

# OFFICE OF STATE ENGINEER

## MANUAL FