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# BUSINESS FINANCE

*Construction Procedure Manual*



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# **G-PISD**

## **Construction Procedure Manual**

**Version 2.0 – October 2025**

Office of Business and Finance

**Gregory-Portland ISD**

**Gregory, Texas**

**Portland, Texas**

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## Section 1 – Mission, Vision, Method, Role & Process

### MISSION

The District’s mission statement reads as follows:

*“The mission of G-PISD is to educate, inspire, and empower our students to succeed in life and become the next generation of leaders.”*

The Construction Department at G-PISD is responsible for overseeing all construction and capital improvement projects within the district. These projects are typically funded by Bond Funds approved by voters. To fulfill the district’s mission, the department provides services including planning, programming, design, construction, commissioning, inspection, and warranty management in accordance with internal and external design and construction standards.

Additionally, the department manages the move-in process, coordinating furniture, fixtures, and equipment (FF&E), project scheduling, and overall project closeout to ensure compliance with contract documents.

### VISION

The Construction Department of G-PISD aims to deliver excellence and best value to students, staff, and the community by creating high-quality educational environments. We are committed to responsible stewardship of district assets through effective and cost-efficient project delivery in alignment with the District’s broader vision to *educate, inspire, and empower*.

### METHOD

This manual reflects our commitment to excellence and was developed with input from the construction team and district administration to ensure alignment with board policies, administrative regulations, and state laws. It serves as a consistent, reliable roadmap for managing project cost, schedule, and quality.

#### **Critical Success Factors:**

- Transparency
- Measurability
- Defined levels of authority
- Clear interdepartmental roles
- Client-centered and non-obstructive
- Defined project scope, schedule, and cost
- Clear sign-offs, accountability, and funding sources
- Audit support (internal and external)
- Academic integration with Curriculum and Instruction



- Simple and intuitive processes
- Ground-up departmental buy-in
- Policy clarity: perception vs. reality
- Stakeholder impact awareness

## Best Practices Incorporated:

- Early partnering during pre-construction meetings
- Schedule optimization through templates and staff training
- Adherence to TX-CHPS (Texas Collaborative for High-Performance Schools)
- Constructability reviews as part of quality control
- Rigorous inspection processes
- Independent commissioning under Construction Department oversight
- Detailed transition, activation, and closeout procedures
- “Lessons learned” reviews to support continuous improvement

Through the implementation of these methods, this manual supports consistent delivery of successful projects—reducing risk and cost while meeting the needs of our students and staff.

## ROLE

In alignment with **District Priority 4 – Efficient and Effective District and Campus Operations**, the Construction Department leads the execution of capital construction projects funded by bond authorizations, fund balance, or general funds.

We aim to embody the G-PISD core values of excellence and address the cultural and educational needs of the Coastal Bend region, the state of Texas, and the global community through professional service and responsible project management.

## PROCESS

This manual acts as a roadmap to ensure consistent project success, regardless of which personnel are assigned. It facilitates communication and expectations between the Construction Department, end users (clients), architects, engineers, contractors, and other support services.

The goal is to implement a life-cycle program that includes:

- Project Initiation
- Planning
- Construction Execution
- Project Closeout
- Post-Occupancy Reflection and Feedback

By promoting transparency, standardization, and shared understanding, this manual supports better outcomes, greater client satisfaction, and the highest-quality learning environments for Gregory-Portland ISD students.



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## **Section 2 – Introduction and Directory**

This guide outlines departmental roles and recommended procedures for managing capital improvement and construction projects. While not the only path to success, it is designed to serve as a framework for consistency and high-quality results.

### **Gregory-Portland ISD Construction Department Staffing**

The following **Exhibit 2.1** shows the organizational chart for the Facilities and Construction Department for reference.

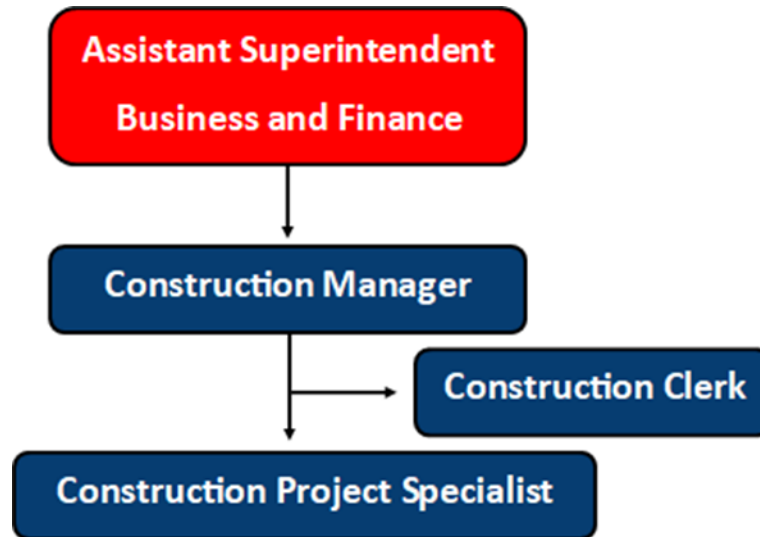
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Exhibit 2.1 – Organizational Chart



## Section 3 - Owner-Architect Agreement

### 3.1 Standard Agreement and Consultant Services

The District utilizes an Owner-edited AIA Document A201 (General Conditions of the Contract for Construction) and supplemental general conditions. Copies of these documents, along with associated exhibits, are available upon request from the Construction Manager.

On a typical project, the agreement requires the Architect to retain the following consultants at their own expense:

- Structural Engineering
- Civil Engineering (On-site Civil)
- Roofing, Acoustical, Asbestos Survey, and Food Service Consultants
- Landscape Architecture
- Traffic Engineering
- Technology Design
- Theatrical Design
- Pool Design
- Mechanical, Electrical, and Plumbing (MEP) Engineering\* (Refer to Section 3.5)

## 3.2 Reimbursable Expenses

Reimbursable expenses are typically limited to the following:

- Asbestos Consultant – *Sample testing only*
- Civil Engineering (Off-site) – Utilities, turn lanes
- Jurisdictional Fees – Fees required to secure approvals from authorities having jurisdiction
- Reproductions – Final contract documents only; progress printing and internal use by Architect and Consultants are not reimbursable. Quantities of printed drawings shall be discussed between the Construction Manager and the Architect.
- Proposal Advertising – Costs associated with soliciting bids or proposals
- Topographic and Boundary Surveys – Project Manager must first confirm whether existing surveys are available in the property file. If unavailable, three hard copies shall be submitted: one for the project file and two for the property file.
- Geotechnical Investigation (Soil Report) – Same requirements as for surveys; verify with Project Manager whether a report already exists. If not, three hard copies must be submitted.
- Third-Party Plan Review – As required by the Texas Education Agency (TEA)
- Addendum Plans – Half-size and full-size posted addenda used by the Owner during construction. Electronic copies must be submitted for District archiving. Hard copies will be requested by the Project Manager as needed.
- TAS Plan Review Fees – Fees for Texas Accessibility Standards compliance review
- Asbestos Testing – Sample testing performed prior to the start of design work

## 3.3 Ownership and Use of Documents

The District's standard Exhibit A to the Owner-Architect Agreement includes the following stipulations:

- All plans and specifications are the property of the Owner and must be furnished in electronic format upon project completion.
- The Architect may include photographic or artistic representations of the project in their promotional and professional materials only with prior written consent from the Owner. All materials must be reviewed and approved in advance. The Architect must provide appropriate professional credit to the Owner in any promotional content.

## 3.4 Subsequent Project Agreements

Once the Master Service Agreement is executed by both the District and the Architect, all subsequent projects will require execution of Exhibit D to the Master Agreement to proceed.

## 3.5 Mechanical, Electrical, and Plumbing (MEP) Engineering Services

The District reserves the right to separately retain an MEP engineering firm to provide mechanical,



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electrical, and plumbing consulting services.

In such cases:

- These MEP services are not included in the Architect's Basic Services.
- The Architect's Fee will be adjusted and reduced by the lesser of:
  - The actual MEP consultant fee paid by the District, or
  - An amount equal to a negotiated percentage of the MEP construction costs (excluding the General Contractor's general conditions, overhead, and profit).



## **Section 4 – Construction Delivery Method**

### **4.1 Overview of Delivery Methods**

In accordance with the Texas Education Code, school districts are permitted to utilize a variety of approved construction delivery methods for new construction and renovation projects.

Gregory-Portland ISD primarily employs the following delivery methods:

- Competitive Sealed Proposal (CSP)
- Work Order Contracts (WOC)
- Job Order Contracting (JOC)
- Construction Manager At Risk (CMAR)

These methods are the District's preferred approaches and are generally used for all construction projects unless otherwise approved.

### **4.2 Use of Alternate Delivery Methods**

If the District determines that an alternate delivery method would provide greater value for a specific project, the Construction Department must obtain approval from the Superintendent prior to proceeding.

This request and recommendation must be submitted well in advance of the project's scheduled release for receipt of proposals.

Upon Superintendent approval, the Construction Department may begin preparing the appropriate construction documents to meet the requirements of the approved delivery method.

### **4.3 Review and Approval of Alternate Methods**

Any proposed alternate delivery method must be:

- Reviewed and approved by the Assistant Superintendent of Business and Finance, and
- Formally presented by the Assistant Superintendent to the Superintendent for final consideration and approval.

### **4.4 Compliance with Board Policy**

All construction delivery methods utilized by G-PISD must be in full compliance with:

- Board Policy CV (Legal) – Construction Contracts
- Board Policy CV (Local) – Construction Contracts (Local Implementation)



## **Section 5 – Job Responsibilities**

Gregory-Portland ISD (G-PISD) assembles a Design and Construction Team for each capital construction project, composed of:

- The Owner (G-PISD)
- The Architect and/or Engineer (A/E)
- The General Contractor (GC)

These parties work collaboratively to deliver projects that meet the District's scope, budget, and schedule requirements. Although each party operates under separate contracts with the District, successful project execution relies on a team-based approach.

This section defines the roles, responsibilities, and expectations of each team member, in alignment with the interests and objectives of the District. A Responsibility Matrix is included as Exhibit 5.1.

### **5.1 Identification of Team Members**

- G-PISD Project Management – Refer to Section 2 for staff directory.
- Architect/Engineer (A/E) – Identified on a per-project basis.
- General Contractor (GC) – Identified on a per-project basis.

### **5.2 Owner Responsibilities**

Outlined in the Owner-Architect and Owner-GC agreements, the Owner's responsibilities include:

- Furnishing program and project requirement information
- Contract negotiations and final approvals
- Approving:
  - All payments
  - Design submittals
  - Subcontractor selections
  - Guaranteed Maximum Price (GMP)
  - Change Orders
- Oversight of:
  - Internal District reporting
  - Project budgets
  - Construction progress and compliance
  - Final acceptance and closeout

#### **5.21 Construction Manager (CM) Responsibilities**

The Construction Manager leads the design and construction team on behalf of the District. While certain tasks may be delegated, the CM retains ultimate responsibility.



## A. Project Management

The CM serves as the primary liaison between the District, A/E, and GC. Responsibilities include:

- Master planning and milestone scheduling
- Oversee and contribute to project design
- Manage construction phase coordination
- Payment application review and approval
  - See section 34.4 for details
- Change order control
- Internal District coordination
- Oversight of project execution

## B. Observation

The CM assigns a Project Specialist (PS), who remains on-site and is responsible for:

- Reviewing and coordinating submittals
- Daily construction observation and reporting
- Ensuring compliance with contract documents
  - Coordinating inspections (Geotech, materials testing, TAB, commissioning, asbestos monitoring)
- Assisting with GC payment application review
- Coordinating District activities impacted by construction

Note: CM/PS observations do not replace the contractual inspection obligations of the A/E and GC.

## C. Support Functions

Project Specialists support the CM by providing:

- Cost estimate reviews
- Constructability reviews
- Furniture, fixtures, and equipment (FF&E) analysis
- FF&E planning and layout
- FF&E installation and move-in coordination

## 5.3 Architect/Engineer (A/E) Responsibilities

The A/E is responsible for design services, contract administration, and construction oversight. The A/E leads the Design and Construction Team in all matters related to design and document administration.

### A. Design Responsibilities

The A/E assigns a design team responsible for:

- Refining the District's educational program
- Leading and documenting all design meetings
- Ensuring compliance with local codes and utility coordination
- Developing and refining:



- Schematic Design and cost estimate
- Design Development documents as necessary to meet the District's expectations
- Construction Documents packages as required to meet the Design and Construction Team's approved bid package strategy
- Assisting with the bidding process
- Permitting Construction Documents packages

## B. Contract Administration

The A/E assigns a representative to manage:

- Construction progress meetings (weekly or biweekly)
- Pre-construction conferences (assist)
- Submittal reviews and approvals
- RFI responses and proposal requests
- GC cost estimate reviews and recommendations
- Review and approval of GC applications for payment
- Closeout document approval
- Transfer of record documents (including electronic formats)

## C. Inspection

The A/E is expected to:

- Perform regular site observations
- Inspect structural and MEP systems at critical stages
- Prepare punch lists and conduct final/warranty inspections
- Collaborate with District consultants to confirm compliance with contract documents

## 5.4 General Contractor (GC) Responsibilities

The GC is responsible for constructing the project in strict accordance with approved construction documents.

Construction Phase Responsibilities:

- Assigning a dedicated construction team (Superintendent, PM, support staff)
- Conducting pre-construction meetings with all subcontractors
- Ensuring:
  - On-site supervision
  - Compliance with the schedule
  - Coordination of all trades and District activities
  - Quality control and safety
  - Cost tracking and forecasting
  - Change order and permit management
- Managing:
  - Shop drawings, submittals, RFIs
  - Daily reports
  - As-built documentation
  - Project closeout and system start-up
  - Warranty inspection follow-ups



## 5.5 Project Status Reporting

A Monthly Project Status Report (PSR) meeting is required. Attendees include:

- Architect
- Construction Manager
- G-PISD Project Specialists
- General Contractor

At each PSR, the following are reviewed:

- Meeting minutes
- RFI log
- Project schedule
- Submittal log
- Proposed Change Order (PCO) log / ASI log
- Allowances
- Project schedule / General project status updates

## 5.6 Responsibility Matrix

The Responsibility Matrix, **Exhibit 5.1** outlines detailed task assignments across the following roles:

- Assistant Superintendent of Business and Finance
- Construction Manager
- Construction Project Specialist
- Purchasing Coordinator
- Architect/Engineer
- General Contractor

The matrix includes roles during all project phases:

- Program Planning & Management
- Pre-Design
- Design
- Bidding
- Construction
- Closeout
- Warranty

Note: Tasks are categorized as:

- P = Primary Responsibility
- S = Secondary Support
- In the event a 3<sup>rd</sup> party firm is hired to manage a specific project, that firm takes on the responsibilities of the Construction Manager

Exhibit 5.1

	TASK	Assistant Superintendent Business and Finance	Construction Manager	Construction Project Specialist	Purchasing Coordinator	Architect/Engineer	General Contractor	Bond Accountant
<b>I. PROGRAM PLANNING &amp; MANAGEMENT</b>	Establish Master Schedule of All Projects	P	S					
	Maintain Master Schedule		P	S				
	Establish Project Budgets, including non-construction cost items	P	S					
	Establish Budget Tracking Procedures		S					P
	Write Technical Specification Standards for Projects		S			P		
	Write, Advertise, and Post RFQ		S		P			
	Establish Architect Selection Procedure	S			P			
	Establish GC Selection Process	S			P			
	Write, Advertise, and Post CSP	S			P			
	Establish Program Cash Flows	S						P
	Establish Program Reporting Procedures		P	S				
	Prepare a Monthly Program Status Report		P	S				
	Prepare Special Program Communications to the Public	S	P					
	Establish Procedure for Selecting Material Testing Firms		S		P			
	Establish Procedure for Selecting Surveying Firms		S		P			
	County/City Meeting		P	S				
	Establish Plan Review and Permitting Requirements with State & Local Code Authorities		S				P	
	Establish Utility Coordination Requirements with Local Utility Companies		P	S				
	Establish District Standard Procedures and Forms for items such as Change Orders, Request for Information, Notice to Proceed, Notice of Award, Final Acceptance, Punchlist, Warranty Inspections, etc.		P	S				
	Update Trustees on Program Status at Meetings and Work Sessions	P	S					
Update Cabinet on Program Status	P	S						
Contract Award Notification	S				P			

Exhibit 5.1

	TASK	Assistant Superintendent Business and Finance	Construction Manager	Construction Project Specialist	Purchasing Coordinator	Architect/Engineer	General Contractor	Bond Accountant
<b>II. PRE-DESIGN</b>	Negotiate Architect Agreement for District Approval	P	S					
	Negotiate GC Agreement for District Approval	P	S					
	Approve Agreements	P	S					
	Manage the efforts of the Architect to ensure budget and schedule compliance		P	S				
	Review and Recommend Approval of Architect Applications for Payment		P	S				
	Facilitate Design Meetings and Prepare Minutes		S			P		
	Prepare Preliminary Detailed Construction Schedule		S			P		
	Review Preliminary Detailed Construction Schedule		P	S				

	TASK	Assistant Superintendent Business and Finance	Construction Manager	Construction Project Specialist	Purchasing Coordinator	Architect/Engineer	General Contractor	Bond Accountant
<b>III. DESIGN PHASE</b>	Prepare Schematic Design Package		S			P		
	Prepare Schematic Design Cost Estimate		S			P		
	Review Schematic Design Cost Estimates	P	S					
	Facilitate Estimate Reconciliation if Necessary		S			P		
	Review Schematic Design for Compliance to Approved Educational Program		P	S				
	Final Review Schematic Design	P	S					
	Prepare Design Development Package		S			P		
	Prepare Design Development Cost Estimate		S			P		
	Review Design Development Cost Estimate	P	S					
	Facilitate Estimate Reconciliation if Necessary		S			P		
	Establish alternative methods or materials if necessary to reduce costs		S			P		
	Review Design Development Documents for compliance with Schematic Design		S			P		
	Review Design Development Documents for Constructability Issues		S			P		
Final Review Design Development Package	P	S						

Exhibit 5.1

Develop Bid Package Strategy		S		P			
Prepare Schedule for Completion of Design Packages and Construction		S			P		
Prepare Construction Document Packages		S			P		
Prepare Cost Estimate for 50 % CD Package		S			P		
50% CD Review		P	S				
50% CD Internal Consult Review		P	S				
Prep Cost Estimate for 75 % CD Package		S			P		
75% CD Review		P	S				
75% CD Internal Consult Review		P	S				
Prep Constructability of 95% CD Package		S			P		
95% CD Review		P	S		S		
95% CD Internal Consult Review		P	S				
Review CD Package for Compliance with the Technical Specifications		P	S				
Coordinate CD Package with Utility Companies		S			P		
Submit CD Package for Permit		S			P		
Obtain Permits for CD Package		S			P		
Prepare an analysis of the educational furniture, fixtures, and equipment required		S			P		
Prepare specifications for bids for the educational furniture, fixtures, and equipment				S	P		
Obtain bids and issue purchase orders for educational furniture, fixtures, and equipment		S			P		
Develop a plan to receive and install the educational furniture, fixtures, and equipment.		S		P			
Plan, budget and procure all materials and supplies required, including textbooks, library materials, computers, software, athletic and band uniforms and equipment, kitchen supplies and loose equipment, janitorial supplies, etc.	S			P			

Exhibit 5.1

	TASK	Assistant Superintendent Business and Finance	Construction Manager	Construction Project Specialist	Purchasing Coordinator	Architect/Engineer	General Contractor	Bond Accountant
<b>IV. BIDDING PHASE</b>	Advertise for Bids		S		P			
	Affidavit and Advertisement Document filing		S		P			
	Print Documents for Contractors		S		P			
	Issue Documents to Contractors		S		P			
	Conduct Pre-Bid Conferences		S			P		
	Collect Subcontractor Questions				P	S		
	Prepare Addenda				S	P		
	Review and Approve Addenda		S		P			
	Distribute Addenda to Contractors				P	S		
	Receive Contractor Bids		S		P			
	Publicly Open Contractor Bids		S		P			
	Tabulate Contractor Bids and Recommend Award	P			S			
	Review Recommendations	P			S			
	Approve Recommendations	P	S					
Issue Notice of Award and Notice to Proceed for Each Package		S		P				

