

**PRE-SPEC-CHECK<sup>©</sup> 2010**

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

**Project Number:** \_\_\_\_\_ **Wil-Spec #** \_\_\_\_\_

This should not take long to go through, most questions below are listed as options, all you have to do is check off those answers which apply. Some of the questions still have fill-in the blanks. If you have any questions, please do not hesitate to call.

\* = Questions which are further modified for Public Work, refer to separate Public Work Supplement.

**GENERAL ITEMS**

**1 Date of Documents (as will be shown on Drawings and Specifications):**

\_\_\_\_\_

**2 Legal name of the Project:** 01 10 00

\_\_\_\_\_  
\_\_\_\_\_

**3 Project Address:** 01 10 00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4 \* Legal name and address of the Owner for Contract purposes:** 01 10 00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5 Who will do the work?** 01 10 00

- Work will be performed by Owner's personnel.
- Work will be performed by a General Contractor.
- Work will be managed by a Construction Manager who will hire trade contractors.
- Work will be performed by a General Contractor who has a title of Construction Manager.

**6 \* Owner has a separate Project Manager - Name and Address is:** 01 10 00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7 Owner has hired a Construction Manager - Name and Address is:** 01 10 00

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8 Construction may begin:** 01 10 00

- Immediately after receipt of Notice to Proceed.
- Upon execution of the Agreement.
- Not earlier than \_\_\_\_\_ (indicate date).

**9 Work shall be Substantially Completed:** 01 10 00

- by Date: \_\_\_\_\_ (date).
- by # of Calendar days after Date of commencement \_\_\_\_\_ (days).
- by # of days stipulated by bidder in bid form, which shall not exceed the following date:  
\_\_\_\_\_ (date).

**10 \* Owner will select Contractor(s) by:** 00 11 00

- Negotiate a Contract without bidding (skip questions 11 through 31).
- Bidding (be sure to answer all questions 11 through 28).
- Doesn't apply - Construction Manager will select trade contractor(s).

**BIDDING / BID-PROPOSAL REQUIREMENTS**  
**(SKIP TO QUESTION 31 IF NO BIDDING)**

**11 Bids shall be solicited by:** 00 11 00

- Private Invitation (closed bidding - restricted list, this is typical for private work).
- Public Advertisement (open bidding, this is not typical for private work).

**12 Bids shall be awarded to:** 00 11 00

- Lowest bidder.
- Bidder selected by Owner (not necessarily the lowest bidder).

**13 Document availability for Bidders** 00 11 00

Time and Date available: \_\_\_\_\_ AM / PM on \_\_\_\_\_  
 Available from: \_\_\_\_\_ (office of)  
 During what office hours: \_\_\_\_\_ AM to \_\_\_\_\_ PM Monday to Friday  
 Name of Building: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**14 Document distribution for Contractor's bidding:** 00 11 00

- Bidders/Contractors will be given Documents free, distributed by Architect.
- Bidders/Contractors may obtain Documents at a cost of: \$ \_\_\_\_\_/set;
  - Deposit is refundable.
  - Deposit is not refundable.
- Bidders/Contractors receive the following number of Drawings:
  - One (unbound) set reproducibles or \_\_\_\_\_ number of reproducible sets.
  - One (bound) set prints or \_\_\_\_\_ number of print sets.
- Bidders/Contractors receive the following number of Project Manuals (specifications):
  - One (unbound) book (loose originals).
  - One (bound) book or \_\_\_\_\_ number of books.
- Bidders/Contractors may purchase additional documents by deposit.
- Bidders/Contractors may purchase additional documents direct from printer.
- Bidders may obtain Documents by mail at additional cost of: \$ \_\_\_\_\_/set.

**15 Document distribution for construction purposes:** 00 73 00

- Contractors will receive all returned bid sets.
- Contractors will receive 10 sets of prints.
- Contractors receive the following number of Documents:
  - number of Drawing reproducible sets: \_\_\_\_\_
  - number of Drawing print sets: \_\_\_\_\_
  - number of project manuals: \_\_\_\_\_

**16 Viewing of bidding documents:** 00 22 00

- NO – Bid Documents will not be available at on-line viewing services.
- YES – Bid Documents will be available for public/subscriber viewing via the following:
  - Construction Market Data On-Line Services.
  - McGraw-Hill / Dodge On Line Services.
  - ProjectDog.
  - Architect's Office.
  - Another Location \_\_\_\_\_

**17 Pre-bid conference will be held:** 00 11 00

Location: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

**18 Bidder's attendance at Pre-bid conference:** 00 22 00

- ABSOLUTELY REQUIRED – Bidders will be disqualified if they don't attend.
- Strongly encouraged, but not an absolute requirement.

**19 Bid forms, Invitation to Bid and Bidder Instructions are:** 00 22 00

- Forms written by Architect, and:
  - Wil-Spec* will prepare Forms for Architect, and:
    - Bid Form provided in Project Manual (or copy) shall be used for bidding.
    - Bid Form in Project Manual is only a template, Contractor to type up Bid Proposal on his/her own letterhead.
  - Use AIA Document A701 (Instructions to Bidders) with supplemental instructions, and:
    - Supplemental instructions prepared by Architect.
    - Supplemental instructions written by *Wil-Spec* for Architect.
- Forms provided by the Owner, Construction Manager, or another party.
- Forms that will NOT be bound into Project Manual.

**20 Form submitted by Bidders:** 00 11 00

- Bidders shall use Bid Form as printed in Project Manual.
- Bidders shall use Bid Form in Project Manual as template, and submit it on their own business letterhead.

**21 \* Receipt of Bid proposals:** 00 22 00

- Bids will be received until Date: \_\_\_\_\_
- Bids will be received until Time:
  - 10:00 AM       1:00 PM
  - 11:00 AM       2:00 PM       \_\_\_\_\_ AM
  - 12 NOON       4:00 PM       \_\_\_\_\_ PM
- Bids will be received by:
  - Architect       Owner       Other

**22 Opening of bids:** 00 22 00

- Bids will be privately opened by Owner:
  - with Architect present.       without Architect present.
- Bids will be publicly opened.

**23 Date that Bids are expected to be awarded by:** 00 11 00

- Owner intends to Award Contract not later than: \_\_\_\_\_.
- Intended Date of Award should not be stated in Bid Documents.

