

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.

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.

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

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	October 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	

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

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.

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.

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
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.