	TASK	Assistant Superintendent Business and Finance	Construction Manager	Construction Project Specialist	Purchasing Coordinator	Architect/Engineer	General Contractor	Bond Accountant
<b>VI. CONSTRUCTION PHASE</b>	Conduct Pre-Construction Meeting with Architect and GC		P	S				
	Conduct Pre-Construction Meetings with each Subcontractor			S			P	
	Manage with Day to Day Construction Activities			S			P	
	Prepare and Maintain Total Project Schedule including Owner, Architect and CG activities		P	S				
	Inspect Work Daily for Compliance with Documents			S		P		
	Inspect Work Periodically for Compliance with Documents			P		S		
	Implement and Monitor Safety Plan			S			P	
	Schedule soils, concrete, steel, etc. testing					S	P	
	Observe Testing			P		S		

Exhibit 5.1

Review and Approval of Subcontractor Submittals			S		P		
Review of Submittals for Coordination as Required					P	S	
Conduct weekly Owner, Architect, Contractor coordination meetings		P	S				
Respond to Contractor Questions			S		P		
Track Contractor Questions and Responses (RFI)			S		P		
Review and Recommend Approval of Contractor applications for payment		S			P		
Review and Recommend Approval of Architect applications for payment		P	S				
Review and Recommend Approval of Testing Agency applications for payment	P	S					
Approval of Payments	P	S					
Daily Reporting of construction activities, manpower, issues, etc.			S			P	
Issue Proposal Request as needed			S			P	
Review and Recommend Approval of Contractor change pricing		S			P		
Initiate Change Orders for Approval			S		P		
Approve Change Orders	P	S					
Schedule Updates					S	P	
Schedule Update Review		P				S	
RFI'S SUBMITTALS (IF AFFECTS DESIGN)	S	P					
Coordination of Owner activities with construction activities		S	P				
Construction Cost Tracking		P	S				
Total Project Cost Tracking		P	S				
Review of Testing Results		S			P		
Progress Reporting to the Owner					S	P	
Maintenance of As-Built Drawings and Specifications		P	S				
Contractor's Pre-Punchlist					S	P	
Official Punchlist Inspection		S			P		

Exhibit 5.1

	TASK	Assistant Superintendent Business and Finance	Construction Manager	Construction Project Specialist	Purchasing Coordinator	Architect/Engineer	General Contractor	Bond Accountant
<b>VIII. CLOSE-OUT</b>	Conduct Owner Training			S			P	
	Coordination of Owner Move-In		S	P				
	Update CAD drawings with As-Built information					P	S	
	As-Built Drawing Review for Completeness. All CPR, RFI, etc Included			P		S		
	Transmittal of Close-Out Documents					S	P	
	Review and Approval of Close-Out documents			P		S		
	Certify the Project Complete	P	S					
	Recommend for Final Payment	P				S		

	TASK	Assistant Superintendent Business and Finance	Construction Manager	Construction Project Specialist	Purchasing Coordinator	Architect/Engineer	General Contractor	Bond Accountant
<b>X. WARRANTY</b>	Establish Warranty Procedures		P	S				
	Log Request in "Project Warranty Log"		S	P				
	Coordinate Review of Request			P			S	
	Schedule Repair			S			P	
	Coordinate Verification of Repair			S		P		
	Confirm w/ all parties (School Maintenance, Architect, Contractor) that Warranty Item is Completed.		S	P				
	Archiving and Boxing		S	P			P	



## **Section 6 – Bond Project Initiation**

### **6.1 Bond Authorization and Project Packaging**

When a Bond Authorization has been approved by the taxpayers of Gregory-Portland ISD, the District will begin preparing project packaging options for all projects included in the authorization. These packages are designed to organize and group related projects in a logical, efficient, and strategic manner to facilitate planning, design, and construction.

- The Construction Department will develop the proposed project packaging options.
- These options will be submitted to the Superintendent for review, comment, and approval.

### **6.2 Committee Review and Finalization**

The Long-Range Planning Committee will review and provide input on the proposed project packaging.

- Any recommended revisions will be incorporated into a final packaging document.
- Once finalized and approved by the Superintendent, the Construction Department will proceed with next steps.

Under the direction of the Assistant Superintendent of Business and Finance, the Construction Department will:

- Prepare an estimated budget schedule for each project.
- Submit the schedule to the Finance Department, which will use it to establish a Bond Sales schedule that ensures timely funding for each project phase included in the Bond Authorization.

### **6.3 Bond Project Dashboard**

The District maintains a Bond Project Dashboard to provide real-time updates on the progress of all approved bond projects.

The dashboard provides transparency to stakeholders and ensures public accountability for the management and progress of bond-funded capital improvements.

## **Section 7 – Establish the Project Team**

### **7.1 Assignment of Project Specialist**

When a new project within the Capital Improvement or Bond Program is initiated, the Construction Manager will assign a Project Specialist (PS) to oversee daily project-related activities and serve as the primary point of contact for field coordination

### **7.2 Procurement of Design Professionals**

The Construction Manager will coordinate with the Purchasing Coordinator to initiate the procurement of architectural and/or engineering (A/E) services through a formal Request for Qualifications (RFQ) process in accordance with District policy and state procurement law.

### **7.3 Negotiation of A/E Fees**

The Assistant Superintendent of Business and Finance will lead the negotiation of fees for the selected A/E firm based on the project's initial budget and scope.

### **7.4 Notice to Proceed (NTP)**

Once the A/E contract is approved:

- The Construction Manager will issue a Notice to Proceed (NTP) to the selected A/E firm.
- The NTP shall include:
  - Detailed scope of work
  - Milestone dates for bidding and construction completion
  - Request for:
    - Proposed project personnel and design consultants
    - A preliminary construction budget
    - A comprehensive project schedule

These items will be submitted by the Architect and reviewed by the Construction Department.

### **7.5 Preparation of Exhibit D**

The Construction Manager will prepare Exhibit D to the Owner–A/E Agreement, reflecting the negotiated fee based on the District’s initial construction budget. Exhibit D shall be forwarded to the A/E along with the NTP.

*Refer to Chapter 2, Section 3 for more information on Owner–Architect Agreements.*



## 7.6 Review of Submittals

The Assistant Superintendent of Business and Finance will review the submittals provided by the A/E and return comments for revisions or approval.

## 7.7 Third-Party Code Review

The Project Specialist will:

- Solicit a proposal for third-party code review services.
- Prepare and route Exhibit C to the Master Service Agreement for the third-party reviewer's engagement.

*See Chapter 6 for more information on code review services.*

## 7.8 Project Naming and CSP Assignment

- The Assistant Superintendent of Business and Finance will assign a project name, which includes the year the project enters the design phase.
- The Purchasing Coordinator will assign a Competitive Sealed Proposal (CSP) number and provide it to the Construction Manager.
- The Construction Manager will forward the CSP number to the A/E for inclusion in all final construction documents.
- The Purchasing Coordinator will also generate the advertisement and submittal requirements.

*The assigned CSP number shall be used consistently on all project-specific documents.*

## 7.9 Address Assignment for New Facilities

For new building projects, the Project Specialist will contact the City of Portland to obtain a physical address for the project site.

The Construction Clerk will:

- Create and organize project files for each phase of construction.
- Archive documents using the District's Project Management Smartsheet.

## **Section 8 – Negotiation of Architectural and Engineering Fees (Invoice Processing)**

### **8.1 Initial Fee Determination**

Once an Architect/Engineer (A/E) has been selected for a project, the initial A/E fee shall be based on a percentage of the G-PISD preliminary construction budget, plus reimbursable expenses.

- The A/E will have 45 calendar days to submit a detailed list of expected reimbursable expenses for review and approval.
- The A/E fee will be negotiated collaboratively between the:
  - A/E firm
  - Construction Manager
  - Assistant Superintendent of Business and Finance

### **8.2 Contract Entry and Purchase Order Process**

Once the fee has been negotiated and approved:

- The Construction Clerk will enter the contract amount into the Smartsheet tracking system.
- The Construction Clerk will then:
  - Request appropriate funding authorization from the Director of Finance
  - Upon receiving all necessary approval signatures, generate a requisition for the purchase order (PO)

### **8.3 Purchase Order Creation**

- The Purchasing Department will create the official PO in Skyward.
- The generated PO will be forwarded to the Construction Clerk for distribution and recordkeeping.

### **8.4 Communication to A/E and Documentation**

- The Construction Clerk will send the A/E firm a copy of the purchase order for their records.
- A copy of the PO will also be archived in Smartsheet to ensure proper tracking and documentation.

### **8.5 Final Fee Adjustment**

Following the receipt of construction proposals, the A/E fee shall be adjusted to reflect the negotiated percentage of the final construction cost established on bid day.

### **8.6 Errors and Omissions**

Any errors or omissions found in the A/E's construction documents shall be addressed and resolved in accordance with the terms and procedures defined in the Owner–Architect Agreement.



## **Section 9 – Establish the Project Schedule**

### **9.1 Preparation of the Project Schedule**

The Construction Manager (CM) is responsible for preparing a comprehensive project schedule outlining key design milestones through to final construction completion.

- This schedule shall be reviewed and approved by the appropriate district personnel.
- The Architect and/or Engineer is required to maintain design progress in accordance with the approved schedule. Failure to do so may result in a review of their contract obligations.

### **9.2 Coordination of Proposal Dates and Board Approval**

To ensure timely project execution:

- Construction proposals must be received at the District's Administration Building:  
1200 Broadway Blvd., Portland, Texas 78374
- Projects should be scheduled to allow construction contract awards to occur during a regularly scheduled Board of Trustees meeting.
- Typically:
  - Proposal results and administrative recommendations are presented during the Board Workshop on the Thursday preceding the board meeting.
  - The Construction Manager must verify with the Assistant Superintendent of Business and Finance whether Contractor representatives are required to attend the workshop and/or the board meeting.

### **9.3 Project Schedule Reference**

Refer to **Exhibit 9.1** for a sample Project Schedule, which outlines typical key milestone dates and tasks required throughout the design and construction phases.



Exhibit 9.1

Task Name	Duration	Start	Finish
<b>Design</b>			
<b>Preliminary Design Phase</b>			
Scope and Program Review			
<b>Schematic Design Phase</b>			
Project Kick-off Meeting			
Design Standards for Project			
Conceptual Design			
SD Production & Cost Estimates			
SD Presentation			
Board Approval - SD Design & OPC			
Execute Schematic Design Phase Letter			
<b>Design Development Phase</b>			
Phase Meeting			
DD Production			
Finishes Meeting			
50% DD Page Turn			
100% DD Docs and Specs Turn-in			
Prepare 100% DD Cost Estimate			
Owner Review w/ Cost Estimate			
Board Approval - DD Design & OPC			
Execute Design Development Phase Letter			
<b>Construction Document Phase</b>			
Phase Meeting			
CD Production			
50% Page Turn			
100% CD Turn-in			
Sign & Seal			
Execute Construction Document Phase Letter			
Jurisdictional Review			
<b>Bidding and Contractor Award Phase</b>			
Issue Bid Documents			
Advertisements			
Pre-Proposal Meeting			
Bids Due			
Bid Evaluation			
Receive Board Packet			
Board Approval - Approve Contractor & Contract			
Construction Phase			
Notice to Proceed			
Permit for Construction			
Pre-Construction Meeting			
Construction Observation			
Substantial Completion			
<b>Post Construction Phase</b>			
Final Punchlist - Warranty Closeout			



## **Section 10 - Preliminary Project Budget (Create A Budget)**

### **Establish the Preliminary Cost Worksheet**

#### **10.1 Bond-Funded Project Budget Constraints**

For projects funded through voter-approved bond issues, the District operates under a fixed Bond Authorization amount, which must not be exceeded.

- This overall budget was established during the bond assessment planning phase with input from Architects and Engineers engaged by the District.

#### **10.2 Preliminary Budget Assignment**

The Assistant Superintendent for Business and Finance shall provide the Construction Manager (CM) with the preliminary project budget amount to begin the budget planning process.

#### **10.3 Preliminary Project Cost Worksheet – Routing for Approval**

The preliminary project budget shall be documented on the Project Cost Worksheet and routed for signatures in the following order:

1. Project Specialist
2. Construction Manager
3. Assistant Superintendent of Business and Finance

#### **10.4 Budget Entry and Controls**

Once the preliminary budget has been approved:

- The Construction Clerk shall enter the approved budget into Smartsheet.
- No modifications to the approved preliminary budget may be made without the express approval of the Assistant Superintendent of Business and Finance.

#### **10.5 Setup of Budget Codes**

Upon final approval of the preliminary budget worksheet, the Business Office will:

- Establish and assign Skyward budget codes for each specific project.
- These codes are required for all contract approvals and electronic purchase order creation.



## 10.6 Inclusion in Contract Routing

The approved preliminary budget must be included when routing Exhibits and contracts for approval related to the project. This ensures that financial tracking is accurate from the outset.

## 10.7 Final Budget Confirmation

The total final projected cost on the Project Cost Worksheet will be determined and completed:

- After receipt of construction proposals, and
- Upon selection of the General Contractor.

## **Section 11 – Third Party Code Review**

### **11.1 Purpose**

To ensure that all construction projects undertaken by G-PISD are in full compliance with required state and local construction codes, particularly where enforcement by a jurisdictional authority is limited or absent. This includes engaging a certified third-party code compliance officer to fulfill the role of a building official where necessary.

#### **Excerpt from State of Texas, Texas Education Code**

#### **§61.1040. School Facilities Standards for Construction on or after November 1, 2021:**

*(2) Third-party code compliance requirements.*

*(A) A school district shall require the prime design professional of a capital improvement project to submit to the school district a report identifying any construction code requirements that the prime design professional believes, to the best of their knowledge after performing research, will not be enforced by a state or local authority having jurisdiction.*

*(B) A school district shall contract with a third-party code compliance officer to enforce any construction code requirement identified by a prime design professional pursuant to subparagraph (A) of this paragraph as not enforced by a state or local authority having jurisdiction and shall adjust the scope of services provided by the third-party code compliance officer if an error is discovered in the prime design professional's report.*

*(C) A school district shall hire a third-party code compliance officer to have all of the duties and powers of a building official, as defined by the required construction codes and to the extent allowable by state law, to ensure compliance with any required construction code provisions identified as not enforced by a state or local jurisdiction with authority pursuant to subparagraphs (A) and (B) of this paragraph.*

*(D) In the manner specified by TGC, §2269.058, a school district shall procure the services of a third-party code compliance officer required by subsection (j) of this section as a professional service in accordance with the Texas Professional Services Procurement Act, as established in TGC, Chapter 2254.*

*(E) A third-party code compliance officer must not be a design professional responsible for the design of any portion of the project, anyone employed by a design professional responsible for the design of any portion of the project, a contractor responsible for constructing any portion of the project, or anyone employed by a contractor responsible for constructing any portion of the project. A third-party code compliance officer may be a peer reviewer that performs a peer review required for any storm shelters that are part of the project.*

*(F) A third-party code compliance officer must have a Certified Building Official designation from the International Code Council (ICC). A third-party code compliance officer must also have at least ten years of experience or equivalent experience as an architect, engineer, inspector, contractor or superintendent of construction, or any combination of these, at least five years of which have been supervisory experience.*

*(G) A plan review performed by or under the supervision of a third-party code compliance officer must be performed by a qualified design professional or an independent third party qualified to certify plans through the ICC for the appropriate building, mechanical, electrical, or plumbing trade. Plan reviews performed under the supervision of a third-party code compliance officer must be performed by a person with at least five years of experience as an engineer or an architect.*

*(H) The following shall apply to a storm shelter where a required construction code has a provision requiring a storm shelter for certain projects.*

*(i) For the purposes of determining if a storm shelter is required for a specific building area, a school district shall require a third-party code compliance officer to accept, as a modification of the code in lieu of meeting the requirement to provide a storm shelter for that specific area, any written justification submitted by the school district that purports that the intended use of the specific building area that would be served by a storm shelter is not used for educational purposes during normal school hours when attendance is mandatory.*

*(ii) Where a storm shelter is required for new construction, a school district shall require a third-party code compliance officer to allow the occupant load for storm shelter design to be 110% of maximum instructional capacity, as stated by the designated representative of the school district in writing, even if this is significantly less than the total occupant load used for other purposes such as fire egress.*

*(iii) Where a storm shelter is required for additions, a school district shall require a third-party code compliance officer to allow the occupant load for storm shelter design to be based on, prorating where only a portion of the school facility is considered, 110% of maximum instructional capacity, as stated by the designated representative of the school district in writing, even if this is significantly less than the total occupant load used for other purposes such as fire egress.*

*(iv) For the purposes of determining if a storm shelter can serve the occupants of a building that is located at a distance from the storm shelter that is greater than a code-required maximum distance, a school district shall require a third-party code compliance officer to accept, as a modification of the code in lieu of meeting the specific distance requirement, any written emergency operations plan submitted by the school district that purports to provide early notification to those occupants. School districts may use protections provided in TEC, § 37.108, to protect sensitive information.*

*(v) For the purposes of determining if a storm shelter is required to be constructed at a school facility where applicable construction codes require a storm shelter and a modular building be installed as part of the project, a school district shall require a third-party code compliance officer to consider as new construction any modular building that is installed as part of the project, regardless of whether it is relocatable.*

## 11.2 District Responsibilities

The Construction Manager shall:

- Solicit and receive a proposal from an approved third-party code review consultant;
- Ensure the third-party consultant is under contract concurrently with the Architect;
- Confirm the consultant meets all qualifications outlined in §61.1040.

## 11.3 Consultant Proposal Requirements

The third-party code review consultant shall submit a written proposal that includes:

- A clearly defined scope of services;
- A detailed fee schedule;
- Confirmation of certifications and experience as required by law;
- Timeline for plan review deliverables and coordination with the Architect and District team.

## **Section 12 - Topographic and Boundary Verification Surveys**

### **12.1 General Survey Responsibilities**

Per the standard G-PISD Owner-Architect and/or Engineer Agreement, all required surveys are the responsibility of the Architect/Engineer (A/E), with associated costs considered a reimbursable expense. The A/E is responsible for selecting a qualified firm to perform these services; however, the District reserves the right to review and approve the selected firm prior to any work commencing.

The A/E is responsible for ensuring the inclusion of all required survey instruments in their scope of work. This includes, but is not limited to:

- Boundary Verification Surveys
- Topographic Surveys
- Platting Services
- Elevation Certificates (as applicable)

Additional requirements:

- All new plats must be reviewed and approved by the G-PISD Board of Trustees.
- A final copy of any recorded plat shall be submitted to the District in:
  - Two (2) full-size hard copy sets (for the property files), and
  - Electronic format (PDF and AutoCAD).

The Construction Manager shall be responsible for filing a copy of the recorded plat in the appropriate property file for the project.

### **12.2 New School Sites**

For new school site developments, the Architect shall solicit a proposal that includes the following services:

- Boundary Verification Survey
- Topographic Survey
- Platting Services

### **12.3 Additions and Renovations to Existing School Sites**

For projects involving additions or renovations to existing school sites:

- The Construction Manager shall first determine if the property files contain existing surveys or plats, including:
  - Topographic Surveys
  - Boundary Surveys
  - Recorded Plats
- If such documents are located and meet the current requirements, copies may be used.

*Note: Original documents must not leave the Construction Manager's office.*

- If surveys or plats are unavailable or deemed outdated by the Local City or County Officials, the Construction Manager shall proceed as if for a new school site, requesting new proposals as needed.



