

**Jefferson County School District, R-1
Support Services**

TECHNICAL GUIDELINES

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

AUGUST 2022

Jefferson County School District, R-1 TECHNICAL GUIDELINES 2022
Division 00 - - Procurement and Contracting Requirements

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INTRODUCTORY INFORMATION

00 01 01 Project Title Page - October 2010

- A Project Title Page is required in the Project Manual.
- Format:
 1. No requirements except the following information must be included:
 - a. The words "Project Manual"
 - b. Official Project title,
 - c. Including the name of the facility or site.
 - d. Date
 - e. Design Consultant firm name, address, phone, email
- Responsible party:
 1. Design Consultant

END SECTION 00 01 01

00 01 05 Certifications Page - August 2015

- Written Certifications are not typically required for Jefferson County School District, R-1 capital projects
- Coordinate with District Project Manager.
- Format:
 1. No requirements
- Responsible party:
 1. Design Consultant

END SECTION 00 01 05

00 01 07 Seals Page - August 2015

- A separate page for professional seals is optional in the Project Manual.
- Professional seals and signatures may be located on the Title Page
- Conform to State requirements and with Authorities Having Jurisdiction.
- Format:
 1. No requirements
- Responsible party:
 1. Design Consultant

END SECTION 00 01 07

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00 01 10 Table of Contents - October 2010

- A Table of Contents is required in the Project Manual.
- Format:
 1. No requirements
- Responsible party:
 1. Design Consultant

END SECTION 00 01 10

00 01 15 List of Drawing Sheets - October 2010

- The list of Drawing Sheets is required on the Title Sheet of the Drawing set.
 1. Title Sheet is required on each volume of Drawings.
- Format:
 1. Uniform Drawing System (UDS)
- Responsible party:
 1. Design Consultant

END SECTION 00 01 15

00 01 20 List of Schedules - October 2010

- A Separate List of Schedules is required on the Title Sheet of the Drawings or the Project Manual, wherever the schedules are located.
 1. See Consultant Guidelines, CG012, Bid and Construction Documents for schedule locations.
- Format:
 1. Uniform Drawing System (UDS)
- Responsible party:
 1. Design Consultant

END SECTION 00 01 20

PROCUREMENT REQUIREMENTS

00 11 00 Advertisement and Invitations - October 2010

- Project-applicable Invitation to Bid information is required under this heading in the Project Manual released to bidders.
- Coordinate Invitation to Bid with Jefferson County School District, R-1:
 1. Instructions to Bidders
 2. Bid Bond
 3. Construction Agreement

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4. General and Supplementary Conditions of the Contract
5. Performance Bond
6. Labor and Material Payment Bond
7. Jefferson County School District R-1 Project Manager
- Modifications to Invitation to Bid information are prohibited without written consent of Jefferson County School District, R-1.
- Format:
 1. Jefferson County School District, R-1 standard.
- Responsible party:
 1. Jefferson County School District, R-1.
- Process:
 1. May or may not be included in the Project Manual
- See sample Invitation to Bid at end of division 00.

END SECTION 00 11 00

00 11 19 Request for Proposal - October 2010

- Format:
 1. No requirements.
- Responsible party:
 1. Jefferson County School District, R-1
- Process:
 1. As required

END SECTION 00 11 19

00 11 53 Request for Qualifications - October 2010

- Requirements are project-specific
- Responsible party:
 1. Jefferson County School District, R-1

END SECTION 00 11 53

00 21 13 Instructions to Bidders - August 2015

- Instructions to Bidders are required under this heading in the Project Manual released to bidders.
- Format:
 1. Per Jefferson County School District, R-1 current standard format template.
- Responsible party:
 1. Design Consultant

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- Process:
 1. Insert into the Project Manual without modification
- Coordinate Instructions to Bidders with:
 1. Invitation to Bid
 2. Bid Bond
 3. Construction Agreement
 4. General and Supplementary Conditions of the Contract
 5. Performance Bond
 6. Labor and Material Payment Bond
 7. District Project Manager

END SECTION 00 21 13

00 22 13 Supplementary Instructions to Bidders August 2015

- AIA, CSI, and EJCDC protocols apply.
- Format:
 1. Include in the Project Manual only with approval of District Project Manager.
- Process:
 1. Review project-specific requirements and coordinate with District Project Manager.
- Responsible party:
 1. Design Consultant

END SECTION 00 22 13

00 25 13 Pre Bid Meetings - August 2015

- Pre-bid conference attendance is mandatory for Jeffco Public Schools capital projects, especially those involving existing construction.
- Bids received from bidders not attending the Pre-bid conference will not be opened.
- Format:
 1. Coordinate agenda with District Project Manager
- Responsible party:
 1. Design Consultant

