

Division 00 - Procurement and Contracting Requirements

March 201900 01 00 CONTRACTOR SAFETY REQUIREMENTS



The Pennsylvania State University endeavors to provide a safe and healthy environment for all students, employees and visitors. Likewise, the University seeks to facilitate the creation and maintenance of a safe and healthy work environment on all construction job sites. This program establishes a framework of safety and health requirements that must be met during all phases of construction activities at the University. These contractor safety requirements will be fully implemented and shall be complied with effective January 1, 2016. Please direct any questions or comments to Jonathan Risley jrr26@psu.edu or Don Fronk dlf21@psu.edu.

| Document | Version Date | Description |
|------------------------------------|---------------|----------------------|
| Contractor Safety Requirements | December 2018 | Safety Requirements |
| Site Specific Safety Plan Template | February 2013 | Safety Plan Template |

00 20 00 INSTRUCTIONS FOR PROCUREMENT

00 21 00 FRONT ENDS NON-DGS PROJECTS

These specifications are provided for insertion into the Project Manual of all bid projects. The design Professional must include the entire document (sections A-H). In some of the sections you will be required to make some project specific selections, instructions are contained within the document. These selections should be discussed with the Project Manager. Sections C and D (also the CM General Conditions) are samples provided for your information and should not be edited. Your Project Manager will provide a clean copy of section D (General Conditions) to you for incorporation into the specifications. You should include the "sample" contract in the specifications. The Professional is also responsible for coordinating the information in these documents with their own specifications.

| Document | Version Date | Description |
|--------------------|--------------|---|
| Section A | January 2019 | Notice to Bidders |
| Section B | January 2017 | Form of Proposal |
| Section C | January 2017 | Form of Agreement 1-C (sample) |
| Section D | January 2019 | General Conditions of the Contract (sample) |
| Section D1 | October 2001 | Notification of Contract Requirements Pertaining to the Prevailing Wage Act |
| Section E | October 2001 | List of Drawings |
| Section F (UP) | April 2019 | General Conduct of the Work and Special Requirements for University Park |
| Section F (non-UP) | April 2019 | General Conduct of the Work and Special Requirements the Commonwealth Campuses |
| Section F - (HMC) | July 2018 | General Conduct of the Work and Special Requirements for the Hershey Medical Center |
| Section G | October 2001 | Basis of Bids |
| Section H | October 2001 | Scope of Work |
| MBE-WBE Exhibit A | July 2017 | DBE Contractor / Supplier Utilization Form |

00 22 00 FRONT ENDS DGS PROJECTS

These specifications are provided for insertion into the Project Manual of all bid projects. The design Professional must include the entire document (sections A-H). In some of the sections you will be required to make some project specific selections, instructions are contained within the document. These selections should be discussed with the Project Manager. Sections C and D (also the CM General Conditions) are samples provided for your information and should not be edited. Your Project Manager will provide a clean copy of section D (General Conditions) to you for incorporation into the specifications. You should include the "sample" contract in the specifications. The Professional is also responsible for coordinating the information in these documents with their own specifications.

| Document | Version Date | Description |
|--------------------|---------------|---|
| Section A (DGS) | January 2019 | Notice to Bidders |
| Section B (DGS) | November 2015 | Form of Proposal |
| Section C (DGS) | January 2017 | Form of Agreement 1-C (sample) |
| Section D | January 2019 | General Conditions of the Contract (sample) |
| Section D1 | October 2001 | Notification of Contract Requirements Pertaining to the Prevailing Wage Act |
| Section E | October 2001 | List of Drawings |
| Section F (UP) | April 2019 | General Conduct of the Work and Special Requirements for University Park |
| Section F (non-UP) | April 2019 | General Conduct of the Work and Special Requirements for the Commonwealth Campuses |
| Section F - (HMC) | May 2011 | General Conduct of the Work and Special Requirements for Hershey Medical Center |
| Section G | October 2001 | Basis of Bids |
| Section H | October 2001 | Scope of Work |
| DGS Exhibits A-H | January 2007 | Exhibit A: Nondiscrimination Clause; Exhibit B: Contractor Integrity Provisions; Exhibit C: Contractor Responsibility Provisions; Exhibit D: Tax Liability Provisions; Exhibit E: Trade Practices Act Contract Clause; Exhibit F: Steel Products Procurement ACT Contract Clause; Exhibit G: Public Works Contractor's Bond Law of 1967 Contract Clause; Exhibit H: Pennsylvania Prevailing Wage Act Contract Clause. |
| DGS Section I | November 2012 | Small Diverse Business Requirements |
| DGS SDBUR | November 2017 | SDBUR - Small Diverse Business Utilization Report |
| DGS-SGC | February 2005 | Supplementary General Conditions of the Contract |

00 23 00 ONLINE BIDDING DOCUMENTS(2-C)



This section contains information and documents that pertain to projects utilizing Online Bidding(2-C).

| Document | Version Date | Description |
|-----------------------|--------------|--|
| QuestCDN Instructions | April 2015 | QuestCDN/Online Bidding - Instructions(PDF) on how to register for account and submit bid. |

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| QuestCDN Video Tutorial | April 2015 | QuestCDN/Online Bidding - Link to video containing step by step instructions on how to submit a bid via QuestCDN. |
| 2-C Contract (QuestCDN) | January 2019 | Form of Agreement (2-C) used when bidding via QuestCDN. |
| 2-C Contract (e-Builder) | March 2019 | Form of Agreement (2-C) used when bidding via e-Builder. |
| 2-C Project Request Form (QuestCDN) | March 2019 | Form for Project Leader or Professional to complete in order to advertise projects for online bidding via QuestCDN. Completed UP forms shall be submitted to jgw124@psu.edu and mlb24@psu.edu . Complete CS forms shall be submitted to rae12@psu.edu . |
| 2-C Project Request Form (e-Builder) | March 2019 | Form for Project Leader or Professional to complete in order to advertise projects for online bidding via e-Builder. Completed UP forms shall be submitted to jgw124@psu.edu and mlb24@psu.edu . Complete CS forms shall be submitted to rae12@psu.edu . |
| 2-C Process for PL's | April 2015 | Instructions on 2-C process for Project Leader or Professional. |
| 2-C Addendum Template (QuestCDN) | April 2015 | Addendum Template - Completed UP addenda shall be submitted to jgw124@psu.edu and mlb24@psu.edu . Complete CS forms shall be submitted to rae12@psu.edu . All text within addenda needs to be converted to black font and saved in pdf format prior to submission. |
| 2-C Addendum Template (e-Builder) | March 2019 | Addendum Template - Completed UP addenda shall be submitted to jgw124@psu.edu and mlb24@psu.edu . Complete CS forms shall be submitted to rae12@psu.edu . All text within addenda needs to be converted to black font and saved in pdf format prior to submission. |

00 24 00 JOB ORDER CONTRACTING (JOC) DOCUMENTS

This section contains information and documents that pertain to projects that utilize JOC.

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| JOC Process for PL's | September 2017 | Instructions on JOC process for Project Leader |
| JOC Project Request Form - PDF(Editable) | April 2015 | Completed forms shall be submitted to jgw124@psu.edu |
| JOC Sole Source Justification Form - PDF | April 2015 | Completed forms shall be submitted to jgw124@psu.edu |
| JOC Emergency Restoration Project Request Form | August 2016 | Completed forms shall be submitted to jgw124@psu.edu |
| JOC Emergency Restoration Guidelines | | Guidelines for JOC Emergency Restoration Program and Contractor contact info |
| JOC Proposal Review Instructions | April 2019 | The processes outlined in this document shall be used for all JOC proposal reviews |
| JOC Joint Scope/Pre-Bid Meeting Topics | | Topics/Outline for Joint Scope/Pre-Bid Meeting |

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| JOC Commitment Request Checklist | | Checklist for formally approving JOC proposals and tririga entry |
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00 30 00 JOB KIT

.01 Job Conference Guide

| Document | Version Date | Description |
|------------------------------|---------------|---|
| Initial Job Conference Guide | December 2010 | This interactive guide serves only to highlight certain contract administration requirements. This online guide contains links to all of the job kit documents (below). |

.02 Forms for Job Conference

| Document | Version Date | Description |
|-------------------------------------|---------------|--|
| Job Conference Sign-in Sheet | December 2007 | Use this form to log the attendees of the job conference |
| Job Conference Meeting Minutes Form | January 2012 | |
| After Hours Emergency Calls | April 2007 | |

.03 Prevailing Wage (Payroll)

| Document | Version Date | Description |
|---|---------------|-------------|
| Commonwealth of PA Payroll Certification Notice | May 2008 | |
| Weekly Payroll Certification Forms | | |
| No Work Report | July 15, 2003 | |

.04 Payment Application

| Document | Version Date | Description |
|---|----------------|--|
| Certificate of Payment Checklist | September 2019 | |
| 2-C Certificate of Payment Checklist | September 2019 | |
| 2-C Certificate of Payment | September 2019 | 2-C Application/Certificate of Payment. Completed forms shall be submitted to the Contract Administration Financial Assistant. |
| Application/Certificate of Payment (COP) FORM (including Pencil Copy) | May 2011 | |
| Schedule of Values | | |
| Consent of Surety Company | July 15, 2003 | |
| Affidavit for Final Payment & Waiver of Mechanics' Lien | April 2017 | |
| Steel Certification Form | May 4, 2016 | |
| Construction proj Waste Management Plan - SAMPLE | August 2009 | |
| Demolition proj Construction Waste Management Plan - SAMPLE | August 2009 | |