## 12.4 Survey Deliverables and Documentation

The Construction Manager shall follow up with the A/E to ensure that the District receives the following:

- One (1) electronic copy of each required survey
- Two (2) paper copies for filing (1 for the project file, 1 for the property file)

The Construction Manager is responsible for confirming that all survey documentation is filed appropriately prior to invoice approval. No invoices for these services should be forwarded to the Assistant Superintendent of Business and Finance for final approval until this step is complete.

## 12.5 Elevation Certificates (Flood Plain Considerations)

If a project site is determined to be located within a designated flood plain, the Architect shall obtain a proposal for the issuance of an Elevation Certificate. This proposal shall be circulated for District review and comment before approval and execution.

## **Section 13 – Geotechnical Investigation**

### **13.1 General Responsibility**

In accordance with the standard G-PISD Owner-Architect/Engineer Agreement, the geotechnical investigation for each project site is the responsibility of the Architect. The cost of this investigation is classified as a reimbursable expense and shall be managed accordingly under the terms of the Agreement.

### **13.2 Coordination of Boring Locations**

Once the general building footprint has been established on the project site, the Architect shall:

- Determine and mark boring locations on a site plan.
- Define the quantity, depth, and placement of borings based on the building design and site conditions.
- Ensure that at least one boring is located within any existing drainage swale if the building pad is to be placed over such areas. This is critical for understanding potential soil stabilization requirements.

### **13.3 Utility Coordination for Renovation Projects**

For additions or renovations to existing facilities:

- The Project Specialist shall coordinate with the G-PISD Maintenance Department to identify and locate all District-owned utilities prior to any boring activities.
- This is essential to avoid utility strikes and ensure the safety of site personnel.

### **13.4 Allowance for Unforeseen Conditions**

Based on the findings of the geotechnical report, the Project Team (including the Architect, Construction Manager, and Project Specialist) shall evaluate the potential for unforeseen soil conditions.

- Where appropriate, an allowance for unknown subsurface conditions should be included in the project construction budget or contingency planning.
- This allowance may include—but is not limited to—unexpected soil stabilization measures, undercutting, or the need for pier foundations.

## Section 14 – Evaluation, Project Kick-off, and Schematic Design

### 14.1 Architect’s Role and Responsibility

As stipulated in the G-PISD Owner-Architect Agreement, the Architect:

- Acknowledges their role as design team leader and is responsible for the entire design of the project.
- Understands that the Owner is not an architect or engineer, and is not expected to possess design expertise.
- Shall perform their duties with a degree of care and skill consistent with that exercised by other architects practicing under similar conditions.

### 14.2 Preliminary Evaluation by Architect

The Architect’s initial responsibilities shall include:

- Evaluating the Owner’s project site.
- Reviewing the program, standards, construction budget, and project schedule.
- Assessing the proposed construction delivery method (e.g., CSP, CMAR) and its implications.
- Supporting the Construction Manager in updating the Owner’s programming documents and design standards as needed.
- **Exhibit 14.1** provides parameters for project design and construction documents through proposal receipt.

### 14.3 Project Compliance Certificate

- The Construction Manager shall route the Project Compliance Certificate to the Architect.
- The Certificate is required by the State of Texas and must be approved and executed by the Owner during each required phase of the project until complete.

### 14.4 Project Phasing Coordination

- The Construction Manager will collaborate with the Assistant Superintendent of Business and Finance to define project phasing.
- Phasing must be reviewed and coordinated with:
  - Architect and Engineering Team
  - Design Team
  - All G-PISD departments impacted by the project
- All phasing decisions must be finalized prior to bidding the project.

#### Design Process Overview

Each project will typically progress through the following phases (as applicable based on scope and timeline):

- Kick-Off
- Programming / Schematic Design (SD)
  
- Design Development (DD)
- Construction Documentation:
  - 50% CD
  - 75% CD
  - 95% CD
- Page Turn
- Quality Assurance / Quality Control (QAQC)

*Note: Not all meetings/phases may be necessary for every project.*

## 14.5 Schematic Design (SD) Phase Deliverables

SD Documents must:

- Establish conceptual design, scale, and relationship of components.
- Include:
  - Site plan
  - Floor plan(s)
  - Elevations
  - Sections
  - Perspective sketches
- Include an updated construction budget and an itemized cost estimate.
- Be accompanied by meeting minutes provided by the Architect within two business days of each design meeting.

Minimum SD Deliverables (*See Owner-Architect Agreement, Exhibit C*)

- **Cover Sheet:**
  - Project name and number
  - Full design team contact info
  - Submittal stage (e.g., "Schematic Design Phase")
  - Narrative of project scope and program
  - Building info:
    - Applicable codes
    - Occupancy and construction type
    - Area calculations
    - List of any expected code variances
  
- **Site Design:**
  - Existing topography and conditions
  - Demolition plan
  - Site layout (buildings, roads, parking, walkways, utilities)
  - Future expansion areas
  - Accurate north arrow and scale
  
- **Landscaping:**
  - Existing and protected materials

- 
- Irrigation (existing and new)
  - **Building Interior Design:**
    - Floor plans (new and demo)
    - Circulation, mechanical/electrical closets, fire exits
    - Custodial space requirements
    - Area calculations
    - Preliminary layout of major program areas
    - Elevator equipment and location
  - **Building Exterior Envelope:**
    - Elevations and cross-sections
    - Fenestration and material selections
    - Roof plan
    - Energy code compliance
  - **Structural, MEP, Fire Protection:**
    - Structural scheme description
    - Mechanical/equipment layout and chases
    - Plumbing layouts, including safety showers/eyewashes
    - Fire line routing and riser room
  - **Electrical Systems:**
    - Power distribution (closets, transformers, generators)
    - Site lighting (interior lighting not required at SD)
    - Fire alarm and life safety system components
    - Technology: Data/Comms/AV room layouts
  - **Other Graphics and Cost:**
    - Renderings or 3D models (if needed)
    - System-by-system preliminary cost estimate
    - Comparison of District design standards to actual design

*Design Development Phase shall not be considered complete until the preliminary cost estimate has been submitted by the Architect.*

## 14.6 Compliance with State Standards

- Architect shall ensure compliance with the latest version of the Texas State School Facilities Standards for Construction.
- Compliance applies to projects approved by the Board of Trustees or their authorized representative.
- Written verification of compliance must be provided at the SD phase.
- See **Exhibit 14.2 Certification of Project Compliance** form

## 14.7 Design Meetings for SD Phase

- Typically, 2 to 3 Schematic Design meetings will be required for new campuses.



- The number may vary based on project scope.

## 14.8 Meeting Sign-In Requirements

- Architect must provide a sign-in sheet for each meeting.
- All attendees must sign in. The sign-in sheet shall be attached to the meeting minutes.

## 14.9 Meeting Procedures and Follow-Up

The Construction Department is responsible for coordinating all SD design meetings, including:

- Scheduling the Meeting:
  - Notify attendees
  - Arrange time slots
  - Reserve a conference room (if needed)
- During the Meeting:
  - Maintain the schedule
  - Introduce attendees
  - Review scope and bond/program objectives
  - Review applicable design sheets with each department
  - Mark up design with requested changes (if aligned with standards)
  - Refer non-standard requests to the Assistant Superintendent
  - Secure signatures on the sign-in sheet (acknowledging approval)
- Post-Meeting Duties:
  - Construction Clerk provides notes to Architect
  - Architect compiles comprehensive meeting minutes (includes subconsultants)
  - Design team reviews and corrects minutes if necessary
  - Construction Manager follows up to ensure all feedback is incorporated
  - Revised documents and minutes are distributed to all attendees
  - If major changes are made, a second round of review may be required
- Repeat Projects:
  - For repeat designs, review CPRs (Corrective Project Reviews) and post-occupancy evaluations to integrate necessary changes into the new design.

## Exhibit 14.1

**To:** Facilities and Maintenance District Consultants  
**CC:** Construction Manager  
**From:** [Insert Author/Department]  
**Subject:** Design Process Guideline / Memorandum

### Introduction

The purpose of this document is to provide parameters for project design and construction documents through proposal receipt.

This memorandum is a **living document**; subject matter and staff responsibilities may change at any time. While primarily intended for internal Facilities use, it is shared with Consultants to clarify District processes and expectations.

The items listed are **minimum requirements**. Additional items may be required depending on project needs.

### Phases of Work

#### 1. New Phase Setup

- Re-issue master contracts if needed.
- Select phase consultant.
- Assign RFP project number.
- Calculate fees, bond scope, and construction budget.
- Request Consultant project team, schedule, and preliminary budget.
- Obtain signed proposal from Architect, request funds, create requisition.
- Once PO is generated, issue Architect Notice-to-Proceed (NTP).
- Paraprofessional staff set up files (electronic server + hardcopy folders).

#### 2. Master Schedule

- Establish master schedule for each phase at least **two months prior to first project kickoff**.
- Coordinate bidding timelines with other school districts.
- Balance project load with monthly Board and GC needs.
- Promote upcoming projects/schedules to AGC and GCs.
- Keep master schedule current; post in generic form on G-PISD website with consultant Architect links.

#### 3. Kickoff (Internal: Operations, Facilities, Construction)

- Initial meeting with Directors.
- Confirm Educational Specifications & Construction Standards (once per Phase).
- Review project scope in detail.
- Share G-PISD drawing archives with Consultants.

- Consultants download/check drawings.
- Project Specialists assist with exchange.
- Consultant team provides list of additional needs before next meeting.

## 4. Programming / Schematic Design

### Meetings & Documentation

- Architect generates sign-in sheet and includes in meeting minutes.
- Kickoff with Team One (“30,000-foot level” discussion), including Superintendent, Deputy Superintendent, Asst. Superintendent of Business/Finance, Communications, HR, Safety, Curriculum, and School Leadership.
- Subsequent schematic design review meetings with Team One.
- Sign-off of SD by Curriculum Administration (as applicable).
- Consultant provides meeting minutes with sign-in and markups within **2 business days**.
- CM/PS review, comment, and distribute.

### Other Requirements

- Program confirmation.
- Consultants site verify and submit questions based on existing conditions.
- CM/PS archive all digital markups.
- PS coordinates surveys (geotechnical, topographical) and ACM manifests.
- Consultant submits probable cost estimate (if applicable); G-PISD may reject in writing.

## 5. Design Development

### Meetings & Documentation

- Architect generates sign-in sheet and minutes.
- Midway: Consultant presents update to Team One and Cabinet.
- Curriculum Meeting #1 (Elementary, Secondary, or both, depending on project).
- Sign-off of DD by Curriculum Administration.
- Consultant provides meeting minutes within **2 business days**.
- CM/PS review, comment, and distribute.

### Other Requirements

- TEA Chapter 61 compliance check.
- Utility, technology, and traffic meetings coordinated.
- Consultants complete **all field verifications by end of DD**.
- Consultant submits probable cost estimate (if applicable).
- At DD conclusion:
  1. Team One meeting complete
  2. Follow-ups addressed
  3. All comments resolved
    - Architect prepares DD package & Board presentation.
- Collaborative for High Performance Schools (CHPS) Meeting #1 (for new buildings/renovations).

## 6. Construction Documentation (CD)

### General Requirements

- All specifications must show **percentage completion** in header/footer.
- Drawing title blocks must show percentage completion.
- Hardcopy specifications reprinted at each CD milestone.
- Electronic copies archived at each review.
- Review colors:
  - **50% – Red**
  - **75% – Orange**
  - **95% – Teal**
  - **QA/QC – Blue**

### 50% Review (Red)

- Architect generates sign-in sheet and minutes.
- Verify scope coverage.
- Consultant submits probable cost estimate (if applicable).
- Page-turn review to confirm comments addressed.
- Specifications reviewed by Facilities.
- Consultant coordination meeting minutes shared.
- Digital scans of markups archived.
- Finish boards, exterior renderings, and material samples submitted.
- Draft traffic study submitted (if applicable).
- If completion level is lacking, G-PISD may cancel remaining reviews until recovery schedule provided.

### 75% Review (Orange)

- Architect generates sign-in sheet and minutes.
- Consultant submits probable cost estimate.
- Page-turn review; cancel if comments not addressed.
- Department head reviews per CD list.
- Specifications spot-check (Facilities), then Maintenance review.
- Third-party reviews (code compliance, MUD, Fire Marshal, etc.) submitted.
- Finish boards follow-up.
- Hardware Meeting #1 (if applicable).
- Traffic study finalized and submitted.
- Consultant provides recovery schedule if incomplete.
- Curriculum Meeting #2.
- Board update (if applicable).



## 95% Review (Teal)

- All finishes finalized.
- Architect generates sign-in sheet and minutes.
- Consultant submits probable cost estimate.
- Page-turn review; cancel if comments not addressed.
- Department head review recap.
- Specifications reviewed by Maintenance.
- Finish boards/renderings finalized.
- Hardware drawings, schedules, and specs finalized.
- Consultant finalizes reviews with all external parties (commissioning, roofing, traffic, ACM, Fire Marshal, etc.).
- Consultant provides minutes within 2 business days.
- Final page-turn: Consultants demonstrate all prior comments incorporated.

## 7. G-PISD QA/QC Review (Blue)

- After final page-turn, Architect provides **full-size printed drawing set & specs**.
- Facilities/Operations conduct review over 1–2 weeks (depending on project size).
- Comments marked with blue pen, post-its, or notes.
- Each reviewer signs/dates drawing cover page.
- Conclude with Consultant debrief meeting.
- Digital scans archived.

**Note:** All G-PISD and third-party comments must be incorporated **before release for bid**. If not, A/E team must justify omissions. Addenda are discouraged; if required, they must be issued **≥10 business days before bid receipt**.

## Exhibit 14.2

<b>CERTIFICATION OF PROJECT COMPLIANCE</b>	<u>Distribution to:</u>  District _____  Contractor _____  Other _____	Architect/Engineer _____  Texas Education Agency _____  Building Department _____
<b>1. PROJECT INFORMATION:</b> (name, address)	<b>ARCHITECT/ENGINEER:</b>  <b>CONTRACTOR/CM:</b>  <b>PROJECT NUMBER:</b>  <b>CONTRACT DATE:</b>	
<b>DISTRICT:</b>  <b>DATE DISTRICT AUTHORIZES PROJECT:</b>		
<b>BRIEF DESCRIPTION OF PROJECT:</b>		
<b>2. CERTIFICATION OF DESIGN AND CONSTRUCTION</b>  <p>The intent of this document is to assure that the school district has provided to the architect/engineer the required information and the architect/engineer has reviewed the School Facilities Standards as required by the State of Texas, and used his/her reasonable professional judgment and care in the architectural/engineering design and that the contractor has constructed the project in a quality manner in general conformance with the design requirements and that the school district certifies to project completion.</p>		
<b>3. The District</b> certifies that the enrollment projections, educational specifications and objectives of this facility along with the identified building code to be used have been provided to the architect/engineer.		
<b>DISTRICT: BY:</b>		<b>DATE:</b>
<b>4. The Architect/Engineer</b> certifies the above information was received from the school district, and that the building(s) were designed in accordance with the applicable building codes. Further, the facility has been designed to meet or exceed the design criteria relating to space (minimum square footage), educational adequacy, and construction quality as contained in the School Facilities Standards as adopted by the State Board of Education, July 1992, and as provided by the district.		
<b>ARCHITECT/ENGINEER: BY:</b>		<b>DATE:</b>
<b>5. The Contractor/CM</b> certifies that this project has been constructed in general conformance with the construction documents as prepared by the architect/engineer listed above.		
<b>CONTRACTOR/CM: BY:</b>		<b>DATE:</b>
<b>6. The District</b> certifies completion of the project (as defined by the architect/engineer and contractor).		
<b>DISTRICT: BY:</b>		<b>DATE:</b>

**INSTRUCTIONS FOR COMPLETION OF “CERTIFICATION OF PROJECT COMPLIANCE” FORM**

Section 1. Identify the following:

- name and address of the school facility
- the Architect/Engineer and Contractor
- the school district’s project number (if applicable)
- the date of execution of the construction contract
- name, address, and telephone number of the school district
- the date that the school district authorized the superintendent to hire an architect/engineer
- scope of the project.

Section 2. This section outlines the intent of the document. No action required.

Section 3. This section is to be executed by the school district upon transmittal of the information (as listed) to the architect/engineer and is to remain in the custody of the school district throughout the entire project.

Section 4. This section is to be executed by the architect/engineer upon completion of the plans and specifications and in conjunction with the completion of the plan review for code compliance (ref. 19 TAC §61.104, School Facilities Standards) and returned to the school district’s files.

Section 5. This section is to be executed by the contractor upon substantial completion of the project and retained in the school district’s files.

Section 6. This section is to be executed by the school district upon acceptance and occupancy of the project.

NOTE: DO NOT SUBMIT THIS DOCUMENT TO THE TEXAS EDUCATION AGENCY. The school district will retain this document in their files indefinitely until review and/or submittal is required by representatives of the Texas Education Agency.

END OF FORM

## **Section 15 – Design Development**

### **15.1**

Construction Manager shall ensure that the Architect prepares for a preliminary review of the design development phase of the project with the G-PISD project team. The project should have been thoroughly researched, analyzed, and discussed such that no significant design decisions remain to be made either by Architect or G-PISD.

### **15.2**

The following items are to be prepared, discussed and finalized at the end of Design Development Review meetings to include refinement of, but not limited to, the following:

- Site plan(s) shall indicate location and size of building, streets, detention area (if required), drives, parking (showing size and number), bus drives, auto drop-off, service areas, bicycle paths and racks and other detail to indicate all features of the site that will be included in the construction program with general dimensioning.
  - Provide outfall location of detention, confirm access has been provided.
  - Left turn lanes (if required).
- The Construction Manager shall ensure that the Architect obtains information for a traffic impact analysis and that the traffic impact analysis as approved by G-PISD and is forwarded to the appropriate jurisdiction for review and approval. Any and all comments from the jurisdiction shall be reviewed by the G-PISD prior to direction to proceed with incorporation of the comments into the project documents.
- Floor plan(s) shall indicate wall thickness, room sizes, ceiling heights, and overall dimensions.
  - Doors shall be numbered, and scheduled, materials shall be noted. Door swings shall be indicated on plan.
  - Casework, cabinets, marker and tack boards, sinks, and other features and finishing shall be indicated with cut sheets or reference material indicating the detail of the unit proposed.
  - Specific room layouts including kitchens, cafeteria, library, administrative, science, gym, storage, or other significant detail items shall be shown on separate sheets as may be required.
- Exterior elevations shall indicate overall heights, materials, and door & window locations. If sight lines are necessary for the effectiveness of a feature, include a graphic study verifying that the design as proposed allows the feature to perform.



- Roof plans shall indicate slopes, drainage, walkways, and roofing, system to be employed. Indicate any skylights and mechanical equipment to be incorporated.
- Prepare cross and transverse building sections through pertinent areas of the building.
- Include large-scale (1/4") plans of restrooms, kitchens, mechanical rooms, electrical rooms and other areas where a large-scale plan is anticipated to be included in construction drawings.
- A building code search shall be conducted and conclusions with regard to compliance with all codes and ordinance having jurisdiction over the project shall be listed.
- Indicate HVAC design data, pipe routing, and single-line plan of duct layouts, equipment rooms showing locations and scale sizes of equipment, exterior service yard, showing equipment location and access. Also, indicate provisions for future additions. MEP Consultants should perform Energy Modeling to illustrate compliance with TX-CHPS.
- Plumbing plan shall indicate routing of major water and sewer lines and provisions for future additions if required or requested by Owner.
- Electrical plan shall show the following:
  - Location and service entrance on floor plan.
  - Site accent and flood lighting, locations.
  - Reflected ceiling plan, to indicate lighting fixtures, safety lighting fixtures, security device locations, ceiling speakers, hand set locations, HVAC supply and return registers, exhaust fans, fire exit signs, and other systems of electrical category.
  - Electrical Power Plan, showing proposed locations of all devices, including switches, electrical receptacle, clock receptacles, data cable and jacks, telephone cable and handset locations, and call buttons.
  - Level of illumination of each area provided by the tentative lighting plan.
  - Provisions for electrical power capacity for future additions.
- Plans shall include required future utilities.
- The Architect shall provide an updated itemized estimate of the project cost shall be presented for review by the Construction Manager and the Assistant Superintendent of Business and Finance.
- Cabinet meeting is to take place before Design Development presentation to the Board of Trustees (when needed)
- The final Educational Specifications/Building Program Requirements shall be completed and submitted as part of the documents for this Design Development Review. Every space contained in the building shall be programmed in detail in a format approved by the CM; The G-PISD Design Team shall confirm compliance with the district's educational specifications and design standards. Upon approval of the plan, the CM shall ensure that the architect assembles the information into booklet form for

distribution.