### 24 Bid Security: 00 22 00

- NO - Bid security is not required.
- YES - Bid security is required.
  - Bid security is required in the amount of \$ \_\_\_\_\_ (dollars).
  - Bid Security is required for percent of total bid \_\_\_\_\_ (%).
- Acceptable bid security may include the following (check all that apply):
  - Cash.
  - Bid bond form - (AIA Document A310).
  - Certified check, Treasurer's check, Cashier's check.

### 25 Bidders shall hold their proposals for how many days after receipt of bids: 00 22 00

- 30 DAYS
- 60 DAYS
- 90 DAYS

### 26 Is Contractor required to provide a proposed schedule of the Work, with Bids? (Note: allow extra bid time) 00 41 00

- NO.
- YES. Results of bids will be tabulated and made available to bidders.

### 27 Is Contractor required to provide a breakdown of bid by trade? 00 41 00

- NO.
- YES - Include a list of cost breakdown in Form of Proposal or Bid Form, (review trades required with *Wil-Spec*).

### 28 \* Bidder Qualifications to be attached to bid form or other form of proposal: 00 41 00

- Contractor to attach his/her own qualifications;  
*(NOTE: Not usually required when requesting bids from pre-selected bidders)*
  - Architect to include AIA Qualifications Form (Form A305) in Project Manual.
- Contractor to attach notarized assurance of Bidder's bonding eligibility.
- Contractor to attach a separate list of proposed subcontractors,  
(review trades required with *Wil-Spec*).
- Contractor to attach Project Superintendent's & Project Manager's resume.
- Contractor to attach a list of proposed manufacturers and fabricators with model names and numbers for major building components. - Review requirements with *Wil-Spec*.
- Contractor to attach a list of proposed value engineering substitutions with appropriate back-up.

Question numbers 29 and 30, reserved for future use

## CONTRACT AND GENERAL CONDITIONS

### 31 This project is: 00 52 00

- Private.
- Public, or publicly funded by:  
\_\_\_\_\_

### 32 The project will be constructed utilizing: 00 52 00

- Single Contract.
- Multiple Contracts.
- With phased Construction - fast track.
- With phased Construction - fast track.

### 33 Owner-Contractor Agreement shall be: 00 52 00

- Stipulated sum.
- Cost of Work plus a fee - no GMP.
- Cost of Work plus a fee - with a GMP.
- Other (specify) \_\_\_\_\_

### 34 Tax exemptions: 00 73 00

- NO** - The Owner is not tax exempt.
- YES** - The Owner is tax exempt - Exemption number(s) will be provided to Contractor with the Owner-Contractor Agreement.

### 35 Conditions of Contract: 00 72 00

- We are using AIA A201, 1997 edition (current AIA Conditions of Contract).
- We are using AIA A201, 1987 edition (older standard AIA Conditions of Contract).
- Owner has its own Conditions of Contract, we will not use AIA A201.
- We are NOT using AIA A201, instead we are using the following standardized form:  
\_\_\_\_\_

### 36 Supplementary Conditions of Contract: 00 73 00

- AIA A201, requires use of separate written supplementary conditions, which will be:
  - Provided by Owner.
  - Provided by Architect (not *Wil-Spec*).
  - Written by *Wil-Spec*, however.

#### Architect must ensure review by Owner and Owner's Counsel

**Note:** Wil-Spec has Supplementary Conditions for AIA A201 (both 1987 and 1997 versions), however we are not lawyers. These documents HAVE NOT been prepared by any legal counsel. What they do contain is language for common issues, and may be helpful in the format and final preparation of Supplementary Conditions by others. These documents should never be used without full review by Owner's own counsel.

**37 \* Performance Bonds and Payment Bonds:** 00 73 00

- NO - Performance and Payment Bonds are not required.
- YES - Performance and Payment Bonds are required.
  - Performance and Payment Bonds are required, and will be for the amount of 100% of final Contract Sum.
  - Performance and Payment Bonds are required for all subcontracted items of work.
  - Performance and Payment Bonds are required for subcontracted items of work which are in excess of:
    - \$50,000.       \$75,000.       \$100,000.
    - Other: \$ \_\_\_\_\_ (dollars).
- MAYBE** - Performance and Payment Bonds might be required. Contractor will carry cost as "Alternate Number 1" in Bidding. (ALSO, please select appropriate options from yes answer).

**38 Release of Liens:** 00 73 00

- NO** - Contractor is not required to provide a release of liens with applications for payment.
- YES** - Contractor is required to provide a release of liens with applications for payment, the form for which will be included with the Supplementary Conditions of Contract and be:
  - Owner Furnished form.
  - Standard Wil-Spec Furnished form.

**39 Liquidated damages:** 00 73 00

- NO - Liquidated damages are not required.
- YES - Liquidated damages are required and will be \$ \_\_\_\_\_ per day, (must be based on real expenses incurred by Owner).

**40 Bonus/Penalty Clause:** 00 73 00

- NO Bonus / Penalty clauses for early / late completion of project. (Note: Bonus / Penalty clauses are not typically recommended).
- YES, as follows:
  - Contractor will receive \$ \_\_\_\_\_ per day if he/she completes the project early; Contractor must pay the same amount per day if he/she completes the project late.
  - \_\_\_\_\_ Effective date for Penalty/bonus.

**41 Owner to complete the following insurance requirements or provide an ACORD 25S.** 00 73 16

- Insurance amounts will be in supplementary conditions prepared by others.
- Insurance amounts will be separate document prepared by Wil-Spec as follows:
- Workers Compensation:
  - State: Statutory limits.
  - Federal: Statutory limits.
  - Employer's liability:
    - Accident, each occurrence: \$ \_\_\_\_\_.
    - Disease, policy limit \$ \_\_\_\_\_.
    - Disease, each employee: .....\$ \_\_\_\_\_.
- Comprehensive General Liability (including Premises Operations; Independent Contractor's Protection; Products and Completed Operations; Broad Form Property Damage):
  - General Aggregate: \$ \_\_\_\_\_.
  - Products and Completed Operations: \$ \_\_\_\_\_.
  - Personal & Advanced Injury: \$ \_\_\_\_\_.
  - Each Occurrence: \$ \_\_\_\_\_.

