directs work to be done on a "time and materials" basis per Paragraph 11.4.b of the General Conditions, Section 007200, the Contractor shall prepare a separate Daily Extra Work Report for each Change Order or Directive, clearly identified as to the Change Order or Directive number and Scope of Work involved. These Daily Extra Work Reports must be signed by the District Inspector or District Representative each day that extra work is performed. Any time not recorded and confirmed on the actual date of the work will not be allowed in the change order cost.
3. DSA approval may be required on Contract Change Documents ("CCD"). The District Representative will review each with the A/E to determine the appropriate DSA approval and proceed one of three ways:
  - a. If the change is i) CCD Category A (affecting structural safety, access compliance, or fire & life safety) or ii) otherwise required to be submitted to DSA, and iii) is not time critical, then it will require standard review and approval by DSA before proceeding.
  - b. If the change is CCD Category A or otherwise required to be submitted to DSA and is time critical, the A/E will use the DSA's "Preliminary Change Order Procedure" and contact DSA by phone and fax to discuss the proposed change and obtain verbal concurrence from DSA prior to proceeding. The A/E will notify the District Representative and the District Representative will direct the Contractor to proceed. The District Representative will process the CCD with all appropriate documentation.
  - c. If the change is clearly CCD Category B (not affecting structural safety, access compliance or fire & life safety) and is not required to be submitted to DSA for approval, the A/E will give preliminary approval, and the District Representative will direct the Contractor to proceed.

### G. APPLICATION FOR PAYMENT/PREVAILING WAGE DOCUMENTATION

1. Application for Payment shall be made on a monthly basis for work completed on or before the end of the billing cycle. The Application for Payment will be in the form provided by the Owner. (See appendix.) Separate Application for Payment shall be made for each Project Site, identify the applicable Site and bid package number. The Application for Payment and invoices are to be submitted to the District Representative with appropriate supporting documentation.
2. As part of required post-bid submittals, and within ten (10) days of the execution of the Contract, per Paragraph 42 of the General Conditions, Section 007200, The Contractor shall submit to the District Representative the schedule of values for the each Project Site, identifying the bid package number, and broken down by phase and building within each phase in sufficient detail to evaluate progress at any point in the Work. In no event shall an individual line item on a schedule of values exceed five percent of the Contract Sum unless so approved in advance by the District Representative. Labor, material, awarded alternates and subcontract costs shall be shown separately. Cost of contract close out, as-built documentation and punch list shall be shown as individual line items. Each of these line items shall be no less than three (3) percent of the total Contract Sum.

Additionally, as part of required post-bid submittals, the Contractor shall submit identifying the bid package number, a completed Fringe Benefit Statement (if requested) and Contractor Compliance Affidavit. (See appendix.)

3. Should the District Representative assess that other conditions of the Contract warrant withholding payment (i.e. missing verified reports, daily report forms, submittals, as-builts progress, approved Contract Schedule, schedule data, certified payroll records if requested to be submitted, liquidated damages, and/or as set forth in General Conditions, Section 007200, etc) the District Representative shall inform the Contractor in writing indicating the reason for withholding payment.



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4. Payment for materials delivered to the Project Site but not yet incorporated in the Work may be made at the discretion of the Owner. Such materials must be stored at the Project Site, properly stacked crated or boxed and if necessary covered or protected from the weather. Documentation of cost of the paid invoices for the materials must be provided with the Application(s) for Payment.
5. See Paragraph 35.6 of the General Conditions, Section 007200, for the procedures for final payment.
6. Lien Releases:

Contractor conditional lien releases must be received and accepted by the District Representative for current billing and Unconditional Lien Releases will be required for the prior months billing before a current billing will be forwarded to the Owner. Final Lien Releases for all contractors and suppliers will be required with the final billing.

### H. **SCHEDULES**

No later than twenty-one (21) days after receiving the Notice to Proceed, the Contractor shall submit to the District Representative one hard copy and one copy on a CD in electronic format other than pdf of a detailed proposed Contract Schedule, in accordance with Paragraph 37 of the General Conditions, Section 007200, for each Project Site, identifying the applicable Site and bid package number.

The Contract Schedule(s) shall furnish or comply with the following requirements:

1. Separate buildings and other independent Project elements shall be individually identified in the network.
2. Fourteen (14) days for developing punch list(s), completion of punch list items, and final clean up for the work or any designated portion thereof. No other activities shall be scheduled during this period.
3. Interface with the work of other Contractors (or entities).

The Contract Schedule(s) as submitted must reflect completion within the time established in Section 00800, Special Provisions, including any durations and phase milestone completion dates stated therein.

The District Representative will review the Proposed Contract Schedule(s) for conformance with the requirements of the Contract. Within ten (10) days after receipt, the District Representative will accept the Contract Schedule(s) or will return it with comments. If the proposed Contract Schedule(s) is not accepted, the Contractor shall revise the schedule to incorporate comments and resubmit the schedule for acceptance within seven (7) days after receiving it. The accepted schedule(s) shall become the Contract Schedule(s).

The Contract Schedule(s) shall be the basis for evaluating job progress, payment requests, and time extension requests. The responsibility for developing the Contract Schedule(s) and monitoring actual progress as compared to the schedule(s) rests with the Contractor.

Failure of the Contract Schedule(s) to include any element of the work or any inaccuracy in the Contract Schedule(s) will not relieve Contractor from responsibility for accomplishing all the Work in accordance with the Contract.

Acceptance of the Contract Schedule(s) will not relieve the Contractor of the responsibility for accomplishing the Work in accordance with the Contract.

Failure to obtain the accepted Contract Schedule(s) within forty (40) calendar days of the Notice to Proceed may result in the District withholding ten percent (10%) of each progress payment, or \$1000, whichever is greater, until an accepted Contract Schedule(s) is obtained.



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## Monthly Updates.

The Contractor will prepare Monthly Updates in accordance with Paragraph 37.8 of the General Conditions 007200.

## Short Interval Schedules.

The Contractor will prepare Short Interval Schedules in accordance with Paragraph 37.8 of the General Conditions 007200. The Contractor shall participate in short interval scheduling coordination during the weekly construction meetings.

## **I. PERMITS, INSPECTION AND TESTING**

1. The Contractor shall be responsible for maintaining the necessary licenses required for the completion of its work.
2. The cost of plan check fees, permit fees and inspection fees will be paid directly or reimbursed by the District.
3. Contractor and all subcontractors will be responsible for obtaining and paying for a business license as required.
4. The on-site Project Inspector will make in writing the normal building and code compliance inspections. The Contractor shall inform the District Representative at least 24 hours before scheduling of any required inspections.
5. Inspection, testing, and sampling will be performed as specified in the General Conditions and the specific divisions of the Contract Documents. In general, the Owner, will contract for the performance of soil, compaction, concrete, grout, and steel (bolts, welding), asphalt and mortar testing. For all other testing and sampling, the Contractor will be guided by the relevant sections of the Contract Documents and specifications. In all cases where testing is being performed or samples being taken, the District Representative will be given notification pursuant to Contract Document requirements.
6. If inspections or testing disclose errors, omissions, inconsistencies or deficiencies during construction activities, the Contractor will be notified in writing within 24 hours, using the "Notice of Non-Conforming Work/Construction Deficiency" form. If the form of corrective action is not apparent, the District Representative may request the Contractor to propose a corrective action plan.
7. If the excavation of utilities is required, Underground Services Alert (U.S.A.) must be contacted. The Contractor must notify the District Representative of USA's instructions. Where utilities (electric, water, drainage, sewer, etc.) will be disrupted as a result of construction activity, the Contractor shall notify the District Representative in writing at least seven (7) calendar days before the interruption of service.
8. Verified Reports - The Contractor shall submit three (3) copies of the Final Verified Report with an original signature on each (DSA6) (see appendix) to the District Representative at the completion of the Project. The District Representative will provide the proper forms to use.