- The administration and Board of Trustees as may be required. The CM shall confirm with the Assistant Superintendent of Business and Finance as to how many DD presentation books will be required for presentation to the G-PISD Administration and/or Board of Trustees.

## 15.3

Any revisions as a result of this Design Development review shall be incorporated into the final presentation material for the Design Development Phase presentation to the Administration for final review and approval. A report or presentation to the Board of Trustees may be required to inform the board members of the most current development of the project.

## 15.4

The design development presentation report to the Board of Trustees (when required) shall be a summary of the Design Development Phase Reviews. The presentation shall be articulate and complete enough to adequately explain the major features of the project. An itemized estimate of project cost shall be included in the presentation. The Design Development Phase Presentation or report to the Board of Trustees shall be prepared in appropriate medium considered by the Architect and the Owner to most effectively inform the Board Members of the progress to date.

## 15.5

Within seven (7) days after the meeting or report, the G-PISD Design Team will assess the Board comments to the presentation and may elect to refine certain features in the project before construction documents shall begin. Once this exercise is completed, the Architect shall proceed with the construction document phase of the project. The Architect shall furnish a minimum of two (2) original color DD Books along with a drive that provides the presentation in an electronic pdf file format.

## 15.6

Within seven (7) days after the Board presentation report, the Architect shall forward his notes and minutes taken at the Design Development Phase Review and Board meeting to the office of the G-PISD Design Team.

## Finish Materials Color Selections

### 15.7

For new facilities and for major renovations, the Architect will present finish materials color selections to the G-PISD Design Team for review. The CM shall schedule the Architect to present a preliminary review of their proposed color selections to the District. This review shall be completed prior to any District Committee review dates can be scheduled.



Attendees for the review shall be the Construction Department, the Director of Maintenance, Executive Director of Safety Student Services and the Assistant Superintendent of Business and Finance (optional).

## 15.8

The Architect must produce a color board using the submitted color samples of manufacturers' products to be used in the construction.

## 15.9

During the presentation of the color selections to the Committee, the Architect must be prepared to suggest alternative color selections.

## 15.10

The goal of the color selection review with the Committee is to end the meeting with a consensus on the color selections. Within 2 days the CM shall obtain meeting minutes of the review meeting from the Architect for review, approval and filing.

## 15.11

The Architect will then produce four (4) color boards of the selections approved by the Committee. One (1) color board will be retained by the Architect, two (2) color boards are to be delivered to G-PISD and one (1) color board is to be transmitted to the General Contractor to be kept at the job site. In addition, the Construction Manager shall ensure that the Architect provides a digital photo and an electronic file version of the color boards for the project files.

The Architect shall incorporate all finishes within Construction Documents prior to 95% CD level review.

## Exterior Rendering

## 15.12

The Architect shall produce as part of his basic design services a full color scaled rendering of the building. This rendering shall be provided to the District during the design development phase of the project.



## 15.13

A second rendering of the building shall be created at the time of substantial completion of the project.

## 15.14

Renderings shall be presented to the Principal of the campus for display.

## Standards

1. The State of Texas has adopted School Facilities Standards that must be followed by all school districts which were developed originally under the Texas Education Code. These Standards can be found in the Texas Administrative Code under Chapter 61, School Districts, Subchapter CC, Commissioners Rules Concerning School Facilities. These latest Standards were updated September 2018.

This information can be found here:

<http://ritter.tea.state.tx.us/rules/tac/chapter061/ch61cc.html>

2. It is the responsibility of the project Architect to ensure the requirements of the State Standards are met in G-PISD projects. It is best practice for the entire G-PISD Construction team to be familiar with this document and its requirements.



## Section 16 – Construction Documents Plan Reviews

### *Campus or Project Name* **95% Construction Document Review**

#### **Thursday, May 3, 2018**

8:30a – 11:00a	MEP Page Turn	District MEP Department
11:00a – 12:00p	Low Voltage	Technology
<b>Lunch Break</b>		
1:00p – 2:30p	MEP Review	Director of Maintenance
2:30p – 3:30p	Security	Executive Director of Safety
3:30p – 4:30p	Technology	District Technology Team

#### **Friday, May 4, 2018**

8:00a – 9:00a	50%/75%	Arch Page Turn
9:00a – 10:00a	Grounds/Civil	Director of Maintenance
10:00a – 11:00a	Facilities	Custodial Coordinator
<b>Lunch Break</b>		
1:15p – 2:15p	Food Service	Food Service Director
2:15p – 3:15p	Architectural	Construction Department and Consultants
3:15p – 4:15p	Finishes/Color Selections	Campus POC



## **Section 17 – Plan Submission for TAS Compliance Review**

### **17.1**

All G-PISD building and facility projects with a renovation cost of \$50,000 or more that are not defined as a 'maintenance project' (replacements such as roofing, domestic water piping, carpet, etcetera) are required by Texas Government Code, Chapter 469 to be reviewed for and comply with Elimination of Architectural Barriers/the Texas Architectural Barriers Act and Chapter 68 of the Texas Administrative Code. The Texas Department of Licensing and Regulation is the authoritative entity that enforces these rules through the Texas Accessibility Standards (TAS). The most current 2012 TAS became effective March 15, 2012.

State law dictates specific time frames the Architect must comply with for project submissions. To quote Section 68.50 Submission of Construction Documents of the Code:

"...(a) All plans and specifications for the construction of or alteration to a building or facility subject to §469.101 of the Act must be submitted to a registered accessibility specialist or contract provider for review if the estimated construction cost is at least \$50,000. All plans may be submitted in electronic format. An architect, registered interior designer, landscape architect, or engineer with overall responsibility for the design of a building or facility subject to §469.101 of the Act, shall mail, ship, provide electronically, or hand-deliver the construction documents along with a Proof of Submission form to a registered accessibility specialist, or a contract provider not later than the twentieth day after the plans and specifications are issued. In computing time under this subsection, a Saturday, Sunday or legal holiday is not included.

In instances when there is not a design professional with overall responsibility, the owner of a building or facility subject to §469.101 of the Act, shall mail, ship, provide electronically, or hand-deliver construction documents to a registered accessibility specialist, or a contract provider prior to filing an application for building permit or commencement of construction. An Architectural Barriers Project Registration form or Architectural Barriers Project Registration Confirmation Page must be submitted for each subject building or facility and submitted along with the project filing fee when the design professional or owner registers the construction project..."

### **17.2**

The Architect or Engineer is responsible for obtaining a proposal from a qualified reviewer for the TAS Plan Review, forwarding the proposal to the district's Construction Manager for review and approval, and transmitting the plans and specifications to the reviewer. The Architect must follow up to ensure all comments from the reviewer are properly addressed. The CM shall ensure the Proposal / Agreement has been written to be between the Architect and the Qualified Reviewer and a copy is obtained. The CM shall attach a copy of the fully executed proposal to the requisition of a Purchase Order and payment of submitted invoices when the work has been completed. The CM shall confirm a reimbursable P.O. has been fully executed and the preliminary budget and contract worksheet has been updated accordingly.

## Section 18 – Jurisdictional Plan Submissions

### 18.1 Health Department and Municipal Utility District

- The Food Service Consultant and/or Architect shall coordinate with and submit all necessary drawings and specifications for the construction, remodeling or conversion of a Food Establishment to the local authorities having jurisdiction.
- The Consultants shall obtain all review comments and provide drawing/specification revisions as may be necessary to obtain each Department's approval. All comments shall be addressed and incorporated within the drawings and specifications prior to release of drawings for proposals. The plans and specifications shall indicate the proposed architectural layout, arrangements, mechanical/electrical/plumbing/fire/etcetera systems plans and construction materials of work areas, and the type and mode of proposed fixed equipment and facilities.
- Final review of the food service area is required prior to occupancy of the area.

### 18.2 Fire Marshal

- Builders are required to adhere to all current fire codes and obtain a fire and/or building permit. Local Fire Marshal has authority to inspect completed structures for fire hazards prior to the occupancy of the building. These requirements are changing constantly. Each phase of a project requires a permit by the Fire Marshal.
- Chapter 352 of the Texas Local Government Code authorizes the Fire Marshal, in the interest of safety and fire prevention, to inspect certain structures for fire hazards.
- If the Fire Marshal determines the presence of a fire hazard, the Fire Marshal may order the owner or occupant of the premises to correct the hazardous situation.
- The Architect/Engineer shall prepare all necessary plan sheets required for code analysis compliance and fire code review. The A/E then submits drawings and specifications to including but not necessarily limited Fire Marshal for fire code review and approval. The A/E will provide revisions until the permit is obtained. The Special Warranty Deed for the subject property may also be required as part of the submission. A fire exit plan is required, especially for phased projects.

### 18.3 Storm Water Quality

- Storm Water Quality permits are required for all new development and significant redevelopment. Starting construction without first securing a SWQ Permit is prohibited by state law.
- All plan review comments from the all governmental entities shall be incorporated in the document set preferably before drawings and specifications are released for proposals.
- Definition of New Development
- "New development" means development of an undeveloped parcel of land five (5) acres or larger without regard to the amount of land that will actually be disturbed, except for development on an existing undeveloped and undivided parcel of five acres or more of one single-family dwelling unit and one or more accessory structures.
- Definition of Significant Redevelopment
  - "Significant redevelopment" means changes of one acre or more to the existing impervious surface on a five-acre or larger developed parcel.



## 18.4 Storm Water Quality Management Plan Submittal

The Architect shall verify that the Civil Engineer has submitted plans for review and approval. Before the County Engineer will approve a SWQ Permit, a Storm Water Pollution Prevention Plan (SWPPP) and/or a Storm Water Quality Management Plan (SWQMP) must be approved by the Local Storm Water Quality Engineer. All submissions must comply with the policies and procedures set forth in the Storm Water Quality Management Regulations of the local jurisdiction.

## 18.5 Application for a Storm Water Quality Permit (by the Contractor)

- The application for a Storm Water Quality Permit must be submitted by the Contractor on a form prescribed and approved by the local jurisdiction.
- The Engineer may require the submission of additional information, drawings, specifications or documents to determine whether a SWQ Permit shall be issued from the information submitted.
- Development activity under the SWQ Permit must start within 180 days from the date of issuance. Failure to initiate development activity shall result in the SWQ Permit becoming invalid.
- The Construction Manager must confirm and follow up as necessary that the Contractor has submitted all the required documents and has obtained the Storm Water Quality (SWQ) permit for the project. The Contractor is required to post a copy of the permit on site and the Project Manager shall obtain a copy for the project file.

## Section 19 – Building Electrical and Gas Service

### 19.1 Electrical Service

- The district's Construction Manager shall obtain an address from the appropriate jurisdiction early in the design phase of the project.
- The district's CM shall provide a copy of the warranty deed to the jurisdiction in order for an address to be established for new facilities.
- The CM shall begin the process of applying for permanent power on a project as soon as the electrical engineer has completed the electrical one-line diagram and the load analysis.
- The Project Manager shall contact the AEP and determine which AEP office will be running the installation of the electrical service.
- AEP will provide a list of required information needed for electrical service. These items include but are not limited to:
  - AutoCAD copy of the site in one of the formats shown below showing the building outline, parking lots, fire lanes, property lines, and your preferred transformer location.
  - AutoCAD 2011 or later versions:
    - Indicate scale on drawings
    - Bind and/or insert reference drawings (Xrefs)
    - Save drawing as AutoCAD 2010 in 2D format
  - AutoCAD or pdf of the site plan showing all existing easements.
  - A NEC load analysis.
  - Building size (square feet).
  - An approximate service date to service initiation.
  - Electrical one-line, and/or a riser diagram, showing the size and quantity of secondary cables you plan to pull into the transformer.
  - Permit address. Each meter will need its own separate address.
  - A copy of the recorded warranty deed.
  - A copy of the recorded plat.
  - Make and model number of the emergency generator transfer switch.
- AEP will issue a Terms and Conditions package for approval and signature by the Assistant Superintendent of Business and Finance as well as a blanket easement agreement. This blanket easement will have to be approved by G-PISD Board of Trustees. For the Board agenda item, the Construction Manager shall provide a site plan to clarify AEP's easement sketches. Typically, two original copies are needed.
- Cost associated with the permanent power shall be paid for according to the construction contract.
- When the blanket easement is sent to the Board for approval, the Construction Department shall also ask for permission for the Superintendent Designee to execute the final easement documents upon the completion of the project.
- Prior to the setting of the electrical meter on a building, the Project Specialist needs to coordinate with Maintenance to obtain an ESI ID# for the new facility.



## 19.2 Gas Service

- The process for gas service is similar to the process for electrical service. However, there is no easement needed for gas service.
- The Project Manager shall contact CenterPoint Energy and determine which office will be running the installation of the gas service.
- CenterPoint will provide a list of required information needed for gas service. These items include but are not limited to:
  - Site plan showing the desired meter location
  - Complete gas load and list of gas equipment in the building
  - Cost associated with the gas service shall be paid according to the construction contract.

## Section 20 – MUD Tap Fees and Easements

### 20.1 Tap Fees

- The A/E shall ensure the project civil engineer coordinates with the MUD having jurisdiction for the project for plan review and approval.
- After the MUD approves the civil drawings, the MUD shall calculate the tap fees for new water and sewer service for the project. The Construction Manager shall ensure the tap fee calculation is in line with the rate order agreement between G-PISD and the MUD. The civil engineer can assist with this process.
- The tap fee shall be paid according to the construction contract.

### 20.2 Easements

- The MUD will generate easement documents for the water meter and sanitary sewer. These documents have to be approved by the G-PISD Board of Trustees.
- The Construction Manager shall include the approval of the easements in the earliest possible Board meeting after receiving the documents from the MUD.
- The Construction Manager shall include a site plan with the documents showing the location of the proposed easement.
- The Construction Manager shall make sure the following restoration language is included in the easement agreement:
- “The Grantee, from time to time, shall have the right of ingress and egress over, along, and across the Easement Tract for purposes of operating, repairing, maintaining, altering, reconstructing, and/or inspecting (within the Easement Tract) the Facilities and all associated equipment and appurtenances thereto. Grantee’s rights shall include, without limitation, the right to clear and remove signage, sidewalks, irrigation piping and heads, trees, shrubbery, grass, soil and other growth from the Easement Track, and the right to bring and operate such equipment thereon as may be necessary or appropriate to effectuate the purposes for which the Easement is granted; provided, however, any signage, sidewalks, irrigation piping and heads, trees, shrubbery, grass, soil and/or other growth removed by the Grantee upon or across the Easement shall be restored to at least the condition it was in prior to Grantee’s activities.”



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## **Section 21 – Contractor References**

- Prior to the receipt of proposals, the Architect is responsible for contacting contractor references and compiling the responses for use by the proposal evaluation team. Questions for references shall reflect the actual evaluation criteria published in the construction documents.
- The Architect shall compile the reference responses in preparation for the proposal evaluation committee once the district has received the submitted proposals for the project.
- These references scores will be included in the overall scoring for contractor references. The Architect and their consultants will also provide their reference evaluation score and the district will also score each contractor accordingly. These three separate scores are averaged together to determine the actual evaluation score for the contractor references.
- If either the Architect or the District has not had any experience working with a submitted contractor, they will not score the contractor and only the submitted contractor references will be utilized for the scoring of the submitted proposal.



## **Section 22 – Proposal Advertisements**

- State law requires the District to advertise for proposals once per week for two weeks (10 calendar days) prior to receipt of bids or proposals deadline and advertise in the county where District's central administrative office is located in a local paper. G-PISD places its ads in the News of San Patricio.
- The Architect shall prepare an advertisement for review and approval by the district's Construction Manager. Ads are traditionally published on Thursday. The typical deadline for submittal for publication is the preceding Thursday at 3 pm. Projects will be advertised for 6 weeks unless otherwise approved by the Assistant Superintendent of Business and Finance.
- The following is a sample advertisement:

### REQUEST FOR COMPETITIVE SEALED PROPOSALS

#### ***SAMPLE ELEMENTARY SCHOOL, GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT***

*The Gregory-Portland Independent School District will accept Base Competitive Sealed Proposals until 2:00 P.M. and Alternate Competitive Sealed Proposals until 3:00 P.M. on Thursday, February 17th, 2022, at the Gregory-Portland Independent School District Administration Building at 1200 Broadway Blvd., Portland, Texas 78374. A Pre-Proposal Conference will be held Thursday, January 13th, 2022 at 10:00 A.M. at the G-PISD Student Services Center located at 1100 Lang Rd., Portland. Proposal Evaluation Criteria are published in the "Instructions to Offerors" section of the proposal documents. Plans and specifications will be released on Thursday, January 6th, 2022, sets are available to general contractors from the District or Architect website.*

*The Owner reserves the right to waive any informality and to reject any or all proposals.*

- The Construction Clerk shall obtain a digital copy of the advertisement as a backup which shall be placed into the project files.



## Section 23 - Pre-Proposal Conference & Proposal Opening

- A Pre-Proposal Conference shall be held for all projects. In order to confirm an available date and time for the conference, as well as dates and times for the receipt of proposals, the Construction Manager shall coordinate the scheduling of the conference room with the Construction Clerk.
- Pre-Proposal Conferences are held at the G-PISD Student Services Center at 1100 Lang Rd., Portland, Tx. Pre-Proposal Conferences should be scheduled within seven (7) days after the release of bid documents.
- The Architect is required to prepare an agenda and maintain a sign-in sheet for all attendees. After the Pre-Proposal Conference, the Architect shall create an addendum which will include the following: the agenda, the sign-in sheet, and any questions or clarifications discussed during the conference. The Architect shall ensure all addenda are sent to all interested Contractors/ Consultants and to each location in which the construction documents were released for pick up and/or review.
- At the end of the conference, a site visit will be scheduled to walk the project site. The Construction Manager and/or Project Specialist for the District and the Architect shall attend all site visits for interested proposers. Any questions or discussions shall be documented via the issuance of an addendum to all parties.
- See **Exhibit 23.1** for a sample agenda to be used by the Architect and should be modified as necessary to address any specific project details.

### **23.1 Proposal Opening**

- Receipt of sealed proposals is typically held at the G-PISD Administration Building Thursday afternoons.
- Generally, the sealed base proposals are submitted at 2:00 PM, and are held unopened until sealed alternate proposals, project team member names (Contractor's Project Manager and Superintendent), and major subcontractors (major subs masonry, roofing, mechanical, electrical, plumbing and fire sprinkler) are submitted at 3:00 PM.
- Offerors are required to have their sealed envelopes time-stamped when submitted. The Purchasing Coordinator is responsible for monitoring the bid clock and must obtain a stamp indicating the time has passed and officially announcing the close of the receipt of proposals.
- After receipt of proposals is closed, the proposal envelopes are publicly opened and the base and alternate proposal numbers are read aloud by either the Construction Manager, the Construction Project Specialist, or the Purchasing Coordinator. Any proposal that is received after the designated time will NOT be opened and read aloud. The original copy (if marked on the exterior) will be kept for one year. The sender may choose to physically pick up the unopened proposal.
- Typically, the District will read aloud base bid prices and any alternate prices provided by the submitter. The Purchasing Coordinator shall verify that all documents are included in the submission, (Proposal Bond, Qualifications, etc.) as stipulated in the Contract Documents prior to the proposal being considered.