- Fire Damage (any one fire): \$ \_\_\_\_\_.
- Medical Expenses (any one person): \$ \_\_\_\_\_.
- Products and Completed Operations to be maintained for ??? years after final payment.
  - 1 year       2 years       3 years
- Contractual Liability:
  - Bodily Injury, Each Occurrence: \$ \_\_\_\_\_.
  - Property Damage: Each Occurrence: \$ \_\_\_\_\_.
  - Annual Aggregate: ..... \$ \_\_\_\_\_.
- Umbrella Excess Liability, over primary insurance:
  - Aggregate: \$ \_\_\_\_\_.
  - Retention: ..... \$ \_\_\_\_\_.
  - Personal Injury, with Employment Exclusion deleted.
  - Annual Aggregate: \$ \_\_\_\_\_.
- Comprehensive Automobile Liability: (Choose either combined single limit or individual limits)
  - Owned       Non-owned       Hired       any auto
  - Combined Single Limit \$ \_\_\_\_\_.
  - OR -
  - Individual Limits
  - Bodily Injury, Each Person: \$ \_\_\_\_\_.
  - Bodily Injury, Each Accident: .....\$ \_\_\_\_\_.
  - Property Damage, Each Occurrence: \$ \_\_\_\_\_.
- Comprehensive Aircraft Liability: (Choose either combined single limit or individual limits)
  - Owned       Non-owned       Hired
  - Combined Single Limit \$ \_\_\_\_\_.
  - OR -
  - Individual Limits
  - Bodily Injury, Each Person: \$ \_\_\_\_\_.
  - Bodily Injury, Each Accident: .....\$ \_\_\_\_\_.
  - Property Damage, Each Occurrence: \$ \_\_\_\_\_.
- Comprehensive Watercraft Liability:
  - Owned       Non-owned       Hired
  - Combined Single Limit \$ \_\_\_\_\_.
  - OR -
  - Individual Limits
  - Bodily Injury: Each Person: \$ \_\_\_\_\_.
  - Bodily Injury: Each Accident: .....\$ \_\_\_\_\_.
  - Property Damage, Each Occurrence: \$ \_\_\_\_\_.

**42 • Mark-ups for overhead, profit and taxes.** 00 73 00

- Contractor to indicate his/her maximum mark-up percentages in Form of Proposal.
- Include assigned maximum mark-up percentages in Form of Proposal and Supplementary Conditions:
  - % for the Contractor, on his/her own employees \_\_\_\_\_ (%).
  - % for the Contractor, on subcontractors work \_\_\_\_\_ (%).
  - % for subcontractors on their own work: \_\_\_\_\_ (%).

• **Questions 43 (WBE/MBE) and 44 (LBE), on separate Public Work Supplement.**

**45 Building Permits:** 01 73 00

- Obtained by Contractor (typical).
- Obtained by Owner (or Architect in Owner's behalf).

**SUMMARY OF WORK**

**46 Project Description, (To Architect - Please fill this out or send separately):** 01 11 00

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**47 The Owner intends to perform portions of the Work by separate contract, or by his own forces:** 01 11 00

- NO – Owner will not perform any portion of the work.
- YES:
  - Owner has/will award a separate contract for site clearing.
  - Owner has/will award a separate contract for demolition work.
  - Owner will award a separate contract for final cleaning prior to occupancy.
  - Owner will award a separate contract for \_\_\_\_\_ (trade).
  - Owner will award a separate contract for \_\_\_\_\_ (trade).

**48 If multiple contracts are to be utilized, the work will be coordinated by:** 01 11 00

- Construction Manager.
- Owner.
- Design-Build Architectural Firm.

**49 Owner's/Architect's environmental requirements for Project:** 01 11 00

- NONE.
- A construction waste management and recycling program is required.
  - Owner has specific waste management policy in place. Review with *Wil-Spec*.
  - Owner has a contract with a specific waste management company, review with *Wil-Spec*.
- A Carpet reclamation program is required (*this is separate specification section*).
- This is maybe a LEED Project. Architect must discuss this issue with *Wil-Spec*.

- This is a LEED Project, and... (Architect to furnish *Wil-Spec* with LEED checklist).
  - Project does not have specific LEED goals, it will not be certified.
  - Project does not have specific LEED goals, but must be certified.
  - Project must be certified as LEED ...
    - Silver
    - Gold
    - Platinum
- This is a GGHC Project. Architect to provide *Wil-Spec* with GGHC checklist.
- This is a CHPS Project. Architect to provide *Wil-Spec* with a guideline of goals.
- Owner has special environmental requirements (provide *Wil-Spec* with information)

**50 \* Is Project affected by Owner's Holiday Schedule or other schedule restrictions:** 01 11 00  
(Note, this is typical for Schools and Churches).

- YES - If applicable, provide *Wil-Spec* with list of Holidays.
- NO - not applicable.

**51 Describe additional work of Project occurring beyond the Contract Limits.** 01 11 00

\_\_\_\_\_

\_\_\_\_\_

**52 Future Work: Contractor must prepare for future work by others.** 01 11 00

- NO.
- YES - Review with *Wil-Spec*.

**53 \* Is building/site going to be occupied by Owner or Tenants during construction?** 01 11 00

- Owner/tenants will not be anywhere on site.
- Owner/tenants will vacate building, but be elsewhere on-site (on campus).
- Owner/tenants will occupy areas beyond construction limit line.
- Owner/tenants will occupy areas within construction limit line.

**54 Will Owner partially occupy building prior to Substantial Complete?** 01 11 00

- YES, Owner intends to occupy building prior to Completion.
- NO, Owner will wait until after Completion.

**55 Owner access must be permitted at all times in all construction areas, for purposes of security.** 01 14 00

- YES
- NO

**56 The Owner will retain possession of the following prior to start of work:** 01 11 00

- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.

**57 Owner Furnished and Installed (O.F.I.) products include:** 01 11 00

- Carpet.
- Telephone and communications systems.
- Sound and voice announcement systems.
- Security alarm and detection systems.
- Identified (on Drawings or schedules) furnishings, equipment, artwork, loose casegoods.
- Water and gas meters.
- Testing laboratory services.
- \_\_\_\_\_.
- \_\_\_\_\_.