## **J. SAFETY/SECURITY/ACCESS**

1. The Contractor shall have sole and complete responsibility for initiating, maintaining and supervising all safety precautions and programs in connection with the Project. Also, in no case shall the Owner, the District Representative, the A/E, the Project Inspector, and/or their agents, employees or representatives, have either direct or indirect responsibility for the means, methods, techniques, sequences or procedures utilized by the Contractor, or for safety precautions and programs in connection with the Work.
2. The Contractor will identify their designated Safety Supervisors to the District Representative, and will provide a copy of his safety program along with all program revisions and updates following issuance



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3. Keys - The Contractor may acquire master key(s) to access Project Site by requesting the appropriate key (s) from District Representative and completing the District Master Key Receipt (see appendix). Any key(s) distributed to the Contractor are to be returned to the District Representative on demand. The contractor will be solely responsible for the full cost of re-keying the entire school if a Master Key is lost or stolen. Additionally, any lost or stolen individual door key (or "Pass Key") will be incur replacement costs equal to time and materials required to re-key the locks that affect the security of the school site.

### **K. GUIDELINES WHILE ON SCHOOL SITE**

The safety of students is our highest priority. Please follow these guidelines as you visit and work on our campuses. At each site you will see many students, staff, and parents who will be delighted to know that you are there to modernize our schools.

1. Start and End Times.  
The daily beginning and end of the school day is a busy time. Try to avoid arriving and/or leaving schools during these times. See the office of the school for the daily schedules.
2. Parking.  
Please check with the District Representative for approved parking and staging locations. Certain locations have been designated at each school. In some cases, parking areas have been arranged on school grounds, at the end of parking lots or adjacent properties. In other cases, parking is on the street.
3. Driving on School Grounds.  
When children are present on campus and you must drive a vehicle on the school grounds, especially playground or blacktop areas where physical education classes are held, it is mandatory that a "spotter" WALK alongside the vehicle. Students are sure that they can run faster than a truck and may try to cross in front of a moving vehicle, etc. Please also use a "spotter" when backing up at any time on school grounds.
4. Working Within Fenced Areas.  
Construction work is allowed only in areas fenced for each phase of construction as shown on the schedule. Workers, materials, and equipment (including storage) will not be allowed outside fenced areas, except to the extent they are continuously supervised and monitored by the Contractor's supervisory personnel who have been fingerprinted and certified as required by the Contract Documents.
5. Classroom Disruptions.  
Before entering an area where instruction is in process, you are required to clear access with the District Representative. Do not engage in conversation with the students.
6. Lunch.  
Lunch time at schools is busy and congested. Try to avoid getting in the student path of travel. We know that this is not always possible. Lunch times vary by site. See the office of the school for the daily schedules.
7. Recesses.  
These are usually 15-20 minutes. In most elementary schools there is a morning and an afternoon recess. See the office of the school for the daily schedules.
8. Construction Breaks and Lunches.  
Coffee breaks and lunch should be taken at a location removed from the playground/blacktop and from the buildings. It is perfectly acceptable to relax in a corner of the grounds or other out-of-the-way area acceptable to the school. There is no food service available for workers on the site. Use of student restrooms is not allowed. Use the Contractor provided temporary restroom facilities only.
9. Smoking, Drugs, Radios, Appropriate Language and Dress.
  - CUSD is a "tobacco-free facility" District wide (including electronic cigar rates). If you need to smoke or chew tobacco, you must do so off campus.
  - Use or possession of drugs of any kind is strictly forbidden.



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- Please do not play radios during school hours and, when possible, keep talking to normal levels.
- Acceptable language is a must. This means the avoidance of swearing, foul language, and racial, ethnic, or sexual slurs or comments that could be considered harassment. CUSD tries very hard to MODEL the behavior we wish our youngsters to adopt, so we would very much appreciate any help you can give us in this effort.
- Dress appropriately for the work site. Specifically, tank tops and cut-off shorts are not allowed. Additionally, what is written or pictured on shirts must comply with the requirement of acceptable language above.
- Violation of any of the above will result in immediate automatic removal from the site.





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## V. PROJECT COMPLETION

### A. NOTICE OF PUNCH LIST INSPECTION

When the Contractor believes that a phase of its Work is complete, it shall request in writing a punch list inspection. Within five (5) days of the receipt of such request, the District Representative, the Project Inspector and the A/E shall make a punch list inspection or inform the Contractor that the work is not ready for punch list inspection; upon completion of the deficient work, the Contractor shall again request a punch list inspection. The Contractor or its representatives shall be present at the punch list inspection. The purpose of the punch list inspection is to determine whether the Work has been completed in accordance with the Contract Documents, including all Change Orders, all interpretations and instructions previously issued.

If Contractor fails to attend any punch list inspection, the Contractor shall be charged for the cost of the District Representative, Project Inspector, A/E and other design professionals who attended the punch list inspection.

### B. PUNCH LIST

The District Representative, Project Inspector and A/E shall notify the Contractor in writing of any deficiencies to be remedied prior to final acceptance, by preparing a written list, known in the industry as a punch list.

The Contractor shall remedy all items shown on the punch list prior to final acceptance by the District Representative, Project Inspector and A/E.

No one is authorized to amend the Contract Documents by use of the punch list; it is provided solely for the benefit of the Contractor to enable the Contractor to determine what items must be corrected before final acceptance will be recommended by the District Representative, Project Inspector and A/E. The District reserves the right to require compliance with the Contract Documents, notwithstanding the issuance of a punch list or the completion by the Contractor of all items on the punch list.

In the event that the Work still does not comply with the Contract Documents, the District reserves the right to issue such further punch lists as may be required, or to deduct from the final payment the cost of correcting any work not completed in accordance with the Contract Documents, but accepted by the District, without the issuance of further punch lists.

If punch list work needs to be performed after the District has taken occupancy of a phase, the work shall be conducted outside of normal school hours at the direction of the District Representative.

#### Use of Work Prior to Acceptance.

Whenever, in the opinion of the District, the Work or any part thereof, is in a condition suitable for use, and the best interests of the District require such use, the District may take possession of, connect to, and open for public or District use that portion of the Work.

#### Effect of Occupancy.

The District's occupancy shall not constitute acceptance by the District of the Work or any part thereof. Such use shall neither relieve the Contractor of any of its responsibilities under the Contract Documents, nor act as a waiver by the District of any of the terms or conditions of the Contract Documents. Any damage done by the District is the responsibility of the District.

#### Coordination with Other Activities.

The Contractor shall conduct its operations so as not to interfere unreasonably with the District's use of the occupied portions of the site. The Contractor shall submit periodic schedules to the District Representative proposing the times, areas, and types of work to be done within such areas.

If the work produces conditions rendering the occupied portions of building, the Site, or other areas uninhabitable, either because of noise, dust, vibration, smoke, fumes, or for any other cause whatsoever, the District



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Representative may suspend the Work or direct the Contractor to modify the Construction Schedule, and the Contractor shall comply.

Except as provided by Change Order or Directive signed by the District, the Contractor shall not be entitled to a time extension or increase in the Contract Sum by virtue of conflicts between the Contractor's work and the District's occupancy.



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## VI. CONTRACT CLOSE OUT

At completion of the Work and prior to final acceptance/inspection and occupancy by the District, the Contractor shall thoroughly clean the interior and exterior of the buildings, and the Site and adjacent areas, of all material related to its performance of the Work.

Temporary facilities shall be removed from site.

Operating instructions for equipment shall be properly mounted and posted.

### A. TRAINING

Provide training and orientation of Owner's operating staff in proper care and operation of equipment, systems and controls including:

1. Fire Alarm equipment.
2. Other systems as required in the specifications or needed to properly instruct Owner's representatives.
3. Submit three copies of certificate, signed by the Owner's representative, attesting to their having been instructed.

