

FRONT-END CHECKLIST

for CM/GC, December 2014 Version

PROJECT:

Project No.

DESIGNER Name/Submittal Date:

REVIEWER Name/Review Date:

FOR EACH ITEM: check box to show completion, or mark "N" for "Not applicable", or provide comments as desired by reference number.

* Denotes Department of Military Forms – The Agency will instruct the Designer regarding which forms are required for the Project.

000101 Cover / Title Page

- Correct Project Title & number shown
- Date consistent w/ Dwgs, Seals, signatures
- Contracting Agency correctly identified
- Designer correctly identified
- Designer & consultants seals & signatures

000110 Table of Contents

- Lists all documents bound in manual

000115 List of Drawings

- Lists all project drawings.

001116 Invitation to Bid

Use or follow **STREAM June 2014 001116**

- Full Project name & number
- Designer name, addr, contact person, phone
- Brief Proj Desc (adequate & < 25 words)
- Pre-Bid Conference information
- Mailed bids attention
- Bid opening location
- Bid Time and Date
- Plan Rooms name & city; no address & phone
- Plan Deposit identified or says not required

002100 Instructions to Bidders

- Use **STREAM December 2014 002113**
- If NGB Military Project:
 - Add **STREAM June 2014 002213.13***
- If includes UG Tank, Asbestos Removal, or Lead Paint Removal:
 - Add **STREAM June 2014 002213.19**
- If Work is at more than one location:
 - Add **STREAM June 2014 002213.23**, and
 - Add **STREAM June 2014 002213.26**

003000 Information Available to Bidders

- If hazardous materials data available:
 - Use **STREAM June 2014 003126**
- If geotechnical data available:
 - Use **STREAM June 2014 003132**
- Use **STREAM December 2014 003860 Disqualified Cont.**

004100 Bid Form

- Use **STREAM June 2014**; or,
 - follow **STREAM June 2014 004113 Gde**
- Project Title and number on all pages
- Roof Bond amount (or %) identified, if appl.
- Contract Time identified
- Liquidated Damages identified
- If alternates utilized:
 - Not more than 3;
 - Additive & in order of priority; and,
 - Supported by Section 012300;
- If unit prices utilized:
 - supported by Section 012219;
- If NGB Military project:
 - Add **STREAM June 2014 004399***

005200 Agreement Forms

- Use **STREAM June 2014 005201.10**; or,
- If Military NGB project:
 - Omit **STREAM June 2014 005201.10**;
 - Use **STREAM June 2014 005201.13***; and,
 - Use **STREAM June 2014 005439* Corp Auth Cert**
- Use **STREAM June 2014 005223 Agreement form**
- Use **STREAM June 2014 005433 ACH form**
- Use **STREAM June 2014 005435 Sub W-9 form**
- Use **STREAM June 2014 005443 Retainage Escrow Initiation (Only for Projects with a Bid Target of \$500,000 or more)**

006000 Project Forms

- Use **STREAM June 2014 006113**
- If roof involved subject to State Roof Bond:
 - Use **STREAM June 2014 006143**
- Use **STREAM June 2014 006501 Non –Use of Asbestos Form**

007200 General Conditions

- Use **OFD December 2007 007223 Modified AIA A201, 15th Edition, 1997**

007300 Supplementary Conditions

- Use **STREAM June 2014 007315** on all projects
- If Federal Funded:
 - Omit **STREAM June 2014 007315**
 - Use **STREAM June 2014 007325**
 - Include **Federal Wage Rates**
- Use **STREAM June 2014 007340** on all projects

Item	Comments

011000 Summary

- Summarizes Work
- Alternates NOT addressed
- Delineates Contractor use of premises
- Describes Owner occupancy

012113 Allowances

- If Allowances specified:
 - Use **STREAM June 2014 012113**; and, supported by Div 02-49 specs.
- If Hazardous Material Disposal Allowances specified:
 - Use **STREAM June 2014 012146**

012219 Unit Prices

- If Unit prices specified:
 - Use **STREAM June 2014 012219**; Quantities & Units specified; supported by Div 02-49 specs; and,
 - Stipulated or solicited in Bid Form

012300 Alternates

- If Alternates specified:
 - Use **STREAM June 2014 012300**; Not more than 3; and, Additive and in order of priority