**58 List Owner Furnished - Contractor Installed (O.F.C.I.) products.** 01 11 00

- None
- Carpet
- Decorative light fixtures
- \_\_\_\_\_.
- \_\_\_\_\_.

**59 Identify in Spec and list special products which require long lead time:** 01 11 00

- None require special notice.
- Stone             Carpet             Fabrics
- Special Hardware
- Equipment for heating, ventilating and air conditioning
- Special Light fixtures
- \_\_\_\_\_.
- \_\_\_\_\_.
- \_\_\_\_\_.

**60 Re: Long lead items, is contractor required to provide affirmation of orders placed?** 01 11 00

- NO.
- YES - Review with *Wil-Spec*.

**61 Proposed Product List: Does Architect or Owner require early submittal "Proposed Products List":** *(Not available for public work.)*

- NO.
- YES - Review with *Wil-Spec* (requires discussion on when due and list of what products).

**62 Does Owner want to make statement to keep project information secure?** 01 11 00

- YES, all project information must be very secure. Contractor is not to divulge information regarding permits, variances or other approvals except as required to obtain the same. Contractor may not use this project in its promotional materials.
- NO, a special statement not necessary. Contractor may use project for future promotional material, with Owner's permission.

**63 Provide any special guidelines for phasing work (if required):** 01 11 00

- NO.
- YES - Please provide an attached sheet or review with *Wil-Spec*.
- YES - Work additionally will be split into individual work zones (review with *Wil-Spec*).

**64 Are Hours of construction, 7:30 AM to 4:30 PM, Monday to Friday. OK or is Contractor required to verify hours of construction with the Owner.** 01 11 00

- YES - typical hours of Construction are Okay.
- NO - special hours are required, Contractor verify with Owner.
- NO - special hours are required, they are: \_\_\_\_\_.

**65 \* Is Use of, and access to, site subject to special requirements of the Owner.** 01 11 00

- NO.
- YES - they are as follows (or send a separate sheet, or review with *Wil-Spec*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**66 Is Worker Smoking prohibited on site?** 01 14 00

- NO restrictions, worker's may smoke anywhere.
- Partially - Smoking is restricted to designated zones ONLY as part of Owner's policy.
- YES - Smoking is totally Prohibited (This is also a LEED point if LEED is applicable).

**67 Worker Conduct and appearance rules need to be written out in the Project Manual** 01 14 00  
*(a fairly common request for school projects and high public profile projects)*

- NO - not required.
- YES - worker rules include: "general conduct", "sexual harassment", "occupant privacy", "proper clothing", "no radios/cd's", "improper language", "stealing" and "no smoking".

**68 Will there be a Clerk of Works to oversee on-site construction?** 01 11 00

- NO, not required; or Owner has an on-site administrator.
- YES - Full time.
- YES - Partial Schedule (explain) \_\_\_\_\_.

**69 Will Architect oversee its own Construction Administration or use an associate firm?** 01 11 00

- ARCHITECT.
- ASSOCIATE ARCHITECT (Name and Firm Address as Follows):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRICE AND PAYMENT PROCEDURES**

**70 List cash allowances:** 01 21 00

*Note: Cash Allowances are not permitted for Massachusetts State Funded Projects.*

- NO cash allowances.
- ROCK REMOVAL, for \_\_\_\_\_ (total \$ for \_\_\_\_\_ cy).
- FURNISHING DOOR & FINISH HARDWARE:
  - New doors: \$ \_\_\_\_\_ (\$/dr).
  - Existing doors: \$ \_\_\_\_\_ (\$/dr).
  - Cylinders only: \$ \_\_\_\_\_ (\$/dr).
- CARPET, for \$ \_\_\_\_\_ (\$/sy).
  - Furnish Only ↑       Furnish and Install ↑
- WALL COVERINGS, for \$ \_\_\_\_\_ (\$/ly @54" width).
  - Furnish Only ↑       Furnish and Install ↑
- Product \_\_\_\_\_, for \$ \_\_\_\_\_ (cost) per \_\_\_\_\_ (unit).
  - Furnish Only ↑       Furnish and Install ↑
- Product \_\_\_\_\_, for \$ \_\_\_\_\_ (cost) per \_\_\_\_\_ (unit).
  - Furnish Only ↑       Furnish and Install ↑
- Product \_\_\_\_\_, for \$ \_\_\_\_\_ (cost) per \_\_\_\_\_ (unit).
  - Furnish Only ↑       Furnish and Install ↑

**71 Inspection and testing allowances: (If contractor must carry a number)** 01 21 00

*Note: These Allowances are not permitted for Massachusetts State Funded Projects*

- Provide total testing allowance for \$ \_\_\_\_\_
- Provide individual testing allowances:
  - Testing of \_\_\_\_\_ \$ \_\_\_\_\_.
  - Testing of \_\_\_\_\_ \$ \_\_\_\_\_.
  - Testing of \_\_\_\_\_ \$ \_\_\_\_\_.
  - Testing of \_\_\_\_\_ \$ \_\_\_\_\_.

**72 \* The Project has the following Alternates:** 01 23 00

Remember to try and keep all alternates "add" or keep all alternates "deduct", try not to mix  
*Describe here, or attach a separate sheet*

**ALTERNATE 1**

Base Bid \_\_\_\_\_

Alt. # 1 \_\_\_\_\_

**Alternates Continued:**

01 23 00

**ALTERNATE 2**

Base Bid \_\_\_\_\_

Alt. # 2 \_\_\_\_\_

**ALTERNATE 3**

Base Bid \_\_\_\_\_

Alt. # 3 \_\_\_\_\_

**ALTERNATE 4**

Base Bid \_\_\_\_\_

Alt. # 4 \_\_\_\_\_

**ALTERNATE 5**

Base Bid \_\_\_\_\_

Alt. # 5 \_\_\_\_\_

**73 Unit Prices:** 01 22 00

- NO – Not applicable.
- YES - If applicable, include list of unit prices in Bid Form.
- YES - If applicable, provide under designated Sections. (non-bid projects).
- YES - If applicable, provide Schedule under Section 01270. (non-bid projects).