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- The Architect is expected to bring a proposal tabulation form, **Exhibit 23.2**, for use by all present during the proposal opening. The tabulation form should list all general contractor plan holders and include blank spaces to write in the portions of the proposals that are read aloud: the base proposal, acknowledgment of addenda, proposal security, and all alternate proposals. The Purchasing Coordinator should review a draft of the tabulation form prior to the scheduled opening and submit any revisions back to the Architect.



## EXHIBIT 23.1

**(PROJECT NAME)**

**(SCHOOL DISTRICT)**

### PRE-PROPOSAL CONFERENCE

#### AGENDA

*(Day, Date & Time)*

#### I. Introduction of Personnel

- A. OWNER: (School District) POC Phone: Email:
- 01 Owner's Representative .....(Title)
  - 02 Owner's Representative .....(Title)
  - 03 Owner's Representative .....(Title)
- B. ARCHITECT: (Company) POC Phone: Email:
- 01 Client Executive ..... (Title)
  - 02 Project Manager .....(Title)
  - 03 Field Representative ..... (Title)
- C. CONTRACTOR: (Company) ..... POC Phone: Email:
- 01 Project Manager .....(Title)
  - 02 Project Superintendent.....(Title)
- D. MEP: (Company) ..... POC Phone: Email:
- 01 Representative .....(Title)
- E. Civil: (Company) ..... POC Phone: Email:
- 01 Representative .....(Title)
- F. Structural: (Company)..... POC Phone: Email:
- 01 Representative .....(Title)

- II. **Proposal Date:**  
**Proposal Time:** Base Proposal at \_\_\_\_\_; Alternate Proposal at \_\_\_\_\_  
**Proposal Location:** (Location)  
(Address)



(City, State Zip Code)  
(Phone Number)

III. **Changes:** Any changes arising out of questions requiring interpretation, clarification, or correction to the Proposal Documents will be made by Addendum.

### Instructions to Offerors (Document AB)

- A. AIA 305 Submittal and References to *Architects* by **(Day, Date & Time)**.
- B. Substitutions of Materials and Equipment – at least ten (10) days prior to the date for receipt of proposals.
- C. Proposal and Bond Forms to be submitted in duplicate.
- D. Determination of Successful Respondent and Award of Contract; Paragraph 19 of Document AB.
- E. Request for Clarification during Proposal Process – at least ten (10) days prior to the date for receipt of proposals.
- F. Post Proposal Information
  - 1. Each offeror shall submit by **(Time) on (Day & Date)** items described within Document AB – Instructions to Offerors, Paragraph 16 – Submission of Post Proposal Information.

### IV. Proposal Forms (Forms AC, AD, AE, AF, AG, AH)

- AC Competitive Sealed Proposal Form / Alternate Proposal Form
- AD Proposal Bond
- AE Felony Conviction Notification
- AF List of Subcontractors
- AG Proposal Evaluation Waiver
- AH Affidavit of Non-Discriminatory Employment

### V. Summary of Work (Section 01 10 00)

- A. (Copy and paste the Summary of Work language here from Specs section 01 10 00 – Summary of Work – Part 1 Description of Work)

### VI. Allowances (Section 01 21 00)

- A. Owner's Contingency Allowance ..... \$0.00
- B. (Allowance).....\$0.00
- C. (Allowance).....\$0.00

### VII. Alternates (Section 01 23 00)

- A. Alternate Number 1: (Description)
- B. Alternate Number 2: (Description)
- C. Alternate Number 3: (Description)

### VIII. Miscellaneous Job Conditions

- A. Utilities
- B. Field Office
- C. Sanitary Facilities
- D. Storage Facilities
- E. Signs



- F. Barriers
- G. Cleaning
- H. Temporary First Aid
- I. Temporary Fire Protection
- J. Construction Aids (scaffolds, staging, ladders, etc.)
- K. Security
- L. Construction Fence

## **IX. Additional Items**

- A. Special Owner Requirements – Section 01 35 23
- B. Document AO – Close-out Checklist
- C. Substantial Completion Checklist – AIA A201-2007, Article 9.8.1
- D. Asbestos
- E. Phasing
- F. Furniture Relocation & Moving

## **X. Construction Schedule**

- A. (Copy and paste the construction schedule language here from Specs section 01 10 00 – Summary of Work – Part 3 Execution – Construction Schedule)

## **XI. Questions**

## EXHIBIT 23.2

### PROPOSAL TABULATION SHEET

Proposal Date/Time: Thursday, January 28, 2022 at 2:00 P.M. Base Proposals / Alternate Proposals at 3:00 P.M.

**Replacement Elementary School  
Gregory-Portland Independent School District**

	DIVISION ONE CONSTRUCTION	Recommended Proposer
		<b>A+ CONSTRUCTION</b>
<b>PROPOSAL BOND – 10%</b>	<b>YES</b>	<b>YES</b>
<b>BASE PROPOSAL</b>	<b>\$26,297,000.00</b>	<b>\$25,930,000.00</b>
<b>ADDENDA ACKNOWLEDGED</b>	<b>YES</b>	<b>YES</b>
<b>ALTERNATES</b>		
Alternate Number 1a: Building Controls by Automated Logic	<b>\$478,000.00</b>	<b>\$470,000.00</b>
Alternate Number 1b: Building Controls by Unify	<b>\$500,000.00</b>	<b>\$487,000.00</b>
Alternate Number 2: Construction of Deaf Education Suite	<b>\$350,000.00</b>	<b>\$325,000.00</b>
Alternate Number 3: Cool Roof Design	<b>\$68,000.00</b>	<b>\$70,000.00</b>
Alternate Number 4: Practice Football Field	<b>\$365,000.00</b>	<b>\$440,000.00</b>
Alternate Number 5a: Lighting Controls by Automated Logic	<b>No Bid</b>	<b>\$447,000.00</b>
Alternate Number 5b: Lighting Controls by Wattstopper	<b>\$346,000.00</b>	<b>\$450,000.00</b>
Alternate Number 5c: Lighting Controls by Unify	<b>\$492,000.00</b>	<b>\$525,000.00</b>
Alternate Number 6: Category 6A wiring	<b>\$23,000.00</b>	<b>\$35,000.00</b>
Alternate Number 7: Alternate Light Fixture Schedule	<b>(\$86,000.00)</b>	<b>(\$70,000.00)</b>
Alternate Number 8a: Outside Air Split System by Aaon	<b>\$47,000.00</b>	<b>\$45,000.00</b>
Alternate Number 8b: Outside Air Split System by Daikin	<b>\$38,000.00</b>	<b>\$36,000.00</b>
Alternate Number 9a: Chillers by Carrier	<b>\$200,000.00</b>	<b>\$295,000.00</b>
Alternate Number 9b: Chillers by Trane	<b>\$205,000.00</b>	<b>\$288,000.00</b>

Alternate Number 10: Guaranteed Completion Date	<b>No Bid</b>	<b>\$250,000.00</b>
TOTAL BASE PROPOSAL + ALTERNATE NO. 1a, 2, 5b, 6, 8b, 9b	<b>\$27,737,000.00</b>	<b>\$27,534,000.00</b>
Post Proposal Addendum #6		<b>(\$790,000.00)</b>
Base Proposal + Alternates Selected + Post Proposal Addendum #6		<b>\$26,744,000.00</b>
PROPOSER RANK	<b>2</b>	<b>1</b>



## **Section 24 – Proposal Evaluation Process**

- The proposal evaluation team generally includes the entire G-PISD Construction Department: Department Directors, the Architect's Project Manager and/or Field Representative and the MEP consultant's Project Manager and/or Field Representative and the Purchasing Coordinator. It is the responsibility of the Purchasing Coordinator to schedule the evaluation committee to perform the proposal evaluation timely after the receipt of proposals. It is imperative this committee evaluation is scheduled and coordinated in advance of when Board agenda items are due into the Superintendent's office for the upcoming Board Meeting.
- The Architect is expected to have obtained at least three reference responses on each of the offerors to be evaluate, and to have prepared the format for documenting the proposal evaluation process. In order for the reference information to be considered, the reference must score each of the criteria. If a reference chooses to not score a category or can't score (for example, if the reference does not have direct experience with the offeror during a warranty phase of the project), the reference's scores are recorded. However, the scores are generally not included in the proposal evaluation scoring. The architect should make every effort to obtain three complete sets of scores from references for each offeror. The Purchasing Coordinator must verify that the reference checks have been completed prior to the scheduled proposal opening.
- The price criteria are scored using the following formula:
  - Pricing Score = (Highest Proposal – Proposal Being Scored) / (Highest Proposal– Lowest Proposal) x *Price Criteria*
- District personnel and the design team(s) will officially score all proposals.
- The committee's proposal evaluation scoring is presented to the Board of Trustees by ranking the scores in numerical order and identifying the highest score with the number one and so forth up to the number of proposers submitting on the project.
- Once the Offeror that provides best value to the District is determined, the Architect shall contact this contractor only to initiate negotiation and/or a value engineering exercise per State Law. The results of the proposal evaluation are to remain confidential until after the proposal evaluation committee's recommendation is presented to and/or the Board of Trustees.



## **Section 25 – Construction Contract Award Recommendation**

- The Purchasing Coordinator shall review the Architect's Contract Award recommendation letter to the G-PISD and return any revisions to the Architect if applicable. Attached to the letter shall be the proposal tabulation form which also indicates the Proposers' ranking from the evaluation committee. The Purchasing Coordinator shall confirm which alternates have been selected and are included in the final contract award recommendation and reflected in the Proposal Tabulation Form. The recommended proposer shall be highlighted in yellow with a green border in the Proposal Tab form. In addition, the alternates that are being accepted shall also be highlighted.
- The Summary shall be submitted to the Board of Trustees with all pertinent information: Bid due date/time, bid opening date/time, committee date/time, firms that are assisting/managing the project, ranking committee members, cost, budget, expected start and completion dates. The proposers will be ranked, in order, with their cumulative totals represented.
- Once the Architect has been reviewed and approved, the Purchasing Coordinator shall prepare a memorandum for the proposed contract award recommendation along with the Board Agenda Memo. The Board Agenda memo and agenda backup documentation is typically submitted the Thursday prior to the meeting. The memo must be submitted to the Assistant Superintendent of Business and Finance for review and approval. Upon approval by the Assistant Superintendent, the agenda will be submitted to the Superintendent's office for inclusion on the Board Meeting Agenda. The Purchasing Coordinator must adhere to the published board agenda timeline submission requirement deadlines in order for agenda items to be properly presented to the board of trustees for consideration.
- Sample memorandum **Exhibit 25.1**



## Exhibit 25.1

**TO:** (Board President)  
The Board of Trustees

**FROM:** Assistant Superintendent of Business and Finance

**DATE:** June 25th, 2022

**RE:** **2022 New School**  
**GREGORY-PORTLAND I.S.D. PROPOSAL NO. CSP XXXXXXX**  
**CONSTRUCTION CONTRACT AWARD RECOMMENDATION**

The District received a total of ten (10) proposals from interested contractors on Tuesday, June 17th, 2022, for the above referenced project. Attached you will find the proposal tabulation form summarizing the proposals submitted and a recommendation letter from *Sample Architects* dated October June 17th, 2022.

Our department has carefully evaluated the submitted proposals and hereby recommends to the Board of Trustees, to award the construction contract to *Sample Construction* in the amount of \$40,041,000.00. This recommendation is based upon acceptance of Base Proposal, Alternate Proposals 1, 2, 3, 4, 5a, 5b, and 6. The project is being funded from Bond Funds. The scope of work in this project includes the demolition and construction of

a new school. *Sample Construction* has the highest ranking based upon the proposed price and scoring of the published criteria and therefore provides the best value to the District.

*Sample Construction* is a locally based general contractor that has successfully executed numerous construction projects in the Texas Gulf Coast area, including Gregory-Portland Independent School District and other neighboring school districts.

If you should have any questions, please do not hesitate to call.



October 9, 2022

Dr. Ismael Gonzalez  
Assistant Superintendent Business and Finance  
Gregory-Portland Independent School District  
1200 Broadway Ave  
Portland, Texas 78374

Re: 2022 New School  
Gregory-Portland Independent School District  
G-PISD Proposal Number: CSP XXXXXX

Dear Dr. Gonzalez,

On Thursday, June 17<sup>th</sup>, 2022, competitive sealed proposals were received in the District's Administration Building for the 2022 New School project. Ten (10) offerors submitted proposals as requested. A tabulation of the proposal results is attached.

A Selection Committee made up of District administrators, architects and consultants evaluated the proposals on Wednesday, June 18<sup>th</sup>, 2022, and ranked them based on the selection criteria published in the Instructions to Offerors section of the Contract Documents.

*Sample Architects* recommends to the Gregory Portland Independent School District Board of Trustees, the acceptance of the Selection Committee's recommendation to select *Sample Construction* as the Contractor for the 2022 New School project in the amount of \$30,041,000.00, which represents the Base Proposal plus Alternate Proposals 1, 2, 3, 4, 5a, 5b, and 6. All parties teamed with G-P I.S.D. staff to confirm proposals contained fair and accurate pricing, ensuring the maximum value to the District was achieved.

*Sample Construction* is a local, Texas based general contractor that has successfully executed numerous construction projects for a host of school districts in the Texas Gulf Coast area, including the Gregory-Portland Independent School District.

We would like to express our sincere thanks to you and your staff, the Board of Trustees, Dr. Gonzalez and the Gregory-Portland Independent School District administration staff for allowing us the exciting opportunity to be part of this important project.

We look forward to a successful partnership with the District and *Sample Construction* in the 2022 New School project.

Sincerely,



Principle Architect  
Enclosure – Proposal & Evaluation Tabulation Form

## PROPOSAL TABULATION SHEET

Proposal Date/Time: Tuesday, June XX, 2018 at 2:00 P.M. Base Proposals / 3:00 P.M. Alternate Proposals

### 2022 New School Project – Gregory-Portland Independent School District

G-PISD Project No. CSP XXXXXX / Architects Project No. XXXX

	<b>GAMMA CONSTRUCTION</b>	<b>A+ CONSTRUCTION</b>	<b>PRIME CONTRACTORS</b>
PROPOSAL BOND – 10%	Yes	Yes	Yes
BASE PROPOSAL	\$2,724,000.00	<b>\$2,700,000.00</b>	\$2,875,000.00
ADDENDA 1 and 2 – Acknowledged	Yes	Yes	Yes
<b>ALTERNATES</b>			
Alternate No. 1: Remove existing VWC, Prep & Paint Walls at Windfern	\$68,000.00	<b>\$90,500.00</b>	\$30,000.00
Alternate No. 2: New HVLS Fans at Windfern Annex Warehouse	\$68,000.00	<b>\$67,000.00</b>	\$43,000.00
Alternate No. 3: Provide New RTU on Freezer Building	\$68,000.00	<b>\$64,000.00</b>	\$53,500.00
Alternate No. 4: Replace Existing 2 x 2 Metal Halide Light Fixtures in Food Production Atrium	\$21,000.00	<b>\$22,500.00</b>	\$27,500.00
Alternate No. 5A: Provide Lighting Controls at Food Production Center	\$75,000.00	<b>\$43,000.00</b>	\$47,000.00
Alternate No. 5B: Provide Lighting Controls at Windfern Annex	\$50,000.00	<b>\$23,000.00</b>	\$27,500.00
Alternate No. 6: Remove Existing Paint, Prep and Paint Walls at Food Production Center	\$25,000.00	<b>\$31,000.00</b>	\$50,000.00
FINAL BASE PROPOSAL + ALTERNATES 1 through 6	<b>\$3,099,000.00</b>	<b>\$3,041,000.00</b>	<b>\$3,153,500.00</b>
PROPOSER RANK (BID AMOUNT ONLY)	2	1	3



## **Section 26 – Owner – Contractor Agreement**

- G-PISD utilizes the 2017 AIA Owner-Contractor Agreement Forms A101 and A201 (as amended) for construction projects. The District keeps and maintains these documents to ensure consistency across all projects. The Purchasing Coordinator shall make sure the latest versions of the Owner-Contractor agreements (AIA 101 and 201) are included in the construction documents prior to bid.
- The Owner-Contractor Agreement to be executed by the parties must include the following exhibits to the agreement: Submitted Proposal Form, including Alternate Proposals Selected; Special Owner Requirements fully executed; and Documentation of Any Negotiated Items. Upon receipt of proposals and completion of the evaluation process, and after negotiations are finalized, and prior to the Monday night Board Meeting, the Purchasing Coordinator shall prepare a draft of the A101 Agreement with the recommended proposer information.
- Prior to the scheduled Monday night Board of Trustees meeting for contract award, the Purchasing Coordinator shall transmit two (2) original copies of the final G-PISD edited A201 General Conditions for final review and signature. This Agreement shall be executed by the General Contractor and returned back to G-PISD prior to the action meeting of the Board of Trustees. The Assistant Superintendent of Business and Finance will submit the Agreement to the Superintendent to execute the Agreement following the Monday night contract award approval by the Board of Trustees.
- After full execution of the Agreement by both parties, the Purchasing Coordinator shall send a copy of the executed contract to the Construction Manager. One original copy of the fully executed Agreement shall be placed in the project files. The Construction Manager shall ensure the remaining two (2) original documents are transmitted to the Architect's office for further distribution to the General Contractor. The Construction Clerk shall enter a requisition into the financial system for approval. Once the requisition has been approved and a purchase order has been issued, application for payments by the General Contractor can be submitted for approval and processing for payment.



## **Section 27 – Professional Services**

- G-PISD enters into miscellaneous contracts for professional consultant services for the following:
  - Geotechnical testing
  - Construction material testing
  - HVAC test and balance
  - Commissioning
  - Asbestos abatement monitoring
- The Purchasing Coordinator will prepare the Board agenda item to approve professional service.
- The Construction Manager shall be the POC for the approved service consultant on each project.
- The Construction Manager shall request a proposal for services from each consultant needed on the project. The CM shall send the consultant a set of drawings that are at least 95% complete for the consultant to generate a proposal.
- The Purchasing Coordinator shall then prepare a Board agenda item for the approval of the contract amount for each consultant.
- The Construction Manager shall receive a proposal for each consultant needed. The proposal shall be signed by the consultant and routed for approval after the Board approves the contract amount.



## Section 28 – Notice to Proceed

- NTP's – The following shall be the procedure for issuing the notice to proceed after Board approval.
  - The morning after the Board meeting the Purchasing Coordinator will process the contracts and send the signed copies to the construction department.
  - The construction department will request fund from the business office by sending an email to the Director of Finance that states the amount requested, attaching (or linking to) the signed contract, and adding the G-PISD project number (the last three digits of the account code).
  - Once the funds are issued for the project the Construction Clerk will submit the associated requisition.
  - Once the PO is approved, the Construction Manager can issue the NTP to the contractor.
  - A copy of the PO is to be included with the NTP.
    - This notice includes a provision that the Contractor may not mobilize on site without prior approval of their bonds and insurance certificates by the district purchasing department. It is critical that the Construction Manager monitors requirements to make sure that no site activity, including and contractor mobilization of job trailer, silt fencing, temporary fencing, etc. has commenced on the project site, whether it is a vacant site or an existing facility until bond and insurance approval.
- Please refer to **Exhibit 28.1 & 28.2** for sample Notice to Proceed to be issued by the District.



## Exhibit 28.1

### **(Body of the Email – Template)**

TO: Contractor  
CC: Architect; Project Specialist

Good afternoon,

Please confirm receipt of this email.

The Board of Trustees approved the award of the construction contract for this project **(awarded date)**.

Attached is the Notice to Proceed for your records.

Please submit your insurance, payment and performance bond information as required per the contract documents for verification and approval as soon as possible as this process may take a couple days. If you have specific questions about any of these items, please contact Purchasing at 361-777-1091 or [ccasarez@g-pisd.org](mailto:ccasarez@g-pisd.org).

Please begin the background check/badging process immediately. No workers are allowed on site until they are cleared and badged. Badging information is included in the project documents.

The kick off meeting for this project is tentatively scheduled for **Date** at **location**. An official meeting calendar invite will be sent out to all parties by **Architect**.

If you have any questions, please do not hesitate to contact me.

Thanks,

**Construction Manager**



## EXHIBIT 28.2

July 7, 2022

Name

*Construction Company Name*

*Street Address*

*City, State Zip Code*

Re: *Project Name*

*G-PISD Proposal Number:* \_\_\_\_\_

*Architect Number:* \_\_\_\_\_

### “NOTICE TO PROCEED”

Dear *Mr./Ms.*,

On *Monday, August 10, 2022*, the Gregory-Portland Independent School District’s Board of Trustees awarded *Construction Company Name* the contract for *Project Name* in the amount of *\$0,000,000.00*. This amount is based upon the following:

- Base Proposal in the amount of *\$0,000,000.00*
- Alternates List all Alternates and price
- Addendum (post Proposal and amount)
- Substantial Completion Date:

Based on this information, please consider this your “Notice to Proceed”, with the understanding that absolutely ***no work*** or mobilization can occur at the job site(s) until all required Bonds and Insurance Forms have been submitted in full conformance with the project requirements and approved by *Architect* and Gregory-Portland Independent School District. You may proceed with all non-site activities, ie: preparation of shop drawings, subcontractors, schedules, acquiring necessary permits, etc.

We look forward to working with you and your team on this project.

Sincerely,

Gregory-Portland I.S.D.

Name, Title

CC: *Name*



## Section 29 – Construction Administration Phase

- The following defines the District's expectations of services performed by the Architect during the construction administration phase of the Project. It is the responsibility of the Construction Manager to ensure that the expectations are met and provided by the Architect.
- Throughout the duration of the construction, the Architect shall visit the site at frequencies required to remain generally familiar of all installations, but in no case, no less than a minimum of one (1) site visit a week. Include all Consultants when appropriate. The Architect shall provide a copy of the field report prepared for each job site visit to the Owner.
- Review all placement of reinforcing steel for compliance with the Contract Documents, which includes checking for supports, size, spacing and type prior to pouring of concrete. Verify that testing lab has been notified of impending placement of concrete.
- Observe placement of all concrete, including flatwork and paving. Coordinate with testing laboratory for verification of slump, test cylinders, compliance with design mix and admixtures. Do not leave site until all concrete has been deposited and finish work has begun.
- Review and coordinate with testing laboratory all excavations to verify compliance with required depths, materials, and compaction of backfill.
- Review all walls installed for plumb, plane and alignment.
- Observe roofing installation as may be required from deck to finish and coordinate with roof inspection services performed by third party on behalf of Owner.
- Civil Engineer shall examine the site work and utility systems installation for compliance with the contract documents. The Civil Engineer shall also review the appropriate material testing lab reports noting any concerns to the Architect and G-P I.S.D. Construction Manager. The Civil Engineer shall forward a copy of a field observation report for each visit to both the Architect and Construction Manager.
- Structural Engineer shall examine erected structural system and coordinate with testing laboratory to verify connections, supports, sizes, spacing and expansion/contraction capabilities of components comply with the Contract Documents. The Structural Engineer shall forward a copy of a field observation report for each visit to the Architect and Construction Manager.
- The Mechanical/Electrical/Plumbing (MEP) Engineers shall examine the mechanical/electrical and plumbing, systems in place prior to coverage by concrete, walls and finishes. Mock-up installations of components shall be utilized where applicable. The MEP Engineers shall forward a copy of a field observation report for each visit to both the  
Architect and Construction Manager.
- Issue a weekly written status report, describing progress made, problems, potential problems and general communications concerning the project.
- Follow through on warranty work by visiting site to verify if warranty work was completed satisfactorily in accordance with the Contract Documents and notify Owner in writing of such completion.
- The Architect shall prepare all meeting minutes for all meetings throughout the construction process.
- Please refer to **Chapter 1, Section 3**, for the sample Owner-Architect Agreement for the complete list of requirements and expectations of services by the Architect.
- The Construction Department developed three checklists for Project Specialist to use,



- along with this manual, as a guide before and during a project. Every item on each list may not apply to every project.
  
- See **Exhibit 29.1** for a copy of the PM “Are We Going to Open” Checklist.
  
- See **Exhibit 29.2 & 29.3** for the PM Project Checklist.

## Exhibit 29.1

### “Are We Going to Open” Checklist

#### Permits

- Do you have a copy of all required permits?
- County, Building Fire, Fire Sprinkler, Fire Alarm, Card Readers, etc?

Health Inspection? (Do you need C/O first?)

MDF/IDFs room secure?

- Door and lockset with core installed.
- Switch Installation
- Is light installed and working?
- Is power installed and working?
- Is rack installed and bolted to the ground?
- Is room clean?
- Fiber up at DEMARC?
- Contact G-PISD Technology and order telephone lines.
  - 2 for fire alarm, 2 for security, 1 for elevator.
  - Are the telephone numbers labeled at the DEMARC?

#### Gas Meter

- Has contactor contacted Centerpoint and started the design process?
- Pay fees associated with gas service
- Is the house line within 8' of Centerpoint main stub up?

#### Back Up Generator

- Has the generator been tested with a full building shut down?

Does all egress lighting come on when generator starts? Exit Lights?

Fire Sprinkler System Is the bell installed outside the fire riser room?

- Does the bell ring with the main drain flows?
- Has the inspector test drain been tested and does the alarm sound?
- Do you have a copy of the permit for the fire sprinkler system? Are the spare heads in the riser room?

#### Fire Alarm System

- Are all panels labeled with the panel and circuit number that feeds them?
- Do you have a copy of the permit?
- Have the duct detectors been tested?



- Do the air handlers shut down when the system goes off?
- Do all strobes blink and are they synced?
- Can you hear the notification signal in loud areas? Gyms, kitchen, shops, etc?

#### Keys

- Are Knox boxes installed at all required locations?
- Entry, Elevator, Riser Room, Gates
- Do you have building master keys for each Knox box?

#### Cores

- Did you give the G-PISD Locksmith Shop a copy of the final floor plan?
- G-PISD Locksmith Shop to go over keying?



## Exhibit 29.2

### G-PISD PM Project Checklist

#### TASK

##### **Plat - If Required**

Request Plat from Civil Engineer  
Route Plat for G-PISD and Board approvals

##### **T&C Package - Centerpoint - If Required**

Contact Centerpoint to determine who the service representative is for your project  
Gather requested information and return to Centerpoint  
Obtain T&C Agreement from Centerpoint and route for G-PISD approvals  
Send approved invoice to Accounting for generation of check.  
Deliver check to Centerpoint and get receipt  
Obtain Blanket Easement Document and route for G-PISD and BOARD approvals

##### **MUD**

Request Tap Fee/Other Fee invoice from MUD via civil engineer Pay any required MUD Fee and get receipt

**Other Consultants - Do not route Exhibit C for approval until Board approves construction contract.**

##### **Materials Testing (MAT):**

- Send 95% Drawings to MAT company
- Request a proposal for Construction Material Testing from testing company
- Create MAT Exhibit C and send to testing company for approval
- Request 1295 Form from testing company - If required

##### **Commissioning:**

- Send 95% Drawings to Commissioning Company
- Request a proposal for Commissioning from POC
- Create Commissioning Exhibit C and send to company for approval
- Request 1295 Form from Commissioning company - If required



## Test and Balance (TAB)

- Send 100% drawings to TAB contractor.
- Request a proposal for TAB services.
- Create TAB Exhibit C and send to POC for approval.
- Request 1295 Form from TAB contractor- if applicable.

## Keys

- Have cores been delivered to G-PISD?
- Have cores been installed at the campus?

## Security

- Are all card readers installed and operational?
- Are all cameras installed, aimed and focused?

## Intercom

- Phronesis the intercom operational?
- Can the intercom be heard in all rooms?
- When a classroom calls the office, does the phone display the room number that is calling?

## Bells

- Has the bell schedule been programmed and tested?

## Clocks

- Are the clocks installed and working?
- Does the school know how to change the time on the clocks?

## A/C

- Can G-PISD view and control all areas of the school A/C system?

## District Provided Appliances

- Are all District provided appliances installed and operational?
- Paper Towel, Soap Toilet Paper Have all dispensers been installed?
- Are sanitary napkin dispensers and disposal units required?

## Vending Machines

- Are all vending machines installed, stocked and operational? Card Readers, etc.?



## Exhibit 29.3

### Receipt of Proposals

Generate final bid tab  
Generate G-PISD recommendation letter  
Obtain Architect's recommendation letter  
Perform search of recommended proposer on SAM website. Print result.

### Construction Contract

Generate draft construction contract and route for G-PISD review - Include source documents  
Send approved construction contract to contractor for signatures Route executed construction contract for G-PISD signatures

### Month of Board Award

Provide Board information for construction contract to the Business Office  
Provide Board information for professional services to Business Office  
Provide back up for construction contract Business Office

### After Board Award

Generate and send Notice to Proceed to awarded contractor  
Request contractor's insurance, bond and badging information

Send insurance and bond information to G-PISD Purchasing Department for approval  
Route executed MAT Exhibit C for G-PISD approvals

- Include proposal and 1295 Form and approved budget

Route executed Commissioning Contract Exhibit C for G-PISD approvals

- Include proposal and 1295 Form, and approved budget

Route executed TAB Contract Exhibit C for G-PISD approvals

- Include proposal and 1295 Form and approved budget

Create final budget and route for G-PISD approval

## Construction Phase

Obtain and review contractor's schedule of values and construction schedule  
Verify that Construction drawings are issued  
Send a floor plan to G-PISD Locksmith  
Send technology drawings to G-PISD Technology Department

## Project Close Out

Complete Form AO Checklist  
Complete Close Out Binder  
Generate Substantial Completion Form and route for approval  
Verify completion of punch list items  
Generate Final PCO to zero out PCO Log  
Generate Final Project Change Order  
Route Final Change Order and Final CPR together for approval  
Generate Certificate of Final Completion and route for approval  
Generate Final Budget and route for approval

## Warranty

Schedule 6-month and 11-month warranty walks as needed.

**Note:** The primary responsibility for conducting warranty walks rests with the G-PISD Construction Manager.

Once a facility has been turned over to the District and occupied, all warranty items must be submitted to the Maintenance Department by the facility through the District's Work Order system.

- The Maintenance Department is primarily responsible for reviewing each submitted work order to determine whether the issue is covered under warranty or the result of general wear and usage, or vandalism.
- All issues caused by general wear, usage, or vandalism are the responsibility of the Maintenance Department to address and correct.
- If Maintenance determines that the submitted work order qualifies as a warranty item, the work order will be transferred to the Construction Department.
- The Construction Department will then submit a warranty request to the general contractor.
  - All coordination and completion of warranty repairs are the responsibility of the Construction Department.
- If Maintenance determines a work order to be a warranty item, but the contractor later confirms that it is not covered under warranty, the Maintenance Department shall issue a purchase order (PO) for the repair



## **Section 30 – Posted Addenda Sets**

- The Architect shall provide posted addenda sets of plans and specifications that shall include all issued addenda. Addendum items shall be clearly identified on the posted set, including the addendum number under which the item was issued.
- As soon as practical, after the award of the Construction Contract by the Board of Trustees, the Architect shall deliver to the Construction Manager:
  - One (1) complete set of pdf electronic drawings and specs and all issued addenda
- Additional posted addenda set may be made available to the Architect and Contractor at the Architect and Contractor's sole expense.
- It is recommended that the Construction Manager post the addenda in project files versus waiting for a posted set to be issued by the Architect. This allows the Construction Manager to be very familiar with the addenda items that were included as part of the Contract Documents.



## **Section 31 - Bonds & Insurance Verifications/Approvals**

- Once the District has issued the notice to proceed to the construction contractor, the contractor shall submit all required insurance and bond information per the contract agreement to the Construction Manager.
- The Construction Manager shall be responsible for sending the insurance and bond information to the Purchasing department for review and approval.
- No work shall begin on site, including mobilization, until all insurance and bond information is approved by G-PISD Purchasing Coordinator.



## **Section 32 - Final Projected Cost Budget Worksheet (Modify a Budget) Total Final Projected Cost**

- Once all contract amounts for all necessary vendors/consultants/contractors have been determined, the Construction Manager shall prepare and route for review the Total Final Projected Cost worksheet for approval.
- Actual contract amounts shall be inserted in the Total Projected Cost column of the worksheet. Any unused allowances shall be moved to project surplus if the project is under budget or used to minimize the deficit if the project is over budget.
- The Construction Manager shall use their best judgment as to how much money should remain in the Project Reserves box in the worksheet. As a guide, this amount should be approximately 2% of the construction cost.
- The Construction Manager shall make sure no changes are made to the Preliminary Budget Amount that was submitted at the start of the project.
- The Construction Manager shall include a DRAFT copy of the Total Final Projected Cost worksheet, along with the construction and professional services award recommendation information, at the time the project is submitted to the Board for approval. This draft will not have approval signatures at this time.
- Once the Board has approved the construction and professional services contracts, the Construction Manager shall route the Total Final Projected Cost worksheet for signatures as follows:
  - Construction Manager
  - Assistant Superintendent of Business and Finance
  - Superintendent
- The Construction Manger shall include a copy of the construction bid tab and proposals from the professional service providers as back up to the Total Final Projected Cost worksheet.



## Section 33 - Pre-Construction Conference

- After the award of the construction contract by the Board of Trustees, the Construction Manager shall schedule a Pre-Construction Conference, to be attended by the District's Construction Department, the Contractor's Project Manager and Project Superintendent, the Architect's Project Manager, and Field Representative, and the MEP Consultant's Field Representative.
- The Architect shall prepare the agenda for the Pre-Construction Conference which shall include a detailed review of the Specification Sections related to Special Owner Requirements that address Security Badging requirements, building overtime requests and building rules and regulations applicable to the project. Other agenda items shall include, but not limited to, a review of the project schedule, requirements for submission of the schedule of values, review and approval process for application for payments, daily field reports by GC, meeting minutes, etc. The Architect shall provide a copy of the agenda for review prior to the meeting. The Construction Manager shall review the agenda, make any necessary revisions, and return to the Architect for corrections.
- The CM shall follow up with the Architect to ensure the meeting minutes are typed and submitted to G-PISD. Upon approval by the CM, the minutes shall be placed into the project files by the Construction Clerk.
- The following **Exhibit 33.1**, is a sample agenda to be utilized for all G-PISD construction projects. This agenda shall be modified as necessary by the CM and the Architect to specifically address specific project items.



## Exhibit 33.1

### Introduction to Huckabee Construction Services

The goal of this meeting is to set the expectation of what the owner should see from Huckabee during the construction phase. This meeting will explain the responsibilities of the Architect and General Contractor, proper flow of communication amongst the team, and identify specific requirements needed to start the construction phase of the project successfully.

**NEWFORMA** – PROJECT MANAGEMENT SOFTWARE UTILIZED FOR PROJECT CORRESPONDENCE, TRANSMISSION OF RFI AND RFP INFORMATION, AND ELECTRONIC VIEWING OF ALL PROJECT DOCUMENTATION.

- WHO WILL BE THE DISTRICTS CONTACT FOR HUCKABEE DURING CONSTRUCTION AND HOW INVOLVED WILL THEY BE?

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- IS A LAB ON BOARD FOR THE PROJECTS? PROPOSAL RECEIVED/APPROVED?

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- PERMIT STATUS?

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- ANY SPECIFIC REQUIREMENTS OF THE BOARD UPDATES? DISTRICT/HUCKABEE TEMPLATE?

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- ARE THERE ANY SPECIFIC REQUIREMENTS OF THE DISTRICT FOR THE PRE-CONSTRUCTION MEETING?
  - o CORRESPONDENCE/DOCUMENTATION
  - o RFI (REQUESTS FOR INFORMATION) / RFP (REQUESTS FOR PRICING) REQUIREMENTS / PAYMENT APPLICATIONS

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- QUESTIONS ON CONTINGENCY OR HOW CONTINGENCY WILL BE USED? (*ADDED VALUE*)- *CONSTRUCTION ISNT PERFECT*

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- IS THERE A SPECIFIC DOLLAR LIMIT WHICH REQUESTS FOR PRICING CAN BE APPROVED WITHOUT BOARD APPROVAL?

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- HOW SHOULD CLOSEOUT DOCUMENTS BE RECEIVED (DIGITAL/PAPER/BOTH)?

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## Pre-Construction Conference

<b>Project Name:</b>	New Early Children’s Center	<b>Date of Meeting:</b>	April 8 <sup>th</sup> 2022
<b>Owner:</b>	Gregory-Portland I.S.D.	<b>Time of Meeting:</b>	
<b>Location</b>	Portland, Texas	<b>Place of Meeting:</b>	G-P I.S.D Cons. Office
<b>Project No:</b>	1898-01-01		
<b>Subject:</b>	Introduction to Construction Services		
<b>Present at Meeting:</b>	See Sign in Sheet		
<b>Distribution:</b>			
<b>Submitted By:</b>		<b>Date of Report:</b>	
<p>The following summation represents our interpretation of the items discussed at the referenced meeting. Any persons desiring to comment on or correct the minutes are requested to put their comment in writing to the Architect within 10 days of the date of the report. Otherwise the minutes will stand as written.</p>			

- 1) SELF INTRODUCTIONS OF ROLE AND RESPONSIBILITY
- 2) DISCUSSION OF PROJECT CONCEPT, SCOPE, AND OBJECTIVES
- 3) COMMUNICATIONS
  - A. All official correspondence and direction shall be routed through the Architect’s Construction Observer
  - B. The Architect’s Construction Observer’s role is to:
    1. Serve as the project team point of contact for all requests and to interface with the Owner’s direction or decisions
    2. Contact school personnel for request considerations and approval
- 4) CONTRACTOR’S RESPONSIBILITIES
  - A. Project Management
    1. List of Subcontractors
      - a. Provide final list of Subcontractors and Manufacturers
    2. Schedule of Values
      - a. Submit Schedule of Values within twenty-one (21) calendar days of Notice to Proceed date
    3. Construction Schedule
      - a. Graphic projection of construction activities showing anticipated start and completion dates, float times, and critical path sequence
      - b. Shall be submitted within twenty-one (21) calendar days of Notice to Proceed date
      - c. Shall be maintained monthly, submitted with each Pay Application, and posted for reference at jobsite
    4. Submittal Schedule
      - a. **Note: Submittal schedule shall be provided no later than the 2<sup>nd</sup> payment application. If not received and approved by the Architect by this time, 2<sup>nd</sup> payment application will be held until received and approved.**
        - b. Shall be submitted with the Construction Schedule
        - c. Include anticipated dates for all required submittals as they coordinate with construction progress

5. Permitting
    - a. Contractor responsible for securing all permits (discussion)
    - b. How many copies of bid documents does general contractor need? Send request to Crystal Vasquez.
  - B. Jobsite Management
    1. Contractor Superintendent's Role
      - a. Be present at site
      - b. Coordinate all on-site activities of Subcontractors
      - c. Review and approve Subcontractor work prior to Architect/Owner reviews or observations
    2. Proper On-site Conduct/Language
      - a. Wear appropriate clothing
      - b. No tobacco, alcohol or firearms are permitted on school property
      - c. Misconduct will constitute grounds for immediate dismissal and removal of offending worker(s) from the jobsite
      - d. All workers will pass a background check and wear the appropriate badges
        - i. Review any special requirements with Owner
  - C. Site Conditions
    1. Parking
    2. Storage
    3. Utilities
    4. Temporary facilities
    5. Special site conditions and critical work sequencing
    6. Phasing
- 5) DOCUMENTATION AND NOTIFICATION
- A. Contractor shall provide the following:
    1. Record Set of Documents
      - a. Throughout construction, maintain a record set of Drawings and Specifications; begin As-Built Drawings immediately
      - b. Plans shall be updated to reflect all addenda, field clarifications, minor changes, and all other approved changes/clarifications
      - c. Record Drawings will be reviewed prior to each monthly payment
    2. Testing Lab Coordination and Notification
      - a. Perform inspections as required by contract documents
      - b. Provide 48 hours advance notice to testing lab for scheduled inspections
      - c. Provide 48 hours advance notice of concrete pours to Architect
      - d. All concrete pours shall be made in the presence of Testing Lab
      - e. All cost for failed tests shall be borne by the Contractor including Retesting Costs and Architectural or Engineering Analysis
    3. Energy Code Compliance Inspections
      - a. Contractor is responsible for contacting the Energy Code Compliance agency for periodic Architect's Consultant inspections as required
    4. Observations: Coordination and Notification (Structural, MEP, Civil, Food Service, Technologies, etc.)
      - a. Observations as required by contract documents shall be reviewed by Architect and/or Consultant, as appropriate
      - b. Provide 48 hours advance notice to all parties for such observations
- 6) PROGRESS MEETINGS
- A. Jobsite Initial Meeting
    1. Meet with City Inspection Department to establish procedures
    2. Observe all city regulations regarding noise, traffic, etc.
  - B. Meeting Schedule and Agenda
    1. Establish location, date, and time



2. Contractor prepares agenda
3. Contractor prepares previous meeting's minutes and includes them as part of the current meeting's agenda Architect and School Personnel shall submit amended notes in writing if necessary.

#### C. Job Progress Meetings

1. Held to discuss overall job progress, coordination, schedule and anticipated conflicts
2. To be attended by Owner Representative, Contractor, Architect; Subcontractors and/or Consultants will attend only as required
3. Frequency of the meetings is dictated by progress of the project
4. Interim meetings may be scheduled as required

#### D. During the meeting

1. Contractor's Responsibilities:
  - a. Conduct the meeting
  - b. Keep minutes
  - c. Distribute attendance sheet
2. Topics of Discussion:
  - a. Approval of previous meeting minutes
  - b. Coordination of self-performed work by Owner
  - c. Project progress and schedule
  - d. Potential or existing problems
  - e. Review Record Drawings
  - f. Procedures to regain planned schedule, if necessary
  - g. Review RFI status
  - h. Review RFP status
  - i. Review Submittal log
  - j. Quality control
  - k. Safety issues
  - l. Time extensions and weather day requests
  - m. New business
  - n. Review Applications for Payment
  - o. Change proposal/Change order status
  - p. Electronically signing items

#### E. Pre-Installation Meetings

1. Contractor shall schedule Pre-Installation meetings as required in individual specification sections
2. All work that takes place prior to this meeting will be subject to removal at the Contractor's expense. Refer to specification Section 01 3100 for additional information.

### 7) SUBMITTALS/SUBSTITUTIONS

#### A. Submittals

1. Contractor shall review, coordinate, and stamp submittals indicating compliance with all construction requirements before transmitting to Architect for review via Newforma as stated within the Specifications
2. Submittals required for review are listed in the Project Manual in Section 01 3000
  - a. Submittals sent which are not required per the approved Architectural Submittal Schedule will not be reviewed by Architect and shall be reviewed by Contractor. Provide as specified.
  - b. MSDS (Material Safety Data Sheets) are not reviewed and should not be included in submittals.
3. All Submittals must contain the following information:
  - a. Project Name and Project Number
  - b. Division Number
  - c. Description of Product Data and/or Shop Drawings
  - d. Contractor's stamp of review
4. Contractor shall maintain a complete set of submittals and review status at the jobsite
5. **Contractor shall submit required submittals to Architect for review via Newforma website listed below** (a.



6. below). Contractor will be issued a log-in credentials and instructions. Please submit the names and email addresses of all individuals who will need access.
  - a. [www.newforma.huckabee-inc.com/userweb/login](http://www.newforma.huckabee-inc.com/userweb/login)
7. Contractor uploads pdf submittal to Newforma website and will email directly from Newforma. All submittals shall be uploaded to the Newforma website, individually, as pertaining to each specification section. Multiple architectural submittals shall not be included in a single file that is uploaded to the Newforma website. Check MEP and Kitchen Equipment specifications for 'grouping submittals' adherence.
8. Steps to accessing Newforma and submission of required submittals are as follows:
  - a. Use your internet browser to navigate to the following address: <https://newforma.huckabee-inc.com/userweb/login>
  - b. Contractor issues submittal utilizing [csa\\_c@huckabee-inc.com](mailto:csa_c@huckabee-inc.com) via Newforma notifying the Administrator and Construction Observer of its availability. **(Email subject must contain project number, specification section number and description of contents as stated below.)**
    - a. Additionally, the GC may navigate to the Huckabee website (<https://www.huckabee-inc.com/>), locate and select the "Construction" tab at the top of the screen and then select the "Newforma Login" button on the following screen.
  - c. After submittal is completed, Administrator will notify the contractor via email that the submittal can be downloaded from the Newforma website.
9. Contractor shall maintain schedule logs for weekly updates and review
10. Under no circumstances shall concrete be placed prior to receipt of approved Shop Drawings
11. If Submittal Schedule changes, Contractor must send updated schedule to the Construction Observer

## B. Substitutions

1. Product substitutions MUST COMPLY with all post contract award articles of specification Section 01 2500 and the General Conditions of the Contractor for Construction.
2. If applicable, Contractor shall submit a Substitution Request form, located on the Architect's website, and provide documentation that the proposed product complies with the specified product's quality, performance, and warranty.

## C. Electronic Drawings

1. Architect will provide an electronic file release form for the Contractor's signature. Upon execution of agreement, Architect will provide one (1) electronic copy of the master floor plan at no charge within five (5) working days.
2. Refer to specification Section 01 3000 for additional information

## 8) PROJECT ADMINISTRATION

### A. Request for Information (RFI)

1. All questions regarding the construction documents or Contractor proposals shall be submitted from the General Contractor to the Architect on an RFI form via Newforma. RFIs shall be numbered sequentially and shall include only one question or related question per RFI.

### B. Request for Pricing (RFP)

1. Issued by the Architect to the Contractor for pricing. The Contractor shall submit back to the Owner and Architect, within fourteen (14) calendar days, his itemized price and time (if any). Owner will review Contractor's price and decide if the RFP is accepted or rejected. Contractor shall not proceed with the proposed revisions until the Owner has approved the work.

### C. Change Order

1. Issued by the Architect or Contractor for acceptance by the Owner. Only fully executed Change Orders may be included on Application and Certificate for Payment.

### D. Application and Certificate for Payment: draft review, routing, and dates for completion

- a. **Note: Submittal schedule shall be provided no later than the 2<sup>nd</sup> payment application. If not received and approved by the Architect by this time, 2<sup>nd</sup> payment application will be held until received and approved.**
  1. Shall be submitted to the Architect by the 25<sup>th</sup> of each month
  2. Shall be processed in accordance with District Payment Schedule



3. Use AIA form G702 and G703 (form G702/CMA is not acceptable)
4. Progress payment for materials will be based on materials that are properly stored on site (no payments will be authorized for materials stored off-site)
5. RFPs are not to be added to the Application for Payment until they have been approved by the Owner and Architect and incorporated into a Change Order
6. As stated in 01 3000, the first and final payment application is required to be hard copy for authentication purposes. All other applications for payment may consist of electronic PDF files bearing original signatures and stamps. The applications shall be submitted to [csa\\_c?@huckabee-inc.com](mailto:csa_c?@huckabee-inc.com) via **Newforma as a Submittal**, notifying the Administrator **and** Construction Observer of its availability. Upon completion, Administrator will notify the contractor via Newforma generated email that the application for payment can be downloaded from the Newforma website.

## 9) PROJECT CLOSEOUT

- A. Once 75% project completion is obtained, based on the payment application, a meeting will ensue with the Warranty and Closeout Specialist to discuss the expectations for closeout submittal from the General Contractor.
- B. 60 Days prior to Substantial Completion the General Contractor will notify the Warranty and Closeout Specialist of the status and progress of the requirements set forth in 01 7000 – 3.16 Closeout Procedures and the estimated date for preliminary Architectural review.
- C. Contractor Punch List
  1. To be completed by Contractor before Architect review and issuance of Substantial Completion Form
  2. Architectural punch list will be completed via Newforma and distributed to the General Contractor once complete and issued as backup to the AIA Substantial Completion document.
- D. Substantial Completion Requirements
  1. Closeout Procedures (Section 01 7700) and Closeout Submittals (Section 01 7800)
  2. Complete and finalize TAB report, approved by Owner/Architect
  3. DDS controls completed, along with all graphics required
  4. Air quality test report
  5. Data wiring testing
  6. Electrical testing
  7. Final Energy Code Compliance Inspection
  8. Final Inspections by governmental agencies including Fire Marshal and Health Department
  9. Certificate of Occupancy from City Municipality
- E. Lien Releases
- F. Compile notebook for MSDS Sheets
- G. Warranty Requirements

## ADDITIONAL COMMENTS



## **Section 34 – Applications for Payment/Invoices**

- The Contractor is required to submit applications for payment on AIA Form G702, Contractor's Application and Certificate for Payment with AIA Form G703, Continuation Sheet.
- A detailed breakdown of the Contract Sum showing values allocated to each of the various parts of the Work (by CSI divisions), including a materials and labor breakdown for each item; (refer to Section 01370, Schedule of Values; A101 – Article 5; Section 01020 (Allowances) must be submitted by the General Contractor for review and approval by the Architect, and the Construction Manager prior to the issuance of the first application for payment.
- The schedule of values process includes the following steps:
  - The district's Construction Manager, Architect/Engineer, and the Contractor will review a draft copy of the Contractor's submitted breakdown and discuss the requirements of the schedule of values.
  - The district's Construction Manager has the option to request copies of the subcontracts and other backup data from the Contractor to substantiate the sums described.
  - The Contractor shall revise the draft copy of the schedule of values and resubmit it to the Architect for review.
  - The Architect/ Engineer shall review the document for compliance with the previous meeting and submit it to the Owner for final review and acceptance.
  - The district's Construction Manager shall then submit the proposed schedule of values to the following with a status sheet for final approval:
    - Assistant Superintendent of Business and Finance
  - The district's CM shall return a copy of the schedule of values to the A/E with all comments that need to be corrected or for approval. The CM shall verify the first application for payment has the approved schedule of values included prior to completing the next step listed below.
  - The district's CM shall send a copy of the final SOV to the Assistant Superintendent of Business and Finance for processing.
- The application for the payment process includes the following steps:
  - The Contractor will review a draft copy of each application for payment with the A/E's field representative and the district's CM at the project site during the last week of
  - each and every month. The CM shall obtain a schedule from the General Contractor of these review dates.
  - During the review the A/E along with the district CM shall ensure the following are reviewed, current, and confirmed;
    - Approved CPR's are listed and funded when complete.
    - Lien releases are provided for notices listed on the Lien Log.
    - Stored material invoices shall match up with items requested.
  - The Contractor transmits one electronic copy of the application for payment (revised, if required, in accordance with the draft application review meeting) to the A/E. The Contractor is also required to submit one copy each of an updated construction schedule, construction photographs (including digital file copies) and



aerial photographs, and a completed checklist and sign-off form. Beginning with the second application for payment, the Contractor must include a “Waiver and Release of Lien Upon Progress Payment” for each subcontractor and major supplier on the standard form included in the Project Manual documenting amounts paid from the previous application for payment.

- The Contractor may include in his application for payment, the cost for materials suitably stored on the project site. Applications for payment that include stored materials must be accompanied by invoices for the materials that itemize the cost(s) for the stored materials. The total of the invoice(s) must equal or exceed the amount applied for as stored materials. The stored material/invoices must be viewed and verified by the A/E.
- The Contractor may include in his application for payment, the cost for materials suitably stored off-site, provided that the following conditions are met:
  - The location must be agreed to, in writing, by the Owner and the Surety.
  - The location must be a bonded warehouse.
  - Surety must agree, in writing, to each request for payment.
  - The Contractor must bear the cost of the Owner and A/E expenses related to visiting the off-site storage area.
  - Submission of bills of sale or such other procedures satisfactory to the district to establish the district’s title to such materials or equipment or otherwise protect the district’s interest, including applicable insurance (naming the District as insured) and transportation to the site for those materials and equipment stored off the site.
  - The value of stored materials must be listed under the Store Materials Column and not in the Work in Place Column (No Exceptions).
    - The Contractor is permitted to bill for supervision and overhead & profit based on the percentage of construction completion. Billing for these items based on equal payments over the anticipated Contract Time is not acceptable. The Percentage
    - Billing for the Contractor shall not exceed the amount percentage of completion of the project.
    - The Contractor’s signature on the application must be notarized.
    - The district requires the Architect to certify the application with the signature of a registered AIA Architect.
    - The district requires the MEP firm (if under separate contract from the architect) to certify the application with the signature of a registered Engineer.
    - The certified application is transmitted to the district’s CM for approval and payment.
    - The Districts in-house approval process will be implemented in the following steps and guidelines:
      - Approval by the district’s bond accountant.
      - Approval by the district’s CM.
        - Payment amounts less than \$10,000.00, no other approvals required.



- Approval by Assistance Superintended for Business & Finance
  - Payment amounts less than \$50,000.00, no other approvals required.
- Approval by Superintendent.
  - Payments amounts in excess of \$50,000.00, required approval.
  - Payment application submitted to Accounts Payable
- Certified applications for payment received by the district shall be paid within 30 days of that application or as otherwise stated in the associated contract.
- The Architect is expected to maintain a log of applications for payment, an updated copy of which should be included in the monthly Project Status Report.
- Failure on the part of the General Contractor to provide a lien release, shall result in the non-payment of a particular line item, division, or even the entire application for payment. This must be monitored and maintained by the CM.
- Assuming no errors were found, then the application for payment shall be routed to the CM for final check and signature. The CM is required to ensure all of the items
- (1-10 listed above) are completed and accurate. The CM shall ensure any deviation is corrected immediately or shall inform the Contractor and Architect that the application for payment is rejected and shall be returned for correction.
- The General Contractor shall provide a project schedule with the monthly pay application. The CM shall verify that the schedule accurately reflects the progress of the project. If it does not, the contractor shall provide a written plan to get the project on schedule.
- The CM shall route the application for payment as follows:
  - Construction Manager
  - Assistant Superintendent for Business and Finance
  - Superintendent (\$50,000 and above and retainage requests)
- The CM and the Purchasing Coordinator shall be responsible for making sure payments to all vendors are made in accordance with the Texas Prompt Payment Act.
- **Invoices**
  - Invoices from vendors shall be routed for approval per the approval process
  - When an invoice is rejected, the reason the invoice was rejected, the date the vendor was notified the invoice was rejected, and the name and date of the person that rejected the invoice shall be noted. Revised invoices submitted by the vendor shall be dated appropriately.
  - The purchasing Department will ensure that all invoices received are date stamped in a location where the date would be legible, and ensure the date is correct before stamping the invoice.
  - It shall be the responsibility of Purchasing Department to periodically review aging reports to ensure prompt payment.



## Section 35 – Shop Drawings

- The Specifications must require the Contractor to forward to G-PISD one (1) copy of each submittal; including product approvals and shop drawings, simultaneously with their submittal to the Architect. Ideally, G-PISD should/shall not accept any submittal for review unless thoroughly reviewed and commented on by **BOTH** Architect and General Contractor. However, on a case-by-case basis the CM may elect to have G-PISD review submittals at the same time the Architect is performing their review should the project schedule deem necessary.
- The District may elect to address certain concerns regarding the submitted material, including manufacturer, colors, detail, or other matters.
- The district's Construction Manager is responsible for reviewing the submittals in detail prior to routing the submittal to the appropriate District support department Manager/Supervisor/Technician for their review and comment:
  - Maintenance
  - Food Service
  - Technology
  - Transportation
  - Custodial Services
  - Safety and Security
  - CTE
  - Executive Director of Leadership
  - Athletic Director
- Specific "long lead time" items shall be tracked closely by the CM. These items shall receive priority during the submittal process. Additionally, the contractor may be required to provide a copy of the respective purchase order, bill of lading, etc., to verify items have been ordered so those appropriate timelines are met. Items to be tracked closely include, but are not limited to, the following:
  - Lockers
  - Casework
  - Bleachers
  - Doors and Hardware
  - Electrical Switchgear
  - Chillers
  - Cooling Towers
  - Canopies
  - Coolers/Freezers
  - Windows and Glass



- The district's CM is responsible for following up with the Maintenance Department or other district support departments to obtain review comments. The CM is responsible for ensuring their comments and the comments from the maintenance department are returned to the Architect within ten (10) working days after their receipt of the submittal, allowing the Architect to incorporate the district's review comments into the submittals returned to the Contractor.
- It is critical that the CM along with the appropriate Maintenance Department trade perform a detailed review of the submittal and submit any comments within the stipulated time period for submission by the Architect back to the Contractor. This is typically the last opportunity to catch any mistakes related to the scope of work, manufacturer, the model number specified, installation details, etc. prior to fabrication and installation of such products or systems for the products. CM should review the Consultants' comments prior to the Architect sending them to the Contractor.
- If a response from the Maintenance and other Support Departments is not received by seven (7) days after their receipt of the submittal, the district's CM shall advise the Maintenance Director that the submittal has not been received and that it is due in three days.
- If a response is not received by the end of the tenth day after the district's receipt of the submittal, and if the submittal is time-critical, the CM shall release the submittal to the Architect for transmission to the Contractor, which should include any comments from the CM. The CM shall notify the Maintenance Director, via email, of such action.
- The Architect shall maintain a shop drawing submittal log and keep it up to date throughout the construction process. This log shall be submitted to the District and the General Contractor as part of the weekly construction progress meetings and shall be reviewed weekly with the Project Team.



## **Section 36 – Project Change Orders (PCO Approval)**

- All proposed changes that will require adjustments in cost and/or time shall be described and issued to the Contractor in a standard Project Change Order (PCO) form provided by the Architect. PCOs shall be numbered sequentially and shall be logged by the Architect.
- Prior to the time the PCO is transmitted to the Contractor, the Architect shall transmit the PCO under separate cover to the district's Construction Manager. The cover letter shall clearly identify the PCO and shall describe the reasons for its issuance. Architect and Owner shall agree that this should be a PCO item and shall also agree whether or not this was an error/omission on the part of the A/E or Owner and the log shall reflect such responsibility.
- The Architect shall transmit the PCO to the Contractor, requesting a detailed materials and labor cost breakdown for performing the work described in the PCO. PCO pricing should be returned within seven (7) days from the Contractor to the Architect for review.
- The Architect and appropriate consultant shall review the cost submitted by the Contractor. The Architect shall ensure;
- A detailed labor and materials cost breakdown provided. Lump-sum numbers are not acceptable and must be broken out to describe what the district is paying for in the proposed change.
- The Contractor's pricing summary matches the cost proposed by each subcontractor or supplier.
- The math in the subcontractor's or supplier's proposal is correct.
- Mark-up by subcontractors does not exceed 15%.
- Mark-up by subcontractors for work performed by sub-subcontractors does not exceed 10%. The sub-subcontractor's markup shall not exceed 15%.
- The Contractor's pricing summary shall not include any Contractor's overhead and profit mark-up. In submitting the Base Proposal, the Contractor is required to include the Contractor's overhead and profit for all allowance amounts.
- The Architect shall transmit each PCO separately under a cover letter describing the reason for the proposed change and include a statement that the pricing submitted by the Contractor has been reviewed by the Architect and their Consultants, as applicable, and the Architect recommends acceptance of the pricing to the district.
- Once the pricing has been submitted at a cost the Architect believes is a fair value for the proposed work, the Architect shall then review the proposed PCO with the District CM. If the CM agrees with the pricing, the PCO shall be sent for approval to the Assistant Superintendent of Business and Finance. Any PCO that exceeds \$10,000 must also be reviewed and approved by the Superintendent.
- The CM and Architect shall be responsible for making sure all pricing is in line with unit prices provided in the contract documents for all items where a unit price is provided. Should a special condition exist where the unit price is not applicable, a detailed explanation and justification shall be provided for review by the CM.
- Upon agreement between the Architect and Owner the pricing is acceptable, the PCO document can be executed by the District as well as the Architect and General Contractor for final approval.



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- The final executed PCO shall be distributed back to the Architect and General Contractor as authorization to proceed with the work.
  - Once the work has been authorized and the work is partially or totally completed, the Contractor can then include such completed work in the next Application for Payment for approval and payment.
  - The CM shall diligently follow up on the status and processing of all PCOs to ensure the project is not being delayed as a result of the PCO review and approval process.
  - The Architect shall maintain a log of PCOs at all times which shall be reproduced and distributed to the project team for review and discussion during project meetings. A copy of the most recent PCO log shall be included with each PCO.



## **Section 37 – Job Progress Meetings**

- In general, job progress meetings (Owner, A/E, and Contractor, OAC) shall be held at least bi-weekly and shall continue until all punch lists, DRL items, and Commissioning items are completed and signed off. It is the primary responsibility of the G-PISD Construction Manager to attend these meetings.
- The A/E shall preside over the job progress meeting. The A/E shall provide an agenda for the meeting as well as a sign in sheet to be signed by all in attendance.
- Minutes from the meeting shall be distributed to the team within three (3) days of the meeting.
- The construction schedule, overall job progress, submittals, PCOs, RFIs and other relevant issues shall be discussed at the meeting.
- The Architect, G-PISD CM, Contractor Project Manager, and Contractor Jobsite Superintendent are required to attend all meetings. Other attendees shall be determined as needed.
- The primary responsibility to attend OAC meetings rests with the Construction Managers and secondly with the Project Specialist. During the course of a project, a CM may ask a Director to attend an OAC meeting to address a specific issue. In these cases, the Director will attend the meeting, to not only help resolve the issue at hand, but also to check in on the overall status of the project.
  - If a particular project is having repeated issues, i.e., constantly behind schedule, unresponsive contractors and/or subcontractors, repeated procurement problems, etc., a Director may attend OAC's for these projects on a regular basis until the project is back on track.



## Section 38 – Punch Lists

- The A/E shall be responsible for coordinating and tracking all punch lists.
- Punch lists shall be generated by the following groups, as applicable for the project:
  - General Contractor
  - Architect
  - MEP Engineer
  - Structural Engineer
  - Civil Engineer
  - Sports Engineer
  - Food Design Professionals
  - Pool Consultant
  - TAB DRL
  - Commissioning CxL
  - MAT Deviation Log
  - G-PISD Maintenance
    - Electrical ○ Plumbing ○ Mechanical ○ Trades ○ Hardware ○ Low Voltage
  - G-PISD Technology
  - G-PISD Athletics
  - Other groups as needed
- The Contractor shall be responsible for addressing each item on the punch list. Should the Contractor feel a punch list item is not their responsibility, the item will be discussed between the Contractor, Architect and G-PISD CM.
- The Final Signed-Off Punch Lists shall be organized as follows:
  - Architectural – Once all architectural punch lists items are signed-off, the architect shall write a letter stating that all architectural items have been completed. This cover letter shall be signed by the Architect, Owner and General Contractor. The backup to this letter shall be the entire architectural punch list with architect, owner, and GC initials on each line item on this punch list. The letter and the punch list need to be combined into one pdf document before saving to the project files.
  - Engineers – Once all engineer punch lists items are signed-off, the engineer shall write a letter stating that all engineering items have been completed. This cover letter shall be signed by the Engineer, Owner and General Contractor. The backup to this letter shall be the entire engineer punch list with the engineer, architect, owner, and GC initials on each line item on this punch list. The letter and the punch list need to be combined into one pdf document before saving to the project files.
  - Consultants – (Examples: DBR, B & S, SOB, FDP, etc.) Once all consultant punch lists items are signed-off, the consultant shall write a letter stating that all of their items have been completed. This cover letter shall be signed by the Consultant, Architect, Owner and General Contractor. The backup to this letter shall be the entire consultant's punch list with consultant, architect, owner, and GC initials on each line item on this punch list. The letter and the punch list need to be combined into one pdf document before saving to the project files.



## **Section 39 – Owner Training and Witnessing**

- The Construction Manager shall be responsible for ensuring all required owner training and witnessing is performed and the proper groups/people attend these events.
- Witnessing of any work/activity/training in no way relieves the A&E team from their inspection/monitoring responsibilities.
- Refer to below list of owner training and witnessing items.

### **REQUIRED OWNER TRAINING FOR G-PISD DEPARTMENTS**

<p>IP CAMERA SYSTEM                      MOTORIZED BLEACHERS                      ROLL UP DOOR OPERATION                      FOLDING PANEL DOOR OPERATION                      OPERATION OF BASKETBALL GOALS                      AIR COMPRESSOR                      DUST COLLECTOR                      ACOUSTIC SHELLS                      FIXED AUDITORIUM SEATING                      KITCHEN EQUIPMENT                      IRRIGATION CONTROLS                      BOILERS                      CHILLERS                      COOLING TOWERS                      BUILDING MANAGEMENT SYSTEM                      CHILLER WATER TREATMENT SYSTEM                      CULINARY ARTS APPLIANCES AND                      EQUIPMENT                      ATHLETIC APPLIANCES AND EQUIP                      ANSUL SYSTEM</p>	<p>FIRE SPRINKLER/FIRE PUMP                      GENERATOR/EMG LIGHTING                      ALL SCOREBOARDS                      CAFETERIA SOUND SYSTEM                      GYM SOUND SYSTEM                      AUDITORIUM SOUND SYSTEM                      STAGE/THEATER LIGHTING SYSTEM                      ATHLETIC FIELDS PA SYSTEM                      TEACHING THEATER SOUND SYSTEM                      SOUND REINFORCEMENT (ALL OTHER)                      DOMESTIC BOOSTER PUMPS/SURGE                      TANKS                      LIFT STATIONS                      WATER HEATERS                      WATER SOFTENERS                      SWIMMING POOL SYSTEMS                      SWIMMING POOL TIMING DEVICE                      FIRE ALARM                      MASTER CLOCK SYSTEM                      INTERCOM SYSTEM</p>
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## **Section 40 – Substantial Completion**

- Per the AIA A201 Document, the following items are a partial list of requirements, as applicable to the Project, that must be completed prior to the established Substantial Completion. This is not intended to be an exhaustive list, but a guideline:
  - All fire alarm system components must be completed and demonstrated to the Owner.
  - All inspections by government authorities having jurisdiction over the project must have been finalized, any remedial work required by them must have been completed, and Certificates of Occupancy, local fire marshal and health department approval certificates and similar governmental approval forms must have been issued and copies delivered to the Owner and Architect.
  - All exterior clean-up and landscaping must be complete, including required stand of grass mowed, edged, weeded, and fertilized.
  - All interior shall have been completed and cleaned except minor items which, if complete after occupancy, will not, in the Owner's opinion, cause interference to
  - the Owner's use of the building or any portion thereof. Contractor shall provide list of these specific items, which include punch list and completion items. A significantly large number of items to be completed or corrected will preclude the Architect from issuing a Certificate of Substantial Completion. The Owner and Architect shall be the sole judge of what constitutes a significantly large number of items.
  - All third-party HVAC air and water balancing must be complete.
  - All energy management systems must be complete, fully operational and demonstrated to the Owner, with graphics transferred to the main server.
  - All emergency/standby generator and low voltage lighting control systems must be complete, fully operational and demonstrated to the Owner.
  - All security systems including intrusion alarm system and closed-circuit television systems must be complete, fully operational and demonstrated to the Owner, and must be monitorable from the District's central Police/Security Center.
  - All school communications equipment, telephone systems and P.A. systems must be complete and demonstrated to the Owner.
  - All final lockset cores must be installed and all final Owner directed keying completed.
  - All room plaques and exterior signage must be complete.
  - All Owner demonstrations must be completed including kitchen equipment, HVAC equipment, plumbing equipment, and electrical equipment and all life safety systems.
  - A final certificate of occupancy must be signed by the Contractor and delivered to the Owner.
  - All operation and maintenance manuals are delivered digitally and approved by Architect and Owner.
  - Health Department Inspections and Municipal Utility District (MUD) and Drainage District and County approvals must be provided.
  - All other reports, testing results, certifications, studies, etc. required by Contract Documents.



- All items listed above shall be complete prior to granting substantial completion, unless a specific exception is granted. All exceptions will be documented and agreed upon by the CM and the Assistant Superintendent of Business and Finance.
- The District shall prepare the Certificate of Substantial Completion document. This document shall include all punch lists attached. Should it not be practical to include a lengthy punch list with this document, the CM shall note the punch lists is available on the project management software. The CM shall review this draft of the Certificate of Substantial Completion and all attachments prior to the issuance to the General Contractor. Upon approval of the draft document by the CM, the District shall issue three (3) originals of the Certificate of Substantial Completion with all attachments to the General Contractor for approval and execution. The final document shall be issued to the General Contractor. Once the Contractor and Architect have executed the document, the CM shall route the document for approval by the Assistant Superintendent for Business and Finance.
- The CM shall provide the following information to the Assistant Superintendent of business and Finance for Risk Management purposes.
  - Effective date of adding the location (Substantial Completion date)
  - Name of the new school
  - Exact Address
  - Number of buildings
  - For each building, I will need the following:
    - Number of stories
    - Square Feet
    - Construction description: Masonry non-combustible...i.e.
    - Roof description
    - Occupancy: Classrooms; cafeteria; labs; Gym, etc.
    - Protected with sprinkler system: yes or no
    - Building Value
    - Contents Value
    - Outdoor values (Signs, Scoreboards, fences, light poles...i.e.)
- If the General Contractor has not completed the project by the established date listed in the contract documents, the CM shall have the Architect issue a letter notifying the General Contractor that they may be subject to liquidated damages as stipulated in the contract documents. The CM shall have the General Contractor submit a letter of explanation for completing the project after the established date listed in the contract documents for consideration justifying any delays that may have been incurred. The CM shall present both letters to the Assistant Superintendent of Business and Finance for review and consultation. If the justification is accepted by the project team, the new substantial completion date will be documented via Project Change Order. If no time extensions are granted by the project team or some time extensions were agreed upon, but the end result is still beyond the revised completion date, a decision must be made as to whether or not liquidated damages will be assessed to the General Contractor. The Architect shall submit a formal recommendation to the District for review by the CM and the Assistant Superintendent. The Assistant Superintendent shall submit a final recommendation to the Superintendent regarding the assessment of liquidated damages for final approval. The final decision as to whether or not liquidated damages are assessed to the General Contractor shall be the decision of the Assistant Superintendent and based upon recommendations by the Architect.



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- At no time shall the CM or Architect hold the issuance of the Certificate of Substantial Completion as leverage for any contractor performance related issues. Once the project has been deemed substantially complete, the Certificate must be issued and fully executed as quickly as possible.
  - The contractor shall maintain Builder's Risk coverage on the project until the project is contractually substantially complete.
  - See **Exhibit 40.1** for a sample Substantial Completion Document.



## Exhibit 40.1

# AIA Document G704® – 2017

### Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> Gregory-Portland Independent School District Administration Relocation Portland, Texas	<b>CONTRACT INFORMATION:</b> Contract For: CSP #2021-02 Project Number: 01898-03-01  Date: August 13, 2021	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 001  Date: December 14, 2021
<b>OWNER:</b> <i>(name and address)</i> Gregory-Portland Independent School District 608 College Street Portland, Texas 78374	<b>ARCHITECT:</b> <i>(name and address)</i> Huckabee & Associates, Inc. 9830 Colonnade Boulevard Suite 130 San Antonio, Texas 78230	<b>CONTRACTOR:</b> <i>(name and address)</i> Weaver & Jacobs Constructors, Inc. 301 Cooperative Way Cuero, Texas 77954

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

Project Completion, Entire: All scopes of work are complete as stated and shown in the contract documents.

Huckabee & Associates, Inc.	-See attached digital signatures page-	Jeffrey Rodriguez, AIA	November 10, 2021
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

#### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

All warranties shall commence on date stated above.

#### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

Work to be completed as shown in attached backup documentation.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

Security, maintenance, heating, cooling, utilities, damage to the Work and insurance shall be the responsibility of the Owner.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

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User Notes: (3E9ADA3C)



## **Section 41 – Certificate of Project Compliance**

- The CM is required to ensure that the Certification of Project Compliance form has been completed. This document must be submitted and executed after each of the following project phases has been completed:
  - Completion of the Design Development Phase
    - The CM shall ensure line number 3 has been signed and dated by the Assistant Superintendent of Business and Finance.
  - Completion of the Construction Document Design Phase and the project has been released for pricing. The CM shall ensure line number 4 has been signed and dated by the Architect / Engineer.
  - Substantial Completion of the Construction Phase.
    - The CM shall ensure line number 5 has been signed and dated by the Contractor.
  - Final Completion of the Entire Project.
  - The CM shall ensure line number 6 has been signed and dated by the Superintendent.



## **Section 42 - Utility Changeover**

- Once the District has agreed upon and accepted the Date of Substantial Completion for the project, the Project Specialist shall coordinate with the Maintenance to have all utilities (Gas, Water and Electricity) switched over from the General Contractor's name to G-PISD. Please note that this change over can take from one to two weeks to accomplish. Once an effective date has been established with the utility company as to the transfer of such utility, the Project Specialist shall obtain a copy of the first bill that G-PISD received from the utility company and work with maintenance to calculate the dollar amount owed by the district to the Contractor for any days after the established date of Substantial Completion the account remains in the General Contractor's name.
- At no such time shall the District accept the responsibility of the utility costs prior to the acceptance of Substantial Completion for the project.
- When the District moves into a facility or portion thereof and the General Contractor has not met the terms and conditions of the construction contract to meet substantial completion, the utilities shall remain the responsibility of the General Contractor until such time the District accepts the project as substantially complete. The CM shall issue a letter to the General Contractor to clearly indicate the responsibility of the utility costs are still their contractual responsibility up to the date of substantial completion whether or not the District is utilizing the portions or the entire facility.



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## **Section 43 - Final PCO and Change Order (Change Order Approval)**

- Once all PCO work is complete on a project, the Architect shall prepare the final PCO to zero out the PCO log.
- The final PCO along with a copy of the PCO log shall be routed for approval per the PCO routing process.
- Once the final PCO is approved, the District shall prepare the Final Change Order to credit all unused allowances back to the District. Three (3) original copies of the final change order and a copy of the final PCO shall be routed as follows:
  - Construction Manager
  - Assistant Superintendent
  - Superintendent



## **Section 44 - Final Completion**

- Prior to final payment, the Construction Manager shall ensure the following items are complete and verified:
  - Form AQ Certificate of Final Completion is signed by the Contractor, Architect, Construction Manager, Assistant Superintendent, and the Superintendent
  - AIA G704-2000 Substantial Completion Form is fully executed
  - Punch list is complete and the Architect/consultants have written a letter stating the punch list is complete.
- The above three (3) documents shall be routed for review and approval along with a Final Completion status cover sheet to the following people:
  - Construction Manager
  - Purchasing Coordinator
  - Director of Finance
  - Assistant Superintendent for Business and Finance
  - Superintendent
- Final Payment
  - Once the Final Completion documents have been fully executed, final retainage payment to the Contractor and the Architect shall be released.
  - Final Payments that include a retainage must be signed off on by the Superintendent.



## Section 45 – Project Closeout

- In order for a project to be completely closed out, the following items must be submitted as part of the Final Project Cost Package for review and approval:
  - Completed Final Project Cost Worksheet
  - Non-Fixed Asset Report from Purchasing Department
  - Executed Certificate of Final Completion
  - Board Agenda Cover Sheets
  - Notice to Proceed
  - Architect/Engineer: PO, Vendor Payment History & Contract
  - GC: PO, Vendor Payment History, Contract & Final Pay App Cover Sheet
  - GC Contract Change Orders
  - Test & Balance: PO, Vendor Payment History & Contract
  - Material Testing: PO, Vendor Payment History & Contract
  - Commissioning: PO, Vendor Payment History & Contract
  - Roof Inspection: PO, Vendor Payment History & Contract
  - Third-Party Plan Review: PO, Vendor Payment History & Contract
  - Asbestos Abatement: PO, Vendor Payment History & Contract
  - Other: PO, Vendor Payment History & Contract (MUD, Permits, Traffic Studies, etc.)
- The items above shall be routed along with the Final Project Cost sheet and cover sheet to the following:
  - Assistant Superintendent of Business and Finance
- OAC meetings shall continue on all projects until all close out requirements are met unless an exception is granted Assistant Superintendent of Business and Finance



## **Section 46 – First Year Warranty**

- Once the Substantial Completion Date has been established and the Certificate of Substantial Completion document, with all attachments included, has been approved, the project shall enter the 1-year warranty phase.
- Any items deemed deficient by campus/facility, a warranty request shall enter in the Districts work order system and assigned to Maintenance.
- Upon investigation by the Maintenance Department, if the item is deemed to be a warranty related issue, the work order shall be sent the District's Project Specialist.
  - Items which have failed due to normal ware and tear and/or that have been vandalized or broken due to miss use, are not covered by warranty.
    - Items in this category are the responsibility of the Maintenance Department to repair/replace as needed.
- The Project Specialist shall notify the General Contractor of the warranty claim, and complete any required documentation for said claim.
- Should an item be identified as a warranty claim, but further inspection by the Contractor reveals otherwise, the Maintenance Department is responsible for the related invoice from the contractor.
  
- **11<sup>th</sup> Month Inspections**
  - A complete re-inspection of the project approximately eleven(11) months after the established date of Substantial Completion by the Construction Manager, Project Specialist, Architect and all consultants employed by the Architect. The CM shall also inform the Principal and Director of Maintenance so they can ensure a final review and documentation of all warranty type items are turned into the Project Specialist to be submitted to the General Contractor for correction prior to the expiration of the warranty period. During these inspections, the Project Specialist will take notes and generate a standard report. A copy of this report is sent to all parties that attended the warranty walk.
- The Project Specialist shall ensure any and all deficiencies are documented and entered into the warranty log for tracking.
- The Project Specialist shall confirm all of the items have been transmitted to the Contractor prior to the last day of the warranty period.
- The Project Specialist shall monitor the completion of every warranty request item until each item has been properly corrected and that the warranty log is up to date.
- Should the contractor not respond to a warranty request or dispute a warranty request, the Project Specialist shall set up a meeting with the Construction Manager, Architect and GC to review the warranty claim.
- All warranty items shall be inspected by the Project Specialist and/or Architect upon completion to ensure repairs are acceptable and complete.



## **Section 47 – Project Dedication**

- The Construction Manager shall confirm with the Chief Communications Officer whether or not a dedication ceremony will occur. Typically, this function occurs for Special Facilities that are dedicated to a selected namesake approved by the Board of Trustees.
- The Construction Manager shall assist the dedication process at the direction of the Chief Communications Officer.
- The Construction Manager shall ensure the following individuals are present during the date and time of the building dedication:
  - Project Specialist
  - Construction Manager
  - Architect
  - Engineer
  - General Contractor
  - Other Substantially Contracted Company Representative
- The Construction Manager shall provide a complete list of names of everyone attending from the list above to the Communications Department to coordinate with the Superintendent's speech where the parties are recognized for their contribution to the successful completion of the project.
- The logos of each company (Architect and General Contractor) are typically required to be submitted for the development of the Dedication Program handout. The Construction Manager shall obtain such logo files so they can be submitted to the Communications Department for their use in preparing the program document.