END SECTION 00 25 13

00 30 00 Available Information - October 2010

- Project-specific information available to bidders is required to be listed in the Project Manual under this heading and either included or referenced in the Documents released to Bidders.
- Format:
 1. No requirements
- Responsible party:
 1. Design Consultant

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- Process:
 1. Unedited information is provided to the Design Consultant by Jefferson County School District, R-1 for reference, drafting, preparation, or incorporation into the Bid and Construction Documents
- Coordinate Available Information with Jefferson County School District, R-1:
Instructions to Bidders
 1. Bid Bond
 2. Construction Agreement
 3. General and Supplementary Conditions of the Contract
 4. Performance Bond
 5. Labor and Material Payment Bond
 6. Jefferson County School District R-1 Project Manager

END SECTION 00 30 00

00 31 19 Existing Condition Information – August 2015

- Regardless of project scope, work in existing buildings can pose significant issues of coordination, scheduling, containment, construction utilities, and restrictions on the building use.
- Closed-out construction drawings, specifications, and files pertaining to existing buildings and sites are available to the public for review during regular working hours at the Jefferson County School District, R-1 Facilities Planning Archives.
- A copy of the most recent site survey should be included for reference in the Bid and Construction Drawings.
- Bid Documents should clearly indicate other available supplemental information, such as pre-design reports, especially for projects in existing buildings.

END SECTION 00 31 19

00 31 21 Survey Information - October 2010

- Project-specific survey information is required under this heading in the project manual released to bidders.

END SECTION 00 31 21

00 31 24 Environmental Assessment Information - October 2010

- Project-specific environmental assessment information is required under this heading in the project manual released to bidders.

END SECTION 00 31 24

00 31 25 Existing Material Information - October 2010

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- Project-specific existing material information is required under this heading in the project manual released to bidders.
- Also see 02 42 00 Removal and Salvage of Construction Materials.

END SECTION 00 31 25

00 31 26 Existing Hazardous Material Information – August 2015

- Jefferson County School District, R-1 urges Bidders to become familiar with the potential constraints and special coordination necessary to avoid disturbing asbestos containing materials.
- Asbestos Hazard Emergency Response Act (AHERA) Management Plans are available to the public for review during regular working hours either on-site or in the Jefferson County School District, R-1 Environmental Services Office 303-982-2349

END SECTION 00 31 26

00 31 32 Geotechnical Data – August 2015

- Geotechnical Report(s) is available to the public for review during regular working hours at Jefferson County School District, R-1 Facilities Planning Archives

END SECTION 00 31 32

00 31 43 Permit Application - August 2015

- Construction and other permit application, processing, fees, record keeping, compliance, and management are the exclusive responsibility of the Contractor once the original permit has been executed.
- The Consultant is typically responsible to submit the original review permit application in coordination with the District Project Manager.
- The District will pay initial application fees for the original permit application submitted by the Design Consultant.

END SECTION 00 31 43

00 41 00 Bid Forms - August 2015

- Bid Forms and Supplements are required to be included under this heading in the Project Manual released to bidders.
- Coordinate Bid Forms and Supplements with Jefferson County School District, R-1 standard documents:
 1. Instructions to Bidders
 2. Bid Bond
 3. Construction Agreement
 4. General and Supplementary Conditions of the Contract

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5. Performance Bond
6. Labor and Material Payment Bond
7. Jefferson County School District R-1 Project Manager
- Cross-reference project-specific Bid Forms and Supplements in the Supplementary Instructions to Bidders.
- Responsible party:
 1. Design Consultant
- Process:
 1. The Design Consultant is to draft and submit a project-specific bid form to the District Project Manager for review.
 2. An edited bid form is then returned to the Design Consultant by Jefferson County School District, R-1 for revision and incorporation into the Project Manual released to bidders.
- Format:
 1. Per Jefferson County School District, R-1 current standard format template.

END SECTION 00 41 00

00 42 00 Proposal Forms - October 2010

- At a minimum, it is mandatory that proposals address the following items:
 1. Applicable standards including Jefferson County School District, R-1 Technical Guidelines and Consultant Guidelines.
 2. Project name and location
 3. Scope of work
 4. Responsible parties
 5. Schedule and/or start and completion dates
 6. Amount of remuneration
 7. Payment protocol
 8. Modification of the proposal

END SECTION 00 42 00

00 43 13 Bid Security Form (Bid Bond) - October 2010

- Format:
 1. Per Jefferson County School District, R-1 or Bonding company standard form
- Responsible party:
 1. Design Consultant
- Process:
 1. Include in Project Manual released to bidders

END SECTION 00 43 13

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00 43 21 Allowance Form - October 2010

- Format:
 1. Combine with Bid Form
- Responsible party:
 1. Design Consultant
- Process:
 1. Include in Project Manual released to bidders.