**74 Unit prices for repair/replacement of unforeseen existing conditions -** 01 22 00

**Estimated quantities:**  
(Contractor fills in cost per quantity)

- Roof Sheathing replacement \_\_\_\_\_ (sf).
- Wall Sheathing replacement \_\_\_\_\_ (sf).
- Other: (name): \_\_\_\_\_ / (\_\_\_\_).
- Other: (name): \_\_\_\_\_ / (\_\_\_\_).
- Other: (name): \_\_\_\_\_ / (\_\_\_\_).

**75 Unit prices for Earthwork - Estimated quantities:** 01 22 00

(Contractor fills in cost per quantity)

- Earth excavation, \_\_\_\_\_ (cy).
- Rock excavation in trenches and pits \_\_\_\_\_ (cy).
- Rock excavation in open excavation by machine, \_\_\_\_\_ (cy).
- Hand excavation, \_\_\_\_\_ (cy).
- Additional common fill materials, \_\_\_\_\_ (cy).
- Additional drainage fill, \_\_\_\_\_ (cy).
- Additional sub-base material, \_\_\_\_\_ (cy).

- 76 Defective Assessment of unit price earthwork and adjustment of cost:** 01 22 00
- Acceptance of defective work will not be considered – Remove and replace work.
  - Owner may choose to accept defective work, and adjust unit price.

### ADMINISTRATIVE REQUIREMENTS

*Question numbers 77 through 79, reserved for future use*

- 80 Is a Site Mobilization (Preconstruction Conference) Required?** 01 31 00
- No.
  - Yes - Space for meeting by Owner, (at existing facility).
  - Yes - Space for meeting by Contractor or Construction Manager (trailer).

- 81 Progress meetings at the following intervals.** 01 31 00
- Weekly                       Bi-weekly                       Monthly
  - As subsequently mutually agreed, (use with private negotiated contracts only, recommend setting specific interval above).

- 82 Who shall schedule and administer progress meetings? (pick one)** 01 31 00
- Architect.
  - Architect's Project Representative.
  - Owner's Project Representative.
  - Clerk of Works / Resident Project Representative.
  - Contractor or Construction Manager.

- 83 For pre-installation conferences which are specified under certain sections, what notice is required for Architect?** 01 31 00
- 48 hours                       72 hours                       1 week

- 84 For interruption of existing building services, what notice is required for Owner?** 01 31 00
- 48 hours                       72 hours                       1 week
  - YES – Partial Schedule (explain) \_\_\_\_\_

- 85 For interruption of existing electrical and fire alarm, what notice is required for local Fire Department?** 01 31 00
- 48 hours                       72 hours                       1 week

- 86 Is Contractor required to provide a detailed schedule of the Work, with breakdown by trade?** 01 32 00
- NO - a schedule of work is not required to be submitted.
  - YES – Contractor to provide a Gantt/Bar Chart type schedule,
    - Submit with a separate schedule of values.
  - YES – Contractor/CM to provide a CPM (critical path method) schedule.
    - CPM Schedule, with Software and Disk copies to Clerk of Works.
    - CPM Schedule, and special CPM progress meetings are required.

- 87 Is Contractor required to provide a Float in schedule? (applies to CPM Schedules Only)** 01 32 00
- NO, Float is not indicated.
  - YES, Float time to be indicated in Schedule.

- 88 Is a Schedule of "Shop Submissions" required?** 01 32 00
- No not required.
  - Yes required, submit within \_\_\_\_\_ days after award of contract?
    - 14                                       21                                       \_\_\_\_\_

- 89 Are Coordination Drawings required?** 01 32 00
- No not required.
  - Yes, Architect to review requirements with HVAC/Electrical engineers.
    - Yes required, and submitted to Architect/Engineer.
    - Yes required, but not submitted to Architect/Engineer, kept on site only.

- 90 Who prepares base sheets for Coordination Drawings and As-Built Drawings?** 01 32 00
- CONTRACTOR - Base Sheets by Contractor who is required to do all CAD work. No electronic documents will be furnished by Architect or Owner to assist in base sheet preparation work.
  - ARCHITECT – Base sheets are prepared by the Architect and shall be:
    - Furnished to Contractor for free (no charge).
    - Furnished to Contractor for a processing fee of \$ \_\_\_\_\_ for set.
    - Furnished to Contractor for a single lump fee of \$ \_\_\_\_\_ for set.
    - Furnished to Contractor for a fee per sheet as follows.
      - \$100                                       other \$ \_\_\_\_\_
    - AND, Furnished to Contractor upon signature of Architect's waiver form.
    - Waiver form not in Project Manual.
    - Waiver form or language shall be in Project Manual (Architect must provide to *Wil-Spec*).

- 91 Shop submittals: How long does Architect need to review shop Drawings?** 01 33 00
- REVIEW BY ARCHITECT ONLY
    - Architect's Review                       10 working days [default]                       other \_\_\_\_\_
  - REVIEW BY ARCHITECT + CONSULTANTS
    - Architect's Review                       10 working days [default]                       other \_\_\_\_\_
    - Each Consultant Review                       5 working days [default]                       other \_\_\_\_\_
  - REVIEW OF COMPLEX SYSTEMS OR GROUPED SUBMITTALS
    - Architect's Review                       10 + working days [default]                       other \_\_\_\_\_
    - Each Consultant Review                       5 working days [default]                       other \_\_\_\_\_

- 92 Provide *Wil-Spec* a copy of your shop drawing review stamp on blank paper.** 01 33 00
- YES, DONE, copy of stamp on blank piece of paper is attached, or was faxed, or emailed.