### B. MAINTENANCE / OPERATION MANUALS

General: Contractor shall incorporate in Maintenance/Operation Manual(s) all brochures, manufacturer's catalogs and written instructions for equipment and materials needing regular care or maintenance; i.e., carpets, resilient flooring, architectural finishes, mechanical and electrical equipment and other items as required elsewhere in project documents. Prepare all such manuals in durable plastic loose leaf binders size to accommodate 8-1/2 x 11 sheets with following minimum data:

1. 1 Hard copy binder and 1 electronic copy.
2. Identification on or readable through, front cover stating general nature of manual.
3. Neatly typewritten index of all contents.
4. Site plan and building plans indicating location of equipment referenced (reduced scale).
5. Complete instructions regarding operation and maintenance of all equipment involved.
6. Complete nomenclature of all replaceable parts, their part numbers, current cost and name and address of nearest vendor of parts.
7. Copy of all guarantees and warranties issued, in a separate binder as specified in this section.
8. Copy of approved shop drawings (reduced scale) with all data concerning changes made during construction.

Where contents of manuals include manufacturer's catalog pages, clearly indicate precise items included in the Project installation and delete, or otherwise clearly indicate, all manufacturer's data with which the Project installation is not concerned.

Materials shall be organized in a logical and consistent manner, by specification section number, with separating tabs clearly marked.





## Construction Administrative Procedures Manual

### C. RECORD DRAWINGS

1. At time of installation, installed locations of all underground work, including plumbing and electrical, shall be recorded on prints by Contractor, and reviewed with Inspector. Record drawings are to be maintained and adjusted on a daily basis by the Contractor.
2. All information entered on drawings copy shall be neat, legible and emphasized by drawing "clouds" around changed items. Changes shall be made in an accurate manner by a qualified drafts person acceptable to Architect. Completed Record Drawings shall be signed by the Contractor.
3. Locate and dimension all work, including stubs for future connections with reference to permanent landmarks or building and indicate approximate depth below finish grade.
4. All symbols and designations used in preparing record drawings shall match those used in the Contract Drawings.
5. Record drawing shall be up-dated monthly, prior to and pursuant to approval of the progress payment application.
6. Record drawing Signoff:
  - a. At such time that the underground work has been completed, all the contractor's and sub contractors' notes, sketch and miscellaneous drawings documenting installed locations not currently part of the ongoing record drawing set shall be transferred. These updates shall be reviewed for accuracy by the inspector of record and architect. Once all corrections have been completed the inspector shall sign and date the record set coversheet noting it as acceptance of the underground phase of record drawings.
  - b. At project completion, the record drawings shall be submitted by the contractor for project inspector and architect review and comment. These will be returned to the contractor for revisions. Once all corrections have been completed the inspector shall sign and date the record set coversheet noting it as acceptance of the completed record drawings. The original record drawings are to be resubmitted to the architect along with a scanned electronic file set in PDF format with file names to matching the drawing titles.

Conditions of Payments: Evidence of maintenance of Record Drawings shall be presented to Inspector and/or Architect monthly before progress payment will be authorized.

### D. EXTRA STOCK

Provide all extra stock and materials as described in the individual specification sections, to the Owner at time of final acceptance. Materials shall be inventoried in writing, clearly marked and packaged neatly with quantities as required. Contractor is required to obtain written acceptance of delivery from Owner's representation.

### E. DOCUMENT REQUIREMENTS

Where specifically indicated by pertinent Specification Sections, submit proper certification of recognized producer or association in lieu of or in addition to testing. Certification shall attest to product's compliance with requirements of Contract Documents.

Contract close out involves review and acceptance of the Contract Documents, drawings, specification, schedules, and inspection reports to ensure the Contractor has satisfactorily completed the requirements of the Contract Documents for the bid package. The Contract is not considered complete until all close out documentation is submitted and accepted. The following is a typical list for Contractor close out documents/services showing the long lead as items a-l below. Documents that are complete before the end of job are to be turned in as soon as available, and these are indicated by an \* in front of them.

- a. \*Asbestos Documentation
- b. \*Letter Stating Impact to Hazardous Materials
- c. \*Fluorescent Tube/PCB Handling Manifests (if applicable)
- d. \*Lead Handling Manifests (if applicable)
- e. Final Project costs submitted to District Representative
- f. \*Manufacturers Guarantee Form



## Construction Administrative Procedures Manual

- g. \*Contractors Subcontractor/supplier address and contact list
- h. \*Concrete Weighmaster Certificate (if required)
- i. Megger Grounding Test Certificate (if required)
- j. Certificate of Chlorination and Sterilization (if required)
- k. Certificate of Compliance for Building Materials
- l. Project Record documents, including one (1) set of reproducible as-built drawings
- m. \*O & M Manuals submitted and accepted by A/E
- n. Completion of all punch list items and sign off by A/E or Project Inspector
- o. \*Spare parts/materials/extra stock /keys
- p. In-Service Training proof (if applicable)
- q. \*Affidavit of Payment
- r. \*Final Conditional/Unconditional Waivers of Lien for Contractors/subs/suppliers
- s. DSA-6 Verified Reports incorporating final Change Order information – 3 Originals
- t. Certificate of Final Completion
- u. Other data as required by the District Representative for assurance of satisfaction of the requirements of the Contract Documents

The District Representative will make the distribution to the Project Inspector and A/E for review and acceptance of relevant documents. Upon acceptance the District Representative will distribute close out submittals to the District.



# Construction Administrative Procedures Manual

This is an example of close out check list which identifies items required by multiple parties on a project

## A. CHECKLIST FOR RETENTION/FINAL PAYMENT

<u>Completed</u>	<u>N/A Checklist Item</u>
------------------	---------------------------

- |                             |  |
|-----------------------------|--|
| <u>                    </u> | 1. <u>Punch list Complete - signed off by IOR/A/E</u>                          |
| <u>                    </u> | 2. <u>A/E Statement of Final Inspection</u>                                    |
| <u>                    </u> | 3. <u>Final Payment Application from Contractor to District Representative</u> |
| <u>                    </u> | 4. <u>As-Builts updated by Contractor</u>                                      |
| <u>                    </u> | 5. <u>Project Inspector Sign Off of As-Builts</u>                              |
| <u>                    </u> | 6. <u>A/E Approval of As-Builts</u>  |
| <u>                    </u> | 7. <u>Asbestos Documentation</u>   |
| <u>                    </u> | 8. <u>Letter Stating Impact to Hazmat Materials</u>                            |
| <u>                    </u> | 9. <u>Fluorescent Tube/PCB Handling Manifests</u>                              |
| <u>                    </u> | 10. <u>Lead Handling Manifests</u>   |
| <u>                    </u> | 11. <u>Letter from Hazmat Consultant that Hazmat Docs are complete</u>         |
| <u>                    </u> | 12. <u>All Extra Work Reports fully signed</u>                                 |
| <u>                    </u> | 13. <u>Directives into Change Orders</u>                                       |
| <u>                    </u> | 14. <u>DSA approved Contract Change Documents to File</u>                      |
| <u>                    </u> | 15. <u>All RFI's answered</u>  |
| <u>                    </u> | 16. <u>Submittals processed and complete</u>                                   |
| <u>                    </u> | 17. <u>AIB's Logged and Approved if Req'd</u>                                  |
| <u>                    </u> | 18. <u>CCD Log</u>   |
| <u>                    </u> | 18. <u>Contractor's Guarantee form 00420</u>                                   |
| <u>                    </u> | 19. <u>Manufacturer's Guarantee</u>  |
| <u>                    </u> | 20. <u>Warranty Matrix</u>   |
| <u>                    </u> | 21. <u>Contractor's Subcontractor/supplier address/ contact list</u>           |
| <u>                    </u> | 22. <u>Concrete Weighmaster Certificate(s)</u>                                 |
| <u>                    </u> | 23. <u>O &amp; M Manuals from Contractor</u>                                   |
| <u>                    </u> | 24. <u>Contractor O &amp; M's to A/E as a Submittal for Approval</u>           |
| <u>                    </u> | 25. <u>Extra stock provided to CUSD</u>  |
| <u>                    </u> | 26. <u>Panel keys to CUSD</u>  |
| <u>                    </u> | 27. <u>Exhaust fan keys to CUSD</u>  |
| <u>                    </u> | 28. <u>Handicap lift keys to CUSD</u>  |
| <u>                    </u> | 29. <u>In-Service Training Performed</u>                                       |
| <u>                    </u> | 30. <u>School Master Keys from Contractor</u>                                  |
| <u>                    </u> | 31. <u>Return of I.D. Badges</u>   |
| <u>                    </u> | 32. <u>DSA-6 Verified Reports-Contractor</u>                                   |
| <u>                    </u> | 33. <u>Project Inspector/A/E/District Rep Sign-Off on Final Pay App</u>        |
| <u>                    </u> | 34. <u>Affidavit of Payment from Contractor</u>                                |
| <u>                    </u> | 35. <u>Final Conditional Lien Waivers Received</u>                             |
| <u>                    </u> | 36. <u>NOC Recorded at County within 10 days</u>                               |
| <u>                    </u> | 37. <u>\$ to Contractor 60 days from Recorded NOC</u>                          |