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| Site Specific Safety Plan Template | February 2013 | |
| PSU Diverse Business Utilization Report (FOR NON DGS PROJECTS) | October 2017 | |
| DGS SDBUR (For DGS Projects only) | November 2017 | |
| OSHA Recordable Form | April 2017 | |
| Waste Diversion Calculator | June 2018 | Excel spreadsheet for documenting project waste outcomes. |

.05 Change Order

| Document | Version Date | Description |
|---|-----------------|--------------------------------|
| Change Order Process | July 15, 2003 | |
| Change Order Summary and Cost Breakdown Forms | July 2005 | |
| Tax Exempt Items | July 15, 2005 | |
| ACT 45 Exemption Carve-Out | January 2, 2003 | |
| Change Order Letter-SAMPLE 1 | July 15, 2003 | Sidney Professional Letter |
| Change Order Letter-SAMPLE 2 | July 15, 2003 | Joe Contractor Letter |
| Change Order Summary-SAMPLE | August 2004 | |
| Change Order Letter-SAMPLE 3 | July 15, 2003 | Bill Subcontractor Letter |
| Cost Breakdown-SAMPLE | August 2004 | |
| Change Order Letter-SAMPLE 4 | July 15, 2003 | Quick Buck Rental Company |
| Change Order Letter-SAMPLE 5 | July 15, 2003 | Speedy Electric Supply Company |

.06 Forms and Certificates

| Document | Version Date | Description |
|--|------------------|-------------|
| Substantial Completion Inspection Report | July 16, 2014 | |
| Lead-Free Plumbing Material Certification | January 2, 2003 | |
| Refrigerant Equipment Installation Form | December 2010 | |
| Title V New Emission Source Information | July 15, 2003 | |
| Fire Hydrant Meter Lease Request Procedure | February 2, 2004 | |
| Hot Work Permit | June 2004 | |
| Erosion and Sedimentation Control Inspection Log Sheet | | |
| Utility Interruption Notification Form | September 2012 | |
| Columbia Gas Line Routing Map | January 15, 2015 | |
| Federal Clean Air Act Form | | |
| Contractor Spill Reporting and Fuel Handling | August 20, 2014 | |

.07 Stormwater Information

| Document | Version Date | Description |
|--|--------------|-------------|
| When It Rains, It Drains | | |
| Don't Let Storm Water Run Off With Your Time and Money | | |

.08 Close-Out

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| Contractor Performance Evaluation Instructions | 2008 | |
| Contractor Performance Evaluation Form | 2008 | |

00 50 00 CONTRACTING FORMS AND SUPPLEMENTS

The documents in this section are provided for use during the project design and construction processes. They are Penn State's preferred format and we recommend you copy and use them for projects on our campuses.

| Document | Version Date | Description |
|---|---------------|---|
| Addenda | July 2002 | This word document contains the content and format that Penn State expects the Professional to use when issuing Addenda. |
| Project Web Form | June 2018 | This form is used to request that a project is posted to the Office of Physical Plant web site. |
| Project Web Form-Additional Pages | June 2018 | This is a supplement to the Project Web Form. It is used only when the number of Bid Packages exceeds the number of spaces on the Project Web Form. |
| Prevailing Wage Request Form | March 2012 | The Project Leader, Professional, or Construction Manager shall use this Form to request Pennsylvania prevailing wages for construction projects where the estimated project cost is at least \$25,000. |
| Bid Tab (blank) | February 2015 | This Excel template is used to assist the Professional in preparing the Bid Tab for any Penn State project. The Bid Tab will indicate Expected Bidders, Base Bid, and other information per Section B (Form of Proposal) of the Project Manual. |
| Change Order Summary and Cost Breakdown Forms | August 2004 | These forms shall be used on all change orders submitted on University projects. The Cost Breakdown Forms are to be completed by the prime contractor and any subcontractor (regardless of tier) performing work under the change order. Contractors and subcontractors are required to submit all supporting documentation along with these forms to support the cost requested. Change orders will not be processed without the correct forms and supporting documentation. |
| Consent of Owner to Use of Contingency | April 2002 | This form is to be completed by Construction Managers and approved by Project Managers before use of any contingency funds. |