**REGULATORY REQUIREMENTS**

**99 Applicable building codes and regulations are:** 01 41 00

- All applicable codes in Commonwealth of Massachusetts.
- Use below for all Projects located outside of Massachusetts:**
- Standardized Codes are based on IBC, NBC, SBC, or BOCA.
  - IBC       NBC       SBC       BOCA
  - Building Code - Edition year \_\_\_\_\_
  - Plumbing Code - Edition year \_\_\_\_\_
  - Gas Code - Edition year \_\_\_\_\_
  - Mechanical Code - Edition year \_\_\_\_\_
  - Fire Protection Code - Edition year \_\_\_\_\_
  - Electrical Code - Edition year \_\_\_\_\_
- NAME FULL TITLE AND EDITION YEAR (or attach a separate sheet).**
- State Building Code: \_\_\_\_\_
- State Accessibility Code: \_\_\_\_\_
- State Highway Code: \_\_\_\_\_
- State Energy Code: \_\_\_\_\_
- State Elevator Code: \_\_\_\_\_
- Other (name) \_\_\_\_\_
- Other (name) \_\_\_\_\_

**100 List title of local zoning ordinance with date of issue:** 01 41 00

- City                       Town
- Title: \_\_\_\_\_
- Date of Issue \_\_\_\_\_

**QUALITY REQUIREMENTS**

**101 Who will employ and pay for testing laboratory inspection and testing services?** 01 45 23

- Owner will employ and pay under separate Contract.
- Owner will employ, Contractor will pay under specified allowance.
- Contractor will employ and pay for services under this Contract, (requires approval of laboratory by Architect from contractor selection of three).
  - Number of Laboratory service reports to be submitted is:
    - 2                       3                       Other: \_\_\_\_\_

**102 Massachusetts Energy Code Witness Testing (Special tests)?** 01 45 23

- Contractor will employ and pay separate engineer, (Typical).
- Owner will employ and pay separate engineer, (RARE).

**103 Who pays for Slab Moisture Control Testing?** 01 45 23  
(includes Relative Humidity, Moisture Vapor, and pH testing of concrete slabs)

- Owner will employ and pay. (Typical).
- Contractor will employ and pay. (Not Typical).

**104 Mock-ups?** 01 43 39

- No Mock-ups are required.
- The following mock-ups are required, and:
  - Mock-ups will remain as part of the Work.
  - Mock-ups shall be removed prior to Substantial Completion.

Mock-up 1: \_\_\_\_\_

Mock-up 2: \_\_\_\_\_

Mock-up 3: \_\_\_\_\_

*Question numbers 105 and 106, reserved for future use*

**TEMPORARY FACILITIES AND CONTROLS**

**107 Options for sanitary facilities:** 01 50 00

- Designated Owner's facilities may be used.
- Contractor shall provide self-contained single-occupant chemical toilet units.

**108 Contractor's Field Offices, Storage Areas and Sheds:** 01 50 00

- Field office to be located in existing building.
- Field offices - separate trailer in location acceptable to Owner.
- Contractor to submit site plans to locate field offices.

**109 Contractor's Field Office shall have at least:** 01 50 00

- Conference space for ??? people?
  - 12                       20                       Other \_\_\_\_\_

**110 Field Office for Clerk of Works, Architect, Owner's on-site rep:** 01 50 00

- Not Required.
- Clerk's Field office required (and as a minimum shall have the following):
  - Phone and Fax (also complete question 112).
  - Computer: (you must tell *Wil-Spec* all required components and software).
  - Minimum Office size \_\_\_\_\_ SF.                       Conference table to seat \_\_\_\_\_.
  - Desk and chair.     Plan Rack.
  - 4 drawer standard file cabinet.                                       Drawing table and stool.
  - 8'-0" shelving, 12" deep.     Coat Rack.
  - Indoor / Outdoor thermometer.                                       Drawing Rack.
  - Air Conditioning and heating.                                       ABC fire extinguisher.

**111 Options for temporary electricity:** 01 50 00

- Already covered under Division 16 – ELECTRICAL.
- The Owner will furnish (and pay for) electricity for project, Contractor is required to hire an electrician licensed to provide temporary feeders from existing panel.
- The Owner will furnish (and pay for) electricity for project, Contractor is required to hire an electrician licensed to provide temporary feeders from separate meter.
- Contractor will furnish all electricity and distribution for project, including transformers, meters, and main distribution switch gear.

**112 Options for temporary telephone and internet service:** 01 50 00

- Existing Owner's phones may be used, toll charges shall be paid by party who places call.
- Contractor provide temporary phone for Contractor's Field Office:
  - One direct line phone or \_\_\_\_\_ (number of lines).
    - Provide hands-free speaker phones.
    - Provide with Answering Machine.
  - One direct line fax machine.
  - Cellular phone service for Contractor's Superintendent for term of construction.
  - Alphanumeric type Pager/Beeper Service for Contractor's Superintendent.
- Contractor provide temporary phone for Clerk of Works (Architect's) Field Office:
  - One direct line phone or \_\_\_\_\_ (number of lines).
    - Provide hands-free speaker phones.
    - Provide with Answering Machine.
  - One direct line fax machine.
  - Cellular phone service for Clerk of Works until Project Substantial Completion.
- Contractor provide high-speed internet service (such as T1, Cable, DSL or FIOS) for:
  - Contractor's Field Office,
  - Clerk of Works (Architect's) Field Office.

**113 Options for Temporary water service:** 01 50 00

- Already covered under Division 22 – PLUMBING
- The Owner will furnish and pay water for project, Contractor will connect at existing hose bib(s) or other water source.
- The Owner will furnish and pay for water for project, Contractor will connect at separate meter and provide necessary piping.
- Contractor will provide and pay for water service for project, including water meter and temporary service piping.

**114 Options for temporary use of elevators:** 01 50 00

- Existing elevators - use is prohibited.
- Existing elevators - use is permitted but restricted to personnel and 'hand' tools only.
- Existing elevators - use is permitted but restricted to certain time of day.
- New elevators placed in service - use is prohibited.
- New elevators placed in service - use is permitted.

**115 Options for Project Sign:** 01 50 00

- NO - Project sign is not required.
- YES - Project sign will be 4' high by 8' wide, or rather \_\_\_\_\_ high by \_\_\_\_\_ wide;
  - With exhibit lettering by professional sign painter.
  - With die cut vinyl, self-adhesive letters and self-adhesive corporate logo.
  - With computerized graphics on adhered film.
  - SIGN DESIGN will be located in Drawings or Specifications.
- Project sign shall include the following in addition to name of project and Owner:
  - User Agency     General Contractor
  - Architect     Construction Manager
  - Engineers/Architect's consultants                                       Major Subcontractors

**116 Contractor Advertising Signage.** 01 50 00

- NO - Advertising signage is prohibited.
- YES - Advertising signage is okay, with approval by Owner.