## Construction Administrative Procedures Manual

### B. CHECKLIST FOR FINAL CLOSE OUT

<u>Completed</u>	<u>N/A Checklist Item</u>
<hr/>	1. <u>Date of Final Payment [insert]</u>
<hr/>	2. <u>Unconditional Final Waivers - Prime/Subs</u>
<hr/>	3. <u>2-yr. Guarantee/Warranty Expiration Date</u>
<hr/>	4. <u>Copy of Recorded NOC to DSA File</u>
<hr/>	5. <u>Approved As-Builts to District or Printers for Protection Copy</u>
<hr/>	6. <u>Electronic and Original As-Builts to Engineering</u>
<hr/>	7. <u>Approved Hazmat and O&amp;M Manuals to District</u>

**Note: This is a working document and may be updated as deemed necessary during program or Owner's request/needs.**

### C. CLOSE OUT AND FINAL BILLING

The close out Schedule of Value line item on the final billing will not be released until all close out documents are received and accepted by the District Representative. Percent of progress may be applied as documents are accepted.

Upon completion of work, the Contractor shall submit an application for final payment, which shall be processed according to the terms and conditions of Paragraph 35.6 of the General Conditions, Section 007200.

### D. ACCEPTANCE AND NOTICE OF COMPLETION

The District's acceptance of the Contract and processing of the Notice of Completion shall be pursuant to Paragraph 13.4 of the General Conditions, Section 007200. The final check will be exchanged for Final Unconditional Waivers.



# Construction Administrative Procedures Manual

## VII. APPENDIX OF FORMS

### I. CONTRACTOR GENERATED FORMS:

- A. REQUEST FOR INFORMATION (RFI)
- A.2 WORKERS COMPENSATION AFFIDAVIT
- A.3 CONTRACTOR AFFIDAVIT OF PUBLIC WORKS COMPLIANCE
- B. SUBMITTAL TRANSMITTAL FORM
- C. PROPOSED CHANGE ORDER
- D. DAILY EXTRA WORK REPORT
- E. INSPECTION REQUEST
- F. APPLICATION FOR PAYMENT
- G. SUPERINTENDENT DAILY REPORT (DISTRICTS FORM)
- F. VERIFIED REPORT - DSA6
- G. CONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT
- H. UNCONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT
- I. CONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT
- J. UNCONDITIONAL WAIVER AND RELEASE UPON FINAL PAYMENT
- K. AFFIDAVIT OF PAYMENT FORM
- L. SUBSTITUTION REQUEST FORM
- M. T & M WAGE CHART
- N. EXTRA STOCK RECEIPT
- O. IN-SERVICE TRAINING
- P. ASBESTOS CONTAINING BUILDING MATERIAL NOTIFICATION STATEMENT

### II. OWNER/OWNER-REPRESENTATIVE GENERATED FORMS:

- Q. REQUEST FOR PROPOSAL
- R. CHANGE ORDER
- S. CONSTRUCTION CHANGE DIRECTIVE
- T. PROJECT MEETING AGENDA
- U. DISTRICT REPRESENTATIVE FIELD REPORT
- V. NOTICE OF NONCONFORMING WORK/CONSTRUCTION DEFICIENCY
- W. BADGE RECEIPT FORM
- X. KEY RECEIPT FORM
- Y. DSA CCD TRACKING LOT
- Z. E-DATA REQUEST NO.
- AA. CERTIFICATION OF CHLORINATION AND STERILIZATION
- BB. ROOFING CERTIFICATION
- CC. CERTIFICATION OF COMPLIANCE FOR BUILDING MATERIALS



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
Phone (530) 458-7791 Fax (530) 458-4030

FORM A

## REQUEST FOR INFORMATION

DSA File/Appl. #:		RFI NO.: _____
		Date: _____
To: Architectural Nexus 1900 3 <sup>rd</sup> Street, Suite 5000 Sacramento, CA 95811	From:	Contractor: _____ Contact: _____
Attn.: Deborah Stevens		Sub-Contractor: _____ _____ _____ Contact: _____
Reference: Dwg./Document No.: _____ Rev.: _____ Title: _____		
Location: _____ Elevation: _____		

### 2. Existing Condition:

### 3. Recommended Action(s):

4. Project Inspector Acknowledgment:	Date Reviewed: _____	Comments: _____
--------------------------------------	----------------------	-----------------

### 5. Owner / A/E Resolution(s):

Date of Response: \_\_\_\_\_ By: \_\_\_\_\_

This document is to provide additional information or clarification only, and does not constitute authorization or direction to proceed with any changed or additional work. Changed or additional work must be separately authorized in writing by the District.

Attachments: \_\_\_\_\_  
Extra Work Involved in the Above Described Change – Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Distribution: GC/Dist. Rep.: \_\_\_\_\_ Consultant: \_\_\_\_\_  
District: \_\_\_\_\_ Other: \_\_\_\_\_ PI: \_\_\_\_\_ File: \_\_\_\_\_



# Construction Administrative Procedures Manual

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**FORM A.2**

## WORKER'S COMPENSATION AFFIDAVIT

Pursuant to General Conditions, 007200. Article 3, Section 3.13, in accordance with the Special Provisions of Section 008000 of the California Labor Code, every contractor under contract on this project is required to secure workers' compensation insurance for its employees.

Each contractor, to whom a public works contract is awarded, is required to sign and file with the awarding body the following certification prior to performing the work of the contract.

I am aware of the provisions of Section 3700 of the California Labor Code which requires every employer to carry workers' compensation insurance or to undertake self insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract and will carry such provisions through to completion of the contract.

Company: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_



# Construction Administrative Procedures Manual

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(530) 458-7791 Office (530) 458-4030 Fax

FORM A.3

## CONTRACTOR AFFIDAVIT OF PUBLIC WORKS COMPLIANCE

Certification of Compliance with Prevailing Wage Laws

I, \_\_\_\_\_ As owner of \_\_\_\_\_  
(NAME) (COMPANY)

I hereby, certify under penalty of perjury:

- 1) That I am the Official Representative of the above named company and therefore responsible for compliance with the Public Works laws on this project.
- 2) That as Owner of this company, I was informed of the California Public Works laws and was given the information and forms to complete the project in compliance with these laws at the beginning of the project.
- 3) That the determinations and classifications published by the State of California DLSR have been used to bid the wages on this project by my company and my subcontractors' companies.
- 4) That all workers who perform labor on the project will be paid all prevailing wages as listed in the applicable determinations due to them in the course of the work as listed on their timecards, including fringe benefits.
- 5) That all training fees, if applicable, to the trade in which they are employed will be paid to the appropriate, approved fund.
- 6) That I will submit, and verify all subcontractors submit, a Public Works Contract Award Information Form (DAS 140) to the applicable Apprenticeship Programs for each trade and classification needed to complete the work.
- 7) That I will request, and verify all subcontractors request, the dispatch of required apprentices from one of the applicable Apprenticeship Committees at least 48 hours (excluding Saturdays, Sundays, and holidays) before the date on which one or more apprentices are required.
- 8) That all workers listed as apprentices will be registered, state apprentices and furnish a certificate of registration.