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| Job Conference Meeting Minutes | January 2014 | This word document contains the content and format that Penn State expects the Professional to use to record Job Conference minutes. |
| Utility Interruption Notification Form | November 2007 | This is a sample form utilized to inform and receive approval from our customers that they will be without certain utilities, Life Safety Systems, or a reduction/outage of HVAC System, due to our technicians performing work to resolve the problem. |

00 51 00 MISCELLANEOUS FORMS

| Document | Version Date | Description |
|--|----------------|---|
| Title V New Emission Source Information | August 2001 | The University's Title V permit requires all new emission sources installed be tracked, "permitted" and reported. The professional must provide the information requested as it becomes available (starting with the design process). |
| Environmental Quality Board (EQB) | April 2000 | The professional must submit projects involving proposed changes to the exterior of a building for review during the design process. The following document outlines the procedure for doing this. |
| Utility Demand and Consumption Form | August 2019 | The Professional shall complete this form on all their projects. It is used to inform the University of the impact of your project on the distribution system capacity. It needs to be submitted during the Preliminary Design review submission and during the Final Design submission. |
| Design Phase Deliverables | September 2011 | Minimum requirements for documents submitted to the University for Owner Review. |
| Background Check Policy | January 2013 | Background check requirement for construction contracts and professional agreements. |
| Load Determination Form | October 2014 | The Professional shall complete this form for all projects that involve new buildings, major renovations, new electrical services or electrical service upgrades. It is used to inform the University of the impact to the distribution system capacity and the building or facility's distribution system. |
| Penn State Capital Projects Guidebook | July 2017 | The purpose of the Project Delivery System (PDS) is to provide project requirement details necessary for developing and executing Penn State University new construction or renovation projects greater than \$5,000,000. |
| Capital Project Delivery System Overview Diagram & Phase Deliverables Charts | July 2017 | The Penn State Project Delivery System Stage Gate Process is based on a high-level segmentation and sequencing of Project activities – stages separated by decision points – in order to guide Project activities and gather information for sound management decisions. |

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| Environmental Systems Criteria Matrix | November 2010, last review July 2019 | Mechanical Systems; space performance criteria for Environmental Systems. This is a Requirement in the Design Phase Deliverables document, to be first Submitted as an "initial Draft" during the Schematic Design Phase for HVAC. |
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00 52 00 PROFESSIONAL AGREEMENTS

The following documents are examples of Owner-Professional agreements that Penn State will enter into with Professionals to perform design work for them. The agreement contains the rights and responsibilities of the parties. These are sample documents, for reference only. The actual agreement will be provided and completed by the Design and Construction division.

| Document | Version Date | Description |
|--------------------------------|--------------|---|
| Form of Agreement 1-P (sample) | October 2019 | Long version form of the Owner-Professional agreement. It is used when Penn State wants full design services. |
| Form of Agreement 1-S (sample) | May 2019 | Short version form of the Owner-Professional agreement. It is used when Penn State wants limited Professional services. For example, a feasibility study. |
| DGS Exhibit (Professional) | October 2018 | Exhibit used when contracting for design under a Pennsylvania Department of General Services (DGS) delegated project. |

00 53 00 CONSTRUCTION MANAGER AGREEMENTS

| Document | Version Date | Description |
|-----------------------------|--------------|---|
| 1-CM-GMP General Conditions | January 2019 | General Conditions of the 1-CM-GMP agreement. |
| Form of Agreement 1-CM-GMP | January 2019 | (sample) |
| Form of Agreement 1-CM-A | January 2016 | (sample) |

00 54 00 DESIGN BUILD AGREEMENTS

| Document | Version Date | Description |
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00 55 00 EVALUATIONS

00 55 01 Contractor Performance Evaluation

| Document | Version Date | Description |
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| Contractor Evaluation Form | January 2008 | |
| Contractor Evaluation Instructions | January 2008 | |

00 55 02 Professional Performance Evaluation

| Document | Version Date | Description |
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| AE Professional Evaluation Form | January 2008 | |
| AE Professional Evaluation Instructions | January 2008 | |

00 56 00 BIM Execution Planning

| Document | Version Date | Description |
|--|--------------|--|
| OPP BIM Contract Addendum | October 2017 | Standard OPP BIM Contract addendum for new construction and major renovations. |
| BIM Project Execution Plan | May 2018 | This template is a tool that is provided to assist in the development of a BIM project execution plan as required per contract. It was adapted from the buildingSMART alliance™ (bSa) Project "BIM Project Execution Planning" as developed by the Computer Integrated Construction (CIC) Research Group of the Pennsylvania State University. |
| Facility Asset Attribute List | Aug 2012 | Assets and their attributes required in the Record model. |
| BIM Information Exchanges - LOD Matrix | March 2012 | This worksheet is a guide for the project team to define model creation scope of work and model level of development. |