END SECTION 00 43 21

00 43 22 Unit Prices Form - October 2010

- Format:
 1. Combine with Bid Form
- Responsible party:
 1. Design Consultant
- Process:
 1. Include in Project Manual released to bidders.

END SECTION 00 43 22

00 43 23 Alternates Form - October 2010

- Format:
 1. Attachment to Bid Form
- Responsible party:
 1. Design Consultant and/or Bidder
- Process:
 1. Proposals for "Contractor (bid) Alternates" will be evaluated by Jeffco Public Schools within 72 hours of the bid opening.

END SECTION 00 43 23

00 43 25 Substitution Request Form (During Procurement) - October 2010

- Not permitted
- Use Bidder Alternate procedure per General Conditions

END SECTION 00 43 25

00 43 26 Estimated Quantities Form - October 2010

- Not applicable

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END SECTION 00 43 26

00 43 33 Proposed Products Form - October 2010

- No requirements
- Bid submission implies full compliance with specifications.

END SECTION 00 43 33

00 43 36 Proposed Subcontractors Form - October 2010

- Format:
 1. No requirements
- Responsibility:
 1. Bidder
- Process:
 1. Three low bidders submit 1 signed copy within 24 hours of bid opening.
 2. Fax is acceptable

END SECTION 00 43 36

00 43 43 Wage Rates Form August 2015

- Required only for projects involving Federal funding.

END SECTION 00 43 43

00 43 73 Proposed Schedule of Values Form – August 2015

- Standard Jefferson County School District, R-1 Application For Payment Form
- Also see Payment Procedures

END SECTION 00 43 73

00 43 83 Proposed Construction Schedule Form - October 2010

- No requirements

END SECTION 00 43 83

00 43 86 Proposed Work Plan Schedule Form - October 2010

- No requirements

END SECTION 00 43 86

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00 43 93 Bid Submittal Checklist - October 2010

- Formal Bid Tabulation from the design consultant
- Letter of Award Recommendation from the consultant
- Bid Forms
- Finalized "Comprehensive Budget and Bid Evaluation Form"

END SECTION 00 43 93

00 45 00 Representations and Certifications – August 2015

- Submit bidder, contractor, supplier, and/or worker qualification statements as required by individual specification sections prior to release of Notice to Proceed from the District Project Manager.

END SECTION 00 45 00

CONTRACTING REQUIREMENTS

00 51 00 Notice of Award - August 2015

- Format:
 1. Jefferson County School District, R-1 standard format.
- Responsible party:
 1. (Joint) Design Consultant and District Project Manager.
- Process:
 1. Jefferson County School District, R-1 and Prime Consultant review bids
 2. Prime Consultant issues a Recommendation of Award letter to Jefferson County School District, R-1.
 3. Jefferson County School District, R-1 issues formal Notice of Award.

END SECTION 00 51 00

00 52 00 Agreement Form - August 2015

- A copy of the Agreement and related forms are required to be included under this heading in the Project Manual released to bidders
- Coordinate Agreement with District Project Manager:
 1. Instructions to Bidders
 2. Construction Agreement
 3. General and Supplementary Conditions of the Contract
- Format:
 1. Jefferson County School District, R-1 standard form.
- Responsible party:
 1. Jefferson County School District, R-1

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- Process:
 1. Executed by selected Bidder within 10 days of Notice of Award.

END SECTION 00 52 00

00 54 00 Agreement Form Supplements - August 2015

- Attachments and modifications to the standard Jefferson County School District, R-1 forms are prohibited without written authorization of the Executive Director, Facilities and Construction Management.

END SECTION 00 54 00

00 55 00 Notice to Proceed - October 2010

- Format:
 1. Jefferson County School District, R-1 standard form.
- Responsible party:
 1. Jefferson County School District, R-1.
- Process:
 1. Notification letter is issued by Jefferson County School District, R-1 upon receipt of documentation requested in Notice of Award.

END SECTION 00 55 00

00 60 00 Project Forms - August 2015

- Applicable Project Forms, Bonds, and Certificates are required to be included under this heading in the Project Manual released to bidders.
- Coordinate Project Forms with Jefferson County School District, R-1:
 1. Construction Agreement
 2. General and Supplementary Conditions of the Contract
 3. District Project Manager for current versions

END SECTION 00 60 00

00 61 13 Performance and Payment Bond Forms - October 2010

- Format:
 1. Jefferson County School District, R-1 standard form
- Modification is prohibited.
- Responsible party:
 1. Proposed General Contractor
- Process:

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1. Submit copies to Jefferson County School District, R-1 District Project Manager

END SECTION 00 61 13

00 62 00 Certificates and Other Forms - October 2010

- No requirements

END SECTION 00 62 00

00 62 34 Recycled Content of Materials Form - October 2010

- No requirements

END SECTION 00 62 34

00 62 39 Minority Business Enterprise Certificate Form - October 2010

- No requirements

END SECTION 00 62 39

00 62 76 Application for Payment Form –August 2015

- Format:
 1. Jefferson County School District, R-1 standard form.
- Responsible party:
 1. General Contractor with original signature.
 2. Attach Subcontractor/Material Supplier Payment Record (District form) with original signature.
- Process:
 1. General Contractor submits forms to Design Consultant
 2. Design Consultant:
 - a. Reviews
 - b. Authorizes payment
 - c. Forwards Jefferson County School District, R-1 District Project Manager for processing.