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Project: \_\_\_\_\_





# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

**FORM B**

DSA File/Apl. # \_\_\_\_\_

**SUBMITTAL NO.:** \_\_\_\_\_  
**Re-Submittal of Original No.** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## 1. SUBMITTAL TRANSMITTAL

To: Architectural Nexus  
1900 3<sup>rd</sup> Street, Suite 500  
Sacramento, CA 95811  
Attn.: Kevin Arwood

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Sub-Contractor: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_

***Please submit only one  
trade per submittal!***

### Description Of Submitted Materials:

Quantity	Specification Section		Description
	Number	Name	

#### Contractor Statement:

This submittal has been reviewed and approved with respect to the means, methods, techniques, and procedures of construction, safety precautions, and program incidentals thereto. This submittal complies with the contract documents and comprises no variations thereto, unless accompanied by a substitution request.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Architect's Received Stamp

## 2. TRANSMITTAL TO CONSULTANT(S):

Date: _____ Civil: _____ Struct: _____ Mech: _____ Elect: _____ Other: _____	Consultant's Received Stamp	Architect's Received Stamp
---	-----------------------------	----------------------------

## 3. RE-TRANSMITTAL TO CONTRACTOR:

- ☐ NO EXCEPTIONS TAKEN      ☐ REJECTED      ☐ FURNISH AS CORRECTED  
☐ SUBMIT SPECIFIED ITEM      ☐ REVISE AND RESUBMIT      ☐ NO ACTION REQUIRED

Corrections or comments made on the shop drawings during this review do not relieve the Contractor from compliance with requirements of the Drawings and Specifications. This general check is only for the review of conformance with the design concept of the project and general compliance with the information given in the Contract Documents. The Contractor is responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all the other trades, and performing his work in a safe and satisfactory manner.

**Architectural Nexus**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Distribution:

Date: \_\_\_\_\_  
Copies to : \_\_\_\_\_  
Contr: \_\_\_\_\_  
PI: \_\_\_\_\_  
Owner: \_\_\_\_\_  
File: \_\_\_\_\_  
Other: \_\_\_\_\_



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
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(530) 458-7791 Office (530) 458-4030 Fax

FORM C

## PROPOSED CHANGE ORDER

PCO NUMBER: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DSA APPLICATION NO.: \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

NAME OF ARCHITECT: \_\_\_\_\_

Contractor proposes to change the Contract as follows:

Reference Document (RFP, RFI #) \_\_\_\_\_

## PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum is: \_\_\_\_\_
2. The proposed schedule change is \_\_\_\_\_ days

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Proposed Change Order as full and complete satisfaction of any direct or indirect additional cost incurred by Contractor in connection with

**ACCEPTED**

DATE: \_\_\_\_\_

**CONTRACTOR** (Typed Name)

(Signature)

(Print Name)

**APPROVED**

Date: \_\_\_\_\_

**ARCHITECT** (Typed Name)

(Signature)

(Print Name)

**ACCEPTED**

Date: \_\_\_\_\_

Colusa Unified School District

**OWNER** (Typed Name)

(Signature)

(Print Name)

A/E USE ONLY

DSA file # \_\_\_\_\_

DSA Application # \_\_\_\_\_

DSA date approved \_\_\_\_/\_\_\_\_/\_\_\_\_



# Construction Administrative Procedures Manual

Colusa Unified School District  
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FORM D

## DAILY EXTRA WORK REPORT

**Bid Package: #** \_\_\_\_\_ **Report No: \_\_\_\_\_ of \_\_\_\_\_**

**Project:** \_\_\_\_\_ **PCO No:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Date work performed:** \_\_\_\_\_

**Superintendent:** \_\_\_\_\_ **DSA App #:** \_\_\_\_\_

Description of Work in Progress: (Include Bldg./Area)

### Personnel:

Name	Craft/Classification	Hours	Pay Rate	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Equipment: By Type, Number and Hours (Invoice is mandatory with reconciliation)

Materials: By Type, Units (Invoice is mandatory with reconciliation)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Contractor)

Check Box if  
Final T & M

☐

Acknowledgment \_\_\_\_\_ Date \_\_\_\_\_  
(Inspector, District Representative, T & M Monitor)

**Note: IOR, District Representative or T&M Monitor must sign on the day that the work is being performed or Contractor will forfeit payment.**



# Construction Administrative Procedures Manual

Colusa Unified School District  
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(530) 458-7791 Office (530) 458-4030 Fax

**FORM E**

## INSPECTION REQUEST

---

Project:

Contact person:

Date of request:

Contractor:

Date of inspection:

Budget Code:

DSA App:

DSA File:

---

DESCRIPTION OF REQUIRED INSPECTION:

LOCATION(S):

Date Required:

Time Required:

---

SUBMIT TO DISTRICT REPRESENTATIVE 48 HOURS PRIOR TO REQUESTED INSPECTION.

Date/Time received by District Representative: \_\_\_\_\_

Date: \_\_\_\_\_



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM F

## CONTRACTOR APPLICATION FOR PAYMENT

NAME & ADDRESS OF PROJECT:

**DSA APPLICATION NO.:** \_\_\_\_\_

**PROGRESS PAYMENT NUMBER:** \_\_\_\_\_

**PERIOD ENDING:** \_\_\_\_\_

NAME & ADDRESS OF CONTRACTOR:

### CERTIFICATE OF THE CONTRACTOR:

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for which previous certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Original Contract Sum

Net change by previously authorized Change Orders

Revised Agreement Amount to Date

Value of Work Completed to Date (per attached breakdown)

Less Ret% Retention of Completed Work

Escrow Payment (if applicable)

Less Prior Billings

Current Payment Due

**Not valid until signed by the Contractor, District Representative, Owner, Architect and Inspector of Record.**

Contractor:		Date:	
Authorized Signature:		Print Name:	

District Representative:		Date:	
Authorized Signature:		Print Name:	

Owner:	Colusa Unified School District	Date:	
Authorized Signature:		Print Name:	

Architect:		Date:	
Authorized Signature:		Print Name:	

Inspector:		Date:	
Authorized Signature:		Print Name:	



# Construction Administrative Procedures Manual

FORM F (Cont.)

## Schedule of Values Breakdown

PROGRESS PAYMENT NUMBER #:

Application Date :

Project # :

Period To :

A #	B Description of Work	C Scheduled Value	D Previous Work Complete	E Work Completed from This Period	F Presently Stored	G Total Completed & Stored to Date	H Balance to Finish	I Total Retainage
Heading Description								
1	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
2	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
3	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
4	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
5	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
6	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
7	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
8	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
9	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
10	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
11	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
12	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
13	Item Description	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
Heading Description	Subtotal:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
	GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00



# Construction Administrative Procedures Manual

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(530) 458-7791 Office (530) 458-4030 Fax

**FORM G**

## SUPERINTENDENT DAILY REPORT: \_\_/\_\_/20\_\_

Project:  
DSA Application No.:  
DSA File No.:  
Bid Package No.:  
PO No.:

General Contractor Name:  
Address  
City State, Zip  
Phone:

Report Date:  
Non-Work Day:  
Notes:

Report By:  
Cause:

### WEATHER:

### COMPANY:

Company	No.	Work Location	Man hours	Total No. Workers	Activity

### EQUIPMENT:

### MATERIAL:

### VISITOR:

Name	Company	Time	Notes

### SAFETY:

Company	Contact	Noticed By	Work Activity	Safety Issue	Requirement	Outcome



# Construction Administrative Procedures Manual

FORM H

**DIVISION OF THE  
STATE ARCHITECT**



**VERIFIED  
REPORT**

**DSA-6**  
Rev 03/07

File this report at completion of project, when services in connection with the project are terminated, when work stops for more than one month, or when any building of the project is occupied. See instructions on page 2. Refer also to California Code of Regulations, Title 24, Part 1, Sections 4-214 (for school) and 4-336 (for essential services buildings).

1.	<input type="checkbox"/> Final - Work 100% completed (entire DSA approved scope is 100% complete)	3.	DSA File No.
2. Check all applicable boxes:	<input type="checkbox"/> Work not completed (describe in box 10 below) <input type="checkbox"/> Terminating <input type="checkbox"/> Work Stopped <input type="checkbox"/> Occupied Building(s) _____		DSA Application No. _____
4. School District/Owner:		5. Project Name (School):	
6. Scope of Entire Project:			
7. Contract Number: _____	8. Final Project (or contract) Cost (Required only if work 100% complete) \$ _____	9. Total Project Completion (% complete for entire DSA approved scope): _____ %	

10. Describe all non-compliant work and/or work to be completed: ( ☐ \_\_\_\_\_ additional pages attached):

11. Total No. of change orders received: \_\_\_\_\_ Total No. of DSA approved change orders received: \_\_\_\_\_

12. I know of my own personal knowledge that all construction has, in every material respect, been performed in compliance with the DSA approved documents. I declare under penalty of perjury that I prepared this report and that all statements are true.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Serving as: ☐ Project Inspector ☐ Contractor ☐ Other: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip: \_\_\_\_\_

**13. Contractor must complete the following:**

I am an authorized official of \_\_\_\_\_

working in the capacity of \_\_\_\_\_

with personal knowledge of the work of construction. I have been authorized by said firm or corporation to sign this report.

Submit completed form to the DSA Regional Office where this project was filed:

☐ DSA San Francisco Bay Area Region  
1515 Clay Street, Suite 1201  
Oakland, CA 94612

☐ DSA Sacramento Region  
1102 Q Street, Suite 5200  
Sacramento, CA 95814

☐ DSA Los Angeles Basin Region  
700 N. Alameda Street, Suite 5-500  
Los Angeles, CA 90012

☐ DSA San Diego Region  
16680 West Bernardo Drive  
San Diego, CA 92127







# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM I

## CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

### Identifying Information

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Project: \_\_\_\_\_

Owner: Colusa Unified School District

Through Date: \_\_\_\_\_

### Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

### Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment:

Date(s) of waiver and release: \_\_\_\_\_

Amount(s) of unpaid progress payment(s): \$ \_\_\_\_\_

- (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

### Signature

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM J

## UNCONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

### Identifying Information

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: Colusa Unified School District

Through Date: \_\_\_\_\_

### Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has received the following progress payment: \$ \_\_\_\_\_

### Exceptions

This document does not affect any of the following:

- (1) Retentions.
- (2) Extras for which the claimant has not received payment.
- (3) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment.

### Signature

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM K

## CONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

### Identifying Information

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Job Location: \_\_\_\_\_

Owner: Colusa Unified School District

### Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn:

Maker of Check: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

Check Payable to: \_\_\_\_\_

### Exceptions

This document does not affect any of the following:

Disputed claims for extras in the amount of: \$ \_\_\_\_\_

### Signature

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM L

## UNCONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

NOTICE TO CLAIMANT: THIS DOCUMENT WAIVES AND RELEASES LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL WAIVER AND RELEASE FORM.

### Identifying Information

Name of Claimant: \_\_\_\_\_

Name of Customer: \_\_\_\_\_

Project: \_\_\_\_\_

Owner: Colusa Unified School District

### Unconditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for all labor and service provided, and equipment and material delivered, to the customer on this job. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. The claimant has been paid in full.

### Exceptions

This document does not affect the following:

Disputed claims for extras in the amount of: \$ \_\_\_\_\_

### Signature

Claimant's Signature: \_\_\_\_\_

Claimant's Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM M

## AFFIDAVIT OF PAYMENT

**TO ALL WHOM IT MAY CONCERN:**

**WHEREAS**, the undersigned has been employed by \_\_\_\_\_

\_\_\_\_\_ to furnish labor and materials under a  
contract dated \_\_\_\_\_ for :

Project: \_\_\_\_\_

Bid Package: \_\_\_\_\_

School: \_\_\_\_\_

in the County of Colusa, State of California, of which the Colusa Unified School District is the Owner.

**NOW, THEREFORE**, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, the undersigned, as the Contractor for the above-named Contract pursuant to the Conditions of the Contract, hereby certifies that, except listed below, he has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or his property might in any way be held responsible.

**EXCEPTIONS:** (If none, write "None." If required by the Owner, the Contractor shall furnish bond satisfactory to the Owner for each Exception).

Name and Address	What For	Contract Price	Amount Paid	This Payment	Balance Due

(Affix Corporate Seal below)

\_\_\_\_\_  
Contractor (Name of sole ownership, corporation or partnership)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 Tenth Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM N

## SUBSTITUTION REQUEST

DSA File/Apl. #:

Date:

Substitution Request #:

### 1. SUBSTITUTION REQUEST:

To: Architectural Nexus  
1900 3<sup>rd</sup> Street, Suite 500  
Sacramento, CA 95811  
Attn.: Deborah Stevens

Contractor: \_\_\_\_\_

Contact: \_\_\_\_\_

Sub-Contractor: \_\_\_\_\_

Contact: \_\_\_\_\_

***Please submit only one  
trade per request!***

### 2. PROPOSED SUBSTITUTIONS: The undersigned requests consideration of the following substitution:

Specified Item: \_\_\_\_\_ Page No.: \_\_\_\_\_ Paragraph No.: \_\_\_\_\_

Proposed Item: \_\_\_\_\_

### 3. REASON FOR REQUEST: (Refer to General Conditions 007200, Section 11.07 for acceptable reasons):

### 4. REQUIREMENTS FOR SUBSTITUTIONS:

Attached data includes product description, specifications, drawings, photographs, performance and test data adequate for evaluation of request; applicable portions of data are clearly identified. Attached data also includes a description of changes to Contract Documents, which proposed substitution will require for its proper installation.

The undersigned certifies that the following paragraphs, unless modified by attachments, are correct:

1. The proposed substitution does not affect dimensions shown on drawings and does not require design changes in the Contract Documents.
2. The undersigned will pay for changes to the building design, including engineering design, detailing and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse effect on the work, the schedule or specified warranty requirements.
4. Maintenance and service parts will be readily available for the proposed substitution.
5. Manufacturer's guarantees of the proposed and specified items are:
6. Factory Mutual, Underwriters Laboratory and/or ICBO Number of proposed substitution:
7. Cost savings/benefit to the District is:

The undersigned further states that the function, appearance and quality of the proposed substitution are equivalent or superior to the specified item.

Signature - Contractor/Subcontractor

Date

### 5. TRANSMITTAL TO CONSULTANT(S):

Date: _____ Civil: _____ Struct: _____ Mech: _____ Elect: _____ Other: _____	Consultant's Received Stamp	Architect's Received Stamp
---	-----------------------------	----------------------------



Construction Administrative Procedures Manual

FORM N (Cont.)

