



Cherry Creek School District Technical Guidelines - 2020

DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS GROUP

00 00 01 – PROJECT MANUAL COVER PAGE

- A. Format: No specific format so long as the following information is included:
 - 1. The words "PROJECT MANUAL" as the title.
 - 2. Official project name/title (the name of the facility or site).
 - 3. School District Name: CHERRY CREEK SCHOOL DISTRICT NO. 5, ENGLEWOOD COLORADO.
 - 4. Date.
 - 5. Design Consultant firm name, address, phone number, and email address.

00 00 02 – PROJECT DIRECTORY

- A. Format: No specific requirements so long as the names, addresses, telephone numbers, and email addresses of all consultants and subconsultants are listed.

00 00 03 – SEALS PAGES

- A. Format: No specific format. Include language similar to the following:

"I hereby certify that the portion of this technical submission as described below was prepared by me or under my direct supervision and responsible charge. I am a duly registered (Architect / Professional Engineer / Landscape Architect) under the laws of the State of Colorado."

00 00 03 – TABLE OF CONTENTS

- A. Format: No specific requirements so long as all documents, divisions, and section names/ numbers are listed.

00 11 13 – ADVERTISEMENT FOR BIDS

- A. Format: Cherry Creek School District Standard. See sample attached in Appendix B3.
- B. Verify with the School District the following data:
 - 1. Bid time and date for base bid and alternates.



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00 21 13 – INSTRUCTIONS TO BIDDERS

- A. Format: Cherry Creek School District Standard.
- B. Verify with the School District the following information/data:
 - 1. Prequalification criteria for general contractors and major subcontractors.
 - 2. List of prequalified general contractors.
 - 3. List of prequalified subcontractors.
 - 4. Subcontractors required to furnish a 100% Performance and Payment Bond to the successful general contractor.
 - 5. Location, date, time and attendees of mandatory pre-bid conference.
 - 6. Desired completion date for the project and amount of liquidated damages for failure to complete the project on time.

00 31 21 – INFORMATION AVAILABLE TO BIDDERS

- A. Format: No specific format as long as the following information is included:
 - 1. Project name, consultant name, date, and project number as it appears on the geotechnical study/report for this project.
 - 2. Project name, consultant name, date, and project number as it appears on the site survey for this project.
 - 3. Project name, consultant name, date, and project number as it appears on any addendums to the site survey or geotechnical study/report for this project.
 - 4. Name and date of any previous bid packages or other construction documents that relate to this project.

00 41 13 – GENERAL CONTRACT BID FORM/ALTERNATES/UNIT PRICES

- A. Format: Cherry Creek School District Standard.
- B. Verify with the School District the following information/data:
 - 1. The suppliers with whom the School District has issued purchase orders for materials and/or equipment that will be assigned to the successful general contractor and the amount of each purchase order.
 - 2. The major subcontractors whose names will be required on the completed bid form.
 - 3. The required completion date and amount or liquidated damages.
 - 4. Description and listing of each alternate.
 - 5. Description and listing of each unit price.



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00 43 13- BID BOND

- A. Format: Cherry Creek School District Standard.

00 52 13 – AGREEMENT FORM

- A. Format: Cherry Creek School District Standard "Standard Form of Agreement between Owner and Contractor", AIA Document A101-2017, as issued by the American Institute of Architects.
 - 1. Verify current version of contract with School District.
- B. Verify with the School District:
 - 1. Pre-order of material and/or equipment.

00 54 13 – ASSIGNMENT OF SUPPLIER'S CONTRACTS

- A. Format/Language: Cherry Creek School District Standard.
- B. Verify with School District:
 - 1. Materials and/or equipment to be pre-purchased and the contract assigned to the General Contractor.
 - 2. Inclusion of the suppliers' proposals in the project manual or addition by addendum.

00 61 13 – PERFORMANCE BOND AND PAYMENT BOND

- A. Format/Language: Cherry Creek School District Standard; "Performance Bond and Payment Bond", AIA Document A312-2010, as published by the American Institute of Architects.

00 72 13 – GENERAL CONDITIONS

- A. Format/Language: Cherry Creek School District Standard; "General Conditions of the Contract for Construction", AIA Document A201-2017, as published by the American Institute of Architects.
 - 1. Verify current version of contract with School District.



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00 73 00 – SUPPLEMENTARY CONDITIONS

- A. Format/Language: Cherry Creek School District Standard - Modified as approved by the School District.

- B. Verify with School District:
 - 1. Building permit issued by the Colorado Division of Fire Prevention and Control or the City of Aurora.
 - 2. Wording for extensions of time - the typical conditions for extension of time are included in the sample supplementary conditions. For projects with extremely tight time schedules, the following statement shall modify the General Conditions:

"Extensions of time for weather delays, minor changes in the work, and labor disputes will not be included in this project."
 - 3. The amount of comprehensive general and automobile liability to be included as modifications to Article 11. Also verify the deductible amount the contractor shall pay when making a claim against the Owner's Builder's Risk Property Insurance Policy.

END OF SECTION