END SECTION 00 62 76

00 63 25 Substitution Request Form (During Construction) - October 2010

- See Section 01 62 00

END SECTION 00 63 25

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00 63 57 Change Order Request Form - October 2010

- No requirements

END SECTION 00 63 57

00 63 63 Change Order Form - October 2010

- Jefferson County School District, R-1 standard form

END SECTION 00 63 63

00 65 00 Closeout Forms - October 2010

- See Section 01 78 00

END SECTION 00 65 00

00 65 19 Certificate of Completion Forms - October 2010

- Consent of Surety for Final Payment Form
 1. Format:
 - a. No requirements
 2. Responsible party:
 - a. Contractor
 3. Process:
 - a. Submit with final Application for Payment
- Release of Lien Form:
 1. No requirements

END SECTION 00 65 19

00 65 73 Statutory Declaration Forms - August 2015

- Asbestos Compliance Letter
 1. Format:
 - a. Letter containing the following text:
 - (1) “To the best of my knowledge, no asbestos-containing materials, products, or equipment was specified or installed in the _____ project.”
 2. Responsible Party:
 - a. Architect/Prime Consultant
 3. Process:
 - a. Submit to District Project Manager upon project closeout.
- AHERA Forms

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1. Format:
 - a. Jefferson County School District, R-1 standard AHERA Management Plan Forms.
 - b. Modification is prohibited.
2. Responsible party:
 - a. (Joint) Design Consultant and General Contractor
3. Process:
 - a. Submit signed originals to Jefferson County School District, R-1 District Project Manager

END SECTION 00 65 73

00 72 00 General Conditions - August 2015

- Copies of the General Conditions are required to be included in the Project Manual released to bidders.
- Format:
 1. Jefferson County School District, R-1 current standard form General Conditions.
- Modification is prohibited.
- Process:
 1. Design Consultant includes unmodified standard form Jefferson County School District, R-1 Standard General Conditions of the Contract in the Project Manual released to bidders.

END SECTION 00 72 00

00 73 00 Supplementary Conditions - August 2015

- Supplementary Conditions are required to be included in the Project Manual released to bidders, if required for the project.
- Typically only used to identify a change in value of the Liquidated Damages or changes in insurance requirements as listed in the General Conditions.
- Coordinate with District Project Manager on Supplemental Conditions.
- Format:
 1. No requirements
- Responsible party: Design Consultant
- Process:
 1. The Design Consultant is to recommend appropriate project-specific Supplementary Condition Articles and language to the Jefferson County School District, R-1 District Project Manager.
 2. Edited language is then returned to the Design Consultant by Jefferson County School District, R-1 for drafting, preparation, and incorporation into the Bid and Construction Documents.
- Coordinate Supplementary Conditions with Jefferson County School District, R-1:
 1. Construction Agreement
 2. General Conditions of the Contract

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3. Performance Bond
 4. Labor and Material Payment Bond
 5. Jefferson County School District R-1 Project Manager
- In the absence of other information, standards of the following organizations apply:
 1. American Institute of Architects (AIA) Handbook of Professional Practice
 2. Construction Specifications Institute (CSI) Manual of Practice
 3. Engineers Joint Contract Documents Committee (EJCDC)

END SECTION 00 73 00

00 90 00 Revisions, Clarifications, Modifications - August 2015

- Coordinate Addenda and Modifications with District Project Manager:
 1. Instructions to Bidders
 2. Construction Agreement
 3. General and Supplementary Conditions of the Contract
- In the absence of other information, standards of the following organizations apply:
 1. American Institute of Architects (AIA) Handbook of Professional Practice
 2. Construction Specifications Institute (CSI) Manual of Practice
 3. Engineers Joint Contract Documents Committee (EJCDC)

END OF SECTION 00 90 00

00 91 13 Addenda - August 2015

- District Project Manager may require rescheduling of the bid opening when addenda are issued within forty-eight (48) hours of bid opening.

END OF SECTION 00 91 13

00 94 00 Record Modifications - October 2010

- See Division 01

END SECTION 00 94 00