012600 Modification Procedures

- Use **STREAM June 2014 012600** Mod. Procedures
- Use **STREAM June 2014 012610** GMP Contingency and Owner Reserve Procedures
- Use **STREAM June 2014 012620** Weather Delays
- If project is strictly re-roofing:
 - Omit **STREAM June 2014 012620**;
 - Use **STREAM June 2014 012623**
- Use **STREAM June 2014 012639** Form for Field Order
- Use **STREAM June 2014 012640** Change Order form
- Use **STREAM June 2014 012650** Itemization form

012900 Payment Procedures

- Use **STREAM June 2014 012973** Schedule of Values
- Use **STREAM June 2014 012976** Payment Procedures
- If project is TDOT FHWA:
 - Omit **STREAM June 2014 012976**;
 - Use **STREAM June 2014 012976.01**
- Use **STREAM June 2014 012976.13** Personnel Attest.

013100 Project Management & Coordination

- If includes Owner Commissioning Agent:
 - Use **STREAM June 2014 013113.91** Comm Coord
- Use **STREAM June 2014 013119** Project Meetings
- Use **STREAM June 2014 013190** Admin Logs
- If includes hazardous materials abatement:
 - Omit **STREAM June 2014 013190**
 - Use **STREAM June 2014 013193**

013200 Construction Progress Documentation

- Use **STREAM June 2014 013215** Progress Schedules
- If TDOT FHWA:
 - Omit **STREAM June 2014 013215**;
 - Use **STREAM June 2014 013215.01**
- If includes Owner-Assisted Scheduling:
 - Omit **STREAM June 2014 013215**, and,
 - Use **STREAM June 2014 013213**, and,
 - Use **STREAM June 2014 013216**

013300 Submittal Procedures

- Designer provides
- As required, provide coordinating section **013323** on Shop Drawings, Product Data, and Samples, and other pertinent sections
- If includes Owner Commissioning Agent:
 - Use **STREAM June 2014 013391** Comm Submit
- If includes hazardous materials abatement:
 - Use **STREAM June 2014 01 33 43**

013500 Special Procedures

- If site is Detention facility:
 - Use **STREAM June 2014 013513.16**; or
 - STREAM June 2014 013513.30, Limited Scope**
 - STREAM June 2014 013513.32, Non Institutional Work**
- If site is Youth Development facility:
 - Use **STREAM June 2014 013513.17**
- If site is Mental Health facility:
 - Use **STREAM June 2014 013513.19**
- If site is Department of Education, Special Schools' facility:
 - Use **STREAM December 2014 013513.22**
- If site is Tennessee State Veterans' Homes Board:
 - Use **STREAM June 2014 013513.24**
- If site is Department of Military:
 - Use **STREAM June 2014 013513.28**

014100 Regulatory Requirements

- Use **STREAM June 2014 014115**; and,
 - If needed, Designer provides supplemental section including additional requirements

014300 Quality Control

- Use **STREAM June 2014 014325** Testing Lab Svcs
 - Or Designer provides as needed
- If includes hazardous materials abatement:
 - Use **STREAM June 2014 014328** Test Lab Svcs

015000 Temporary Facilities and Controls

- Designer provides if needed
- If includes Owner-Assisted Scheduling:
 - Use **STREAM June 2014 015225** Field Offices

016000 Product Requirements

- Use **STREAM June 2014 016225** Product Opts & Subst
 - Or Designer-provided equal
- Use **STREAM June 2014 016232** Subst Request form
 - Or Designer-provided equal

Item	Comments

017000 Execution Requirements

- Designer provides **Field Engineering**, if needed
- Designer provides **Cleaning**, if needed
- Designer provides **Starting & Adjusting**, if needed
- Use **STREAM June 2014 017770** Contract Close-out
- If includes Owner Commissioning Agent:
 - Use **STREAM June 2014 017770.91** Comm Close-out

017800 Closeout Submittals

- Use **STREAM June 2014 017821**; or,
 - Akin to **STREAM June 2014 017821 Gde.**
- If roof work involved:
 - Use **STREAM June 2014 017826** Roof Data
- If roof subject to standard warranty:
 - Use **STREAM June 2014 017836** Roof Warranty
incl. project no. & components checked
- Use **STREAM June 2014 017888** Sub & Supplier list

017900 Demonstration and Training

- Use **STREAM June 2014 017900** Demo. & Training

Item	Comments