**117 Temporary Interior Enclosures, (required, if Owner occupied):** 01 50 00

- Temporary enclosures can be polyethylene sheet (soft) materials (also not rated).
- Temporary enclosures should be plywood or gypsum (hard) materials.
- Temporary enclosures must be finished (painted).

**118 Temporary Construction Fence.** 01 50 00

- NO – construction fencing is not necessary.
- YES - Contractor to provide chain link fence:
  - 6' high                                       8' high                                       \_\_\_\_\_
  - Provide construction privacy/containment mesh on fence.
  - Provide privacy vinyl slat inserts into chain link.
- YES - Contractor to provide 4' high poly snow fence.
- YES - Contractor to provide solid wood barricade type:
  - 6' high                                       8' high                                       \_\_\_\_\_
- YES, and extent of fencing will be on Drawings.

**119 Tree and plant protection:**

01 50 00

- Owner will tag trees and plants to remain.
- Architect/Landscape Engineer will tag trees and plants to remain.
- Architect/Landscape Engineer will tag trees and plants to remove.

**120 Is a Pest Control Program during construction required?**

01 50 00

- NO, a pest control program is not required.
- YES, a pest control program during construction is required, and:
  - An independent Pest Control Test Report is required at Substantial Completion.

**121 Options for Security:**

01 50 00

- Owner has requirement to access site.
- Owner has existing security system, Contractor must coordinate.
- Contractor to provide uniformed security to site/project - during working hours.
- Contractor to provide uniformed security to site/project - during non-working hours.
- Contractor to provide uniformed security to site/project - 24 hours - 7 days.
- Contractor must provide entry control.
- Contractor must provide ID cards to employees.

**• Question 122, on separate Public Work Supplement.**

**123 Options for Access Roads and Parking Areas:**

01 50 00

- Use of existing parking is prohibited.
- No parking available on site - Contractor to arrange off-site parking.
- No parking available on-site - Contractor to use available on-street parking.
- Use of existing parking is permitted, without restriction.
- Use of existing parking is permitted, but is restricted (provide description of restrictions).
- Location of designated parking is indicated on drawings.
- Location of designated parking to be arranged with Owner.
- Designated areas of site are restricted to Owner's use and cannot be used for construction traffic or parking.
- Contractor to maintain traffic and parking areas in a free of snow, and ice.
- Owner to maintain traffic and parking areas in a free of snow, and ice.

**PRODUCT SUBSTITUTION REQUIREMENTS**

**124\* Options for product substitutions:**

01 25 00

- Substitutions are prohibited.
  - Except, Substitutions will be considered when product is unavailable to Contractor.
- Substitutions are permitted.
  - For Bid projects: Substitutions will be considered during bid period only, up to ??? days before bids are due. (allows response by addenda).
    - 10 days (typical = AIA A701)     7 days     Other: \_\_\_\_\_
  - For CM + Negotiated projects: Substitutions will be considered prior to: \_\_\_\_\_ (date).
  - For CM projects: Substitutions will be considered only when submitted with GMP.

**EXECUTION & CLOSEOUT REQUIREMENTS**

**125 Survey and Field Engineering:**

01 71 21

- NO SITE SURVEYS ARE NOT REQUIRED.
- YES SITE SURVEYS ARE REQUIRED.
  - Contractor to employ a land surveyor.
  - Contractor to employ an licensed engineer.
- YES + Qualifications for person to do surveys shall be one of the following:
  - Contractor to submit 3 names for Architect to accept one.
  - Contractor to submit name with requirement of Architect's acceptance.
- YES + Survey Reference Points:
  - Contractor shall locate and protect survey control and reference points.
  - Owner will locate and protect survey control and reference points.
- YES + Control datum for survey is:
  - Control datum for survey is that indicated on Drawings.
  - Control datum for survey is that established by Owner provided Survey.
- YES + Surveys will be required for unit pricing measurement and payments.
- YES + Contractor to submit Final Property Survey and log as part of Project Close-out Documents.

**126 Operation and maintenance manuals:**

01 78 00

- Contractor to provide how many Operating and Maintenance Manuals?
  - 2                       4                       \_\_\_\_\_
- Manuals may be in one all-inclusive volume.
- Manuals must be separate volumes (binders) for:
 

<input type="radio"/> Site Irrigation systems.	<input type="radio"/> HVAC system.
<input type="radio"/> Food service equipment.	<input type="radio"/> Electrical.
<input type="radio"/> Elevators, handicap lifts.	<input type="radio"/> Architectural lighting.
<input type="radio"/> Fire protection system.	<input type="radio"/> Telecommunications.
<input type="radio"/> Utilities and plumbing systems.	<input type="radio"/> Emergency generator set.
<input type="radio"/> Life support systems, (aquariums/zoos only).	<input type="radio"/> Special systems (name) _____.
- Contractor to provide separate Finishes Manual listing products, applied materials, and finishes; with catalog number, size, composition, and color and texture designations.

**127 Project record documents (as-builts).**

01 78 00

- YES AS-BUILTS ARE REQUIRED – Receipt of Record Drawings by Owner will be a condition for Final Payment. (Please fill out options below – next question.)
- YES AS-BUILTS ARE REQUIRED – But are not a condition for Final Payment. (Please fill out options below – next question).
- NO AS-BUILTS ARE NOT REQUIRED, (skip next question).