6. TRANSMITTAL TO CONTRACTOR:

<input type="checkbox"/> <b>ACCEPTED</b> <b>Architectural Nexus</b> <b>Comments:</b> _____ _____ _____	<input type="checkbox"/> <b>ACCEPTED AS NOTED</b> By: _____ Date: _____	<input type="checkbox"/> <b>REJECTED</b>	<b>Distribution:</b> Contractor: _____ PI: _____ Owner: _____ File: _____ Other: _____
--	--	--	---



# Construction Administrative Procedures Manual

FORM O

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932

(530) 458-7791 Office (530) 458-4030 Fax

## T & M WAGE CHART

Date: \_\_\_\_\_ School/Project: \_\_\_\_\_ General Contractor: \_\_\_\_\_

### Prevailing Wage Rate Calculation

Date:		Fringes Benefits (does not increase for OT rates)									Burden (Employer Payments)									
No	Trade / Craft	Group	Basic Hourly Rate	Health & Welfare	Pension	Vacation / Holiday	Other Payments	Subtotal (Fringes)	Training	Subtotal Straight / OT Hourly Rate	FICA	SDI	Workman Comp.	UI	FUTA	Total Burden	Total Hourly Rate	Profit	Total Billable Rate	Comments
											7.65%	1.28%	Varies	6.20%	0.80%			10%		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
2			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
3			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
4			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
5			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
6			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
													0.00%							
Notes:																				
I	Insert Contractor's basic hourly rate, health & welfare, pension, vacation/holiday and other payments in columns "D to H", then add training to column "J". Subtotal straight and over time hourly rates will be calculated at column "K" which includes "Fringes Benefits" . Please note that ONLY "basic hourly rates" will change for over time and all other "Fringe Benefits" remain the same as straight hourly rates.																			
II	Insert Contractor's workman compensation rate at lower section of columns "N" where shows "0.00%" for each contractor/trade. Total hourly rate including "Fringes Benefits" and all "Burdens" will be calculated at column "R". Since "Burdens" are percentages of the "subtotal straight/OT hourly rates" they will increase for over time rates and will be calculated automatically by the spreadsheet.																			





# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM P

## RECEIPT OF ITEMS RECEIVED BY SCHOOL SITE

Date: \_\_\_\_\_

I, \_\_\_\_\_ have received the following items for  
(School Representative/Custodian)

Colusa Unified School District site \_\_\_\_\_ from  
(Name of School)

\_\_\_\_\_  
(Company Name and Representative) **PLEASE PRINT**

Note: List stock paint by color and # of gallons (1 gallon each color required, 5 gallons anti-graffiti)

<u>Quantity</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Construction Administrative Procedures Manual

Colusa Unified School District  
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FORM Q

IN-SERVICE TRAINING

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Subject of Training: \_\_\_\_\_

Attendance:

Name	Company/Department



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM R

## Contractors/Short-Term Workers

### Asbestos-Containing Building Material (ACBM Notification Statement)

This form must be completed and signed by the contractor/short-term worker prior to beginning any work that may disturb ACBM at any Colusa Unified School District school/site. The original must be filed with the District Representative **before beginning work**.

Specific information regarding asbestos-containing building materials is available in the Asbestos Hazard Emergency Response Act (AHERA) binder. Information can also be obtained by contacting the District Representative.

I, \_\_\_\_\_ of \_\_\_\_\_  
(Please Print Name of Representative) (Please Print Business Name)

am aware of the presence of ACBM located at the following school/site, know where to obtain information regarding ACBM located at this school/site, and understand that I will be held responsible for disturbing ACBM at:

\_\_\_\_\_  
(Print Name of School/Site)

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

Return this form to: District Representative

\*District office AHERA binders are located at the Maintenance & Operations Office at 745 10<sup>th</sup> Street Colusa, Ca 95932



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM S

## Request For Proposal

RFP No.: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DSA APPLICATION NO.: \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

NAME OF ARCHITECT: \_\_\_\_\_

Please submit an itemized proposal for changes in Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal by \_\_\_\_\_.

**THIS IS NOT** A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

Insert a written description of the proposed modification:

Attachments:  
(List attached documents that support description)

REQUESTED BY: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name and title)



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
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FORM T

## CHANGE ORDER

Change Order No.: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DSA APPLICATION NO.: \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

NAME OF ARCHITECT: \_\_\_\_\_

You are hereby authorized to make the following changes relative to your work on Project:

\_\_\_\_\_ located at: \_\_\_\_\_.

For final settlement between \_\_\_\_\_ (Contractor) and the Colusa Unified School District of all real claims including but not limited to the following:

Original Contract Sum

Net change by previously authorized Change Orders

Contract Sum will be increased by this Change Order in the amount of

Contract Sum including this Change Order

Contract Time increased by \_\_\_\_\_ days.

Date of Completion as of the date of this Change Order: \_\_\_\_\_

Acceptance of this Change Order constitutes an agreement between the District and Contractor, and the work is to be performed subject to the same terms and conditions as are contained in the original Contract with Contractor and for work on the above-mentioned project.

Acceptance of this Change Order constitutes acceptance of the Change Order as full and complete satisfaction of any direct or indirect additional costs incurred by Contractor in connection with performance of the change work.

It is understood that the work shall be performed in accordance with the revised Plans and Specifications enumerated above or in accordance with the original Plans and Specifications supplemented by the instructions stated herein.

**Not valid until signed by the A/E, Contractor and Owner.**

### APPROVED

Date: \_\_\_\_\_

A/E (Company Name)

(Authorized Signature)

(Print Name)

### A/E USE ONLY

DSA approval:  
☐ Yes ☐ No

\_\_\_\_/\_\_\_\_/\_\_\_\_

### ACCEPTED

Date: \_\_\_\_\_

CONTRACTOR  
(Company Name)

(Authorized Signature)

(Print Name)

### ACCEPTED

Date: \_\_\_\_\_

OWNER

(Authorized Signature)

(Print Name)



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM U

## CONSTRUCTION CHANGE DIRECTIVE

CCD No.: \_\_\_\_\_

PROJECT: \_\_\_\_\_

DSA APPLICATION NO.: \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

NAME OF ARCHITECT: \_\_\_\_\_

You are hereby directed to make the following change(s) in this contract:

Documentation supporting proper completion of work by this C.C.D. **must** be attached to pay application.

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum:

- ☐ Lump Sum (increase) (decrease) of \_\_\_\_\_  
☐ Unit Price of \$ \_\_\_\_\_ per \_\_\_\_\_  
☐ Time & Materials, Not to Exceed \$ \_\_\_\_\_

2. The Contract Time is proposed to: ☐ Be adjusted ☐ Remain unchanged.

3. The proposed adjustment, if any: ☐ An increase of \_\_\_\_\_ days ☐ A decrease of \_\_\_\_\_ days

### FIELD AUTHORIZATION

Owner's representative: \_\_\_\_\_  
(Authorized Signature) (Print Name) (Date)

DSA approval required: ☐ Yes ☐ No Form of approval: ☐ Written ☐ Oral

Given by: ☐ DSA ☐ A/E Name: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Change Directive as full and complete satisfaction of any direct or indirect additional costs incurred by Contractor in connection with performance of the change work.

**ACCEPTED**

DATE :

CONTRACTOR (Company Name)

(Authorized Signature)

(Print Name)

When signed by the Owner and Architect and received by Contractor, this document becomes effective IMMEDIATELY, and the Contractor shall proceed with the change(s) described above.

**APPROVED**

DATE:

ARCHITECT (Company Name)

(Authorized Signature)

(Print Name)

**ACCEPTED**

DATE:

Colusa Unified School District  
OWNER

(Authorized Signature)

(Print Name)



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM V

## MEETING AGENDA

Meeting No. \_\_\_\_\_

**Project:**

**Attendees:**

•

**Safety:**

•

**Critical Issues:**

•

**Progress Status:**

•

**Short Interval Schedule:**

•

**Overall Project Schedule:**

•

**RFI's:**

•

**Submittals:**

•

**Change Orders:**

•

**Progress Payments:**

•

**Inspections**

•

**Inspector Issues:**

•

**Special Inspections:**

•

**District Coordination Issues:**

•

**Other Issues:**

•

**Next Meeting:**



Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
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(530) 458-7791 Office (530) 458-4030 Fax

FORM W

DISTRICT REPRESENTATIVE FIELD REPORT

PROJECT:		FIELD REPORT NUMBER:
CONTRACTOR S:		BID PACKAGE:
DATE:	TIME :	WEATHER:
WORK IN PROGRESS:		PRESENT AT SITE:

OBSERVATIONS & ITEMS OF DISCUSSION

Description	Action

Attachments	Photos Taken
-------------	--------------





Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
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FORM X

NOTICE OF NON-CONFORMING WORK

Bid Package:	Report No.:
From:	Date:
Contractor:	DSA Issue No.:
Project:	DSA App:
OPSC No:	

Description of Non-Conforming Work:

*The above indicated work is rejected. It may be accepted only pursuant to General Conditions 12.3.*

Receipt Acknowledged by Contractor:	Date:
_____	_____

Resolution of Non-Conforming Work:

Reviewed By District Representative: _____	Date: _____
Accepted By Inspector: _____	Date: _____



# Construction Administrative Procedures Manual

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FORM Y

## BADGE RECEIPT GUIDELINES

The General Contractor will prepay \$2.00 non-refundable handling fee per identification badge which will be payable to Colusa Unified School District at the time of order. The undersigned acknowledges receipt of identification badges for location indicated below. By accepting these badges, the contractor accepts all responsibility in the event that badges are lost or stolen, along with the following conditions:

- Should any badge(s) be lost or stolen, Contractor is to notify District Representative immediately.
- Badge(s) must be returned to CUSD when finished with project, or **\$100.00** each missing badge as restitution. You will NOT be charged for damaged badges that are returned, **only for badges not returned** to CUSD .
- Contractor is responsible for ensuring that each employee and each subcontractor has possession of, and is wearing, a badge at all times on any school property (weekends and evenings included). Contractor may be held responsible for any missing District property while in possession of badge(s).
- Any contractor, contractor's employee, subcontractor or company representative NOT wearing a badge may be removed from any school property at any time.

Site/Project	# of Badge(s) Checked Out
--------------	---------------------------

Name of Company	Date Badge(s) Checked Out
-----------------	---------------------------

<b>X</b> Contractor's Representative (printed name)	<b>X</b> Contractor's Representative (signature)
---	--

<b>BADGE RETURN CONFIRMATION</b>	<b>(FOR OFFICE USE ONLY)</b>
Date Badge(s) Returned To District	Badge(s) Received By
# of Badge(s) Returned =	# of Badge(s) NOT Returned =
	<b>X \$100.00 EACH = \$                      .00 TOTAL</b>



# Construction Administrative Procedures Manual

Colusa Unified School District  
745 10th Street  
Colusa, CA 95932  
(530) 458-7791 Office (530) 458-4030 Fax

FORM Z

## KEY RECEIPT GUIDELINES

The Undersigned acknowledges receipt of a high security key or keys for the location indicated below. By accepting this key or keys, the **Contractor** accepts all responsibility in the event that the key is lost or stolen, along with the following conditions:

- a) Should key(s) be lost or stolen, Contractor is to notify District Representative immediately.
- b) Any key(s) distributed to the Contractor are to be returned to District Representative on demand. The Contractor will be solely responsible for the full cost of re-keying the entire school should a Master Key be lost or stolen. Additionally, any lost or stolen individual door key (or "Pass Key") will incur replacement costs equal to time and materials required to re-key the locks that affect the security of the school site.
- c) Contractor is responsible for locking & securing all facilities for which a key is held. Contractor may be held responsible for any missing District property while in possession of key(s).
- d) School locations are alarmed. Contractor is responsible for notifying appropriate District Representative at least 48 hours in advance of any intention to enter the site during typical off-work hours. (Monday - Friday 3:30 p.m. to 7:00 a.m. and all day Saturday and Sunday). Also, the District Representative is responsible to request off-work hours access to any site directly with District.

**NOTE:** During normal work hours, access to all site facilities must be coordinated on site with the District Representative.

- e) Duplication of key(s) violates California Penal Code. Per Section 469 of California Penal Code: "Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor." (Added by Stats.1970, c.1090, p.1934)

Checkout					
School Name/Project				Estimated Construction	
				Start	Finish
Key Checkout – District Representative					
Company				Returned	
Auth Rep (Print)				Date	
Qty of Keys		Key Stamp(s)		Qty.	
Signature				Initial	
Key Checkout – GC					
Company				Returned	
Auth. Rep (Print)				Date	
Qty. of Keys		Key Stamp(s)		Qty.	
Signature				Initial	
Key Checkout – Project Inspector					
Company				Returned	
Auth. Rep. (Print)				Date	
Qty. of Keys		Key Stamp(s)		Qty.	



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**FORM AA**

## DSA CCD TRACKING LOG

Project Name/BP#: \_\_\_\_\_  
Date: \_\_\_\_\_

CCD #	140 – Category A	141 – Category B	Reference Document (RFI, ASI, Directive #)	Description	Date Sent to DSA	Date Approved by DSA



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**FORM BB**

Architect's Project #:

DSA File/Apl. #:

**E-DATA Request No.:** \_\_\_\_\_

Date: \_\_\_\_\_

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## 1. ELECTRONIC DATA REQUEST

To: Architectural Nexus  
1900 3<sup>rd</sup> Street, Suite 500  
Sacramento, CA 95811

Attn.: Deborah Stevens

From: Contractor: \_\_\_\_\_  
Contact: \_\_\_\_\_

Sub- Contractor: \_\_\_\_\_

Contact: \_\_\_\_\_

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## 2. DATA REQUESTED - Provide clear and detailed list of information requested:

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## 3. REASON FOR REQUEST - Provide clear explanation of why information is desired and for what purpose it will be utilized:

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## 4. ACKNOWLEDGEMENT OF RESPONSIBILITY:

The electronic data files requested are distributed for reference only. Transferring such files can alter, delete or change original information. Accuracy of the data cannot be guaranteed as correct or complete and the Contractor accepts full responsibility for any and all inaccuracies, regardless of cause.

The hard copy documents, including addenda and subsequent written changes to the documents, represent the complete work of the contract and all electronic files should be cross-referenced and verified from that information as electronic files may not contain all contract information. It is the Contractor's responsibility to make any changes or revisions necessary.

This electronic data is furnished without guarantee of compatibility with your hardware or software. It is the Contractor's responsibility to notify the Architect in the event a compatibility problem or disk defect is encountered and a replacement disk is necessary.

This electronic data, in its present form, remains the property of Architectural Nexus and shall not be used for any other purpose than to provide background information for the project noted above. It is not to be released to any other party without the written consent of Architectural Nexus.

Accepted by: \_\_\_\_\_

Representing: \_\_\_\_\_



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FORM CC

## CERTIFICATION OF CHLORINATION AND STERILIZATION

This certifies that \_\_\_\_\_ chlorinated the domestic hot and cold water plumbing lines for the **Fire Replacement Projects at Burchfield Primary School, Egling Middle School, and Colusa High School, Colusa Unified School District.** The lines were first flushed and chlorine was injected in the main water line on \_\_\_\_\_, 20\_\_\_\_. A minimum chlorine residual of 50 ppm was measured at each outlet. The lines were tagged, secured and the make-up water was shut off. On \_\_\_\_\_, 20\_\_\_\_, (a minimum of 24 hours later) the chlorine residual was retested and found to contain a minimum of 50 ppm. The plumbing lines were then thoroughly flushed with fresh water until the chlorine residual was not greater than 0.2 ppm at all outlets. A Bacteriological Examination report has been provided.

District Inspector Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Chlorination and Testing Firm: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of General Contractor: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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FORM DD

### CERTIFICATION OF COMPLIANCE FOR BUILDING MATERIALS

This is to certify, in accordance with the Environmental Protection Agency requirements, that the materials and equipment used in the construction of the **Fire Alarm Replacement Projects at Burchfield Primary School, Egling Middle School, and Colusa High School, Colusa Unified School District** of Colusa County, California, are asbestos free and are, therefore, not subject to monitoring for asbestos contamination.

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SEPARATE CERTIFICATE IS REQUIRED FOR EACH SITE**