**128 Options for Project record documents (as-builts).**

01 78 00

**NOTE: Base Sheets will be prepared as marked under Question 90.**

- Contractor to mark a single set of blue or black line prints (bases furnished by Owner) for record drawings.
- Contractor to mark a set of  reproducibles /  wash-off mylars (bases furnished by Owner) for record drawings. – Provide how many sets?  
 1                       2                       \_\_\_\_
- Contractor to provide Drawings in AutoCAD format:
  - CAD Program & Version (Architect's base sheets): \_\_\_\_\_.
  - AutoCAD Version (Documents going to Owner): \_\_\_\_\_.
  - Other CAD program required : \_\_\_\_\_.
  - Disc type required (other than CD): \_\_\_\_\_.
  - Contractor to verify Cad release format, and disc type with Owner prior to submittal.
- Contractor to additional print (black line) copies of as-builts, from reproducibles; provide how many sets?  
 1                       2                       \_\_\_\_

- Smoke evacuation system and equipment:
  - 3 hours             **6 hours**             \_\_\_\_ hours
- Plumbing systems and equipment:
  - 2 hours             **6 hours**             \_\_\_\_ hours
- Irrigation and fogging systems and equipment:
  - 3 hours             **6 hours**             \_\_\_\_ hours
- Electrical systems and equipment (including emergency generator):
  - 12 hours**         32 hours             \_\_\_\_ hours
- Audio-visual systems, sound systems and similar equipment:
  - 3 hours             **4 hours**             \_\_\_\_ hours
- Other utility connected systems, control systems, security systems, and similar equipment:
  - 6 hours**         8 hours             \_\_\_\_ hours
- (Name of Additional Systems): \_\_\_\_\_  
 \_\_\_\_ hours
- (Name of Additional Systems): \_\_\_\_\_  
 \_\_\_\_ hours
- (Name of Additional Systems): \_\_\_\_\_  
 \_\_\_\_ hours

**129 Final Cleaning.**

01 74 00

- NO - Performed by Owner or under separate contract.
- YES - Contractor to provide Final Cleaning Services.

**DEMONSTRATION & TRAINING OF OWNER'S PERSONNEL**

**130 Training time required for instruction of Owner's Personnel**

01 79 00

**NOTE:** this is only recommended for LARGE PROJECTS and/or projects with COMPLEX SYSTEMS. We do not recommend specifying minimum instruction time for small projects.

- YES - Contractor to provide the following minimum hours for instruction of Owner's personnel: (Note: *Wil-Spec* specification defaults are indicated in bold.)
  - General overview of Record Documents:
    - 2 hours             **3 hours**             \_\_\_\_ hours
  - Animal Life Support systems and equipment:
    - 24 hours             **32 hours**             \_\_\_\_ hours
  - Fire protection systems and equipment:
    - 3 hours             **6 hours**             \_\_\_\_ hours
  - Fire alarms systems and equipment:
    - 4 hours             **8 hours**             \_\_\_\_ hours
  - HVAC systems and equipment:
    - 16 hours             **32 hours**             \_\_\_\_ hours

**131 Special classroom training required for instruction of Owner's Personnel** 01 79 00

- YES - (this is very rare) Demonstrate project equipment and instruct Owner's designated personnel in a classroom environment. Classroom to be located at:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**132 Video Tape training sessions**

01 79 00

- YES - OWNER will tape Contractor's training and instruction of Owner's personnel.
- YES - CONTRACTOR will tape Contractor's training and instruction of Owner's personnel.

**133 Instruction and training is condition precedent for final payment**

01 79 00

- YES - Contractor to submit documentation that they have full-filled all instruction and training requirements of Owner's personnel; Owner will not make final payment without this.

**COMMISSIONING**

**134 Is Building Commissioning required?:** 01 91 00

- YES -. Project is LEED certified. Required commissioning section to be written by:
  - Owner.
  - MEP/FP consulting Engineer
  - Independent Commissioning Agent
- YES - Project is LEED certified with additional credit for Advanced Commissioning. Section to be written by party indicated above. *(Typically this requires an independent commissioning agent).*
- YES – Project is NOT LEED certified, but Commissioning is required and written by:
  - Owner.
  - MEP/FP consulting Engineer
  - Independent Commissioning Agent
- NO – Commissioning is not required.

**135 Is Special Commissioning required?:** 01 91 00

- NO – not required.
- YES -. Special commissioning is required for the following:  
*(Note commissioning is not included under Wil-Spec basic services, and either shall be written by others, or as an additional service by Wil-Spec):*
  - (1) \_\_\_\_\_
  - (2) \_\_\_\_\_
  - (3) \_\_\_\_\_
  - (4) \_\_\_\_\_

**DEMOLITION & CUTTING/PATCHING ISSUES**

**136 Existing Utilities:** 01 73 00

- Owner will identify and cap utilities.
- Contractor (trades) will identify and cap utilities.

**137 Who will tag items to be salvaged?** 02 21 19

- Owner.
- Architect.
- Specification and Drawings will identify particular items to be salvaged.

**138 Is Shoring and underpinning required?** 31 40 00

- YES - shoring and underpinning is an issue, which will be dealt with Structural Engineer.  
Note Shoring and Underpinning specifications will not be written by *Wil-Spec*.
- NO - shoring and underpinning is not an issue.

**139 Specialized cutting and patching is required for the following trades:** 01 73 29

- None require special notice.
- Stone  Masonry  Terrazzo
- Woodwork  Plaster
- \_\_\_\_\_
- \_\_\_\_\_

**EXISTING CONDITIONS REPORTING**

**140 Information for Bidder/Contractor, HAZARDOUS MATERIALS report:** 00 31 26

- A HAZ-MAT survey report does not exist.
- The following HAZ-MAT survey reports have been/or/ will be completed and they WILL be bound into the specification.
  - Asbestos.
  - Lead Paint.
  - Other (specify) \_\_\_\_\_.
  - Other (specify) \_\_\_\_\_.
- A HAZ-MAT survey report has been completed and will be given to Contractor under separate cover

**141 Information for Bidder/Contractor, GEOTECHNICAL DATA:** 00 31 32

- A geotechnical report does not exist.
  - Contractor will have to do its own investigation; subsurface investigations have not and will not be done by Owner (this is an unusual condition).
- A geotechnical report has been made, but will be unavailable to bidders (unwise).
- A geotechnical report has been made, but due to its size cannot be bound into the specification, but may be viewed at:
  - \_\_\_\_\_.
- A geotechnical report has been made and Boring reports and Test Pit results will be bound into the project manual:
 

Provide specification writer copy of report!, or provide all of the following:

Exact Title of Report \_\_\_\_\_

\_\_\_\_\_

Date of Report \_\_\_\_\_

Name of Testing Agency: \_\_\_\_\_

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

Test pit numbers: Starting with \_\_\_\_\_ and Ending with \_\_\_\_\_

Date of Test pits: \_\_\_\_\_

Boring Logs: Numbers starting with \_\_\_\_\_ and ending with \_\_\_\_\_

Date of Borings: \_\_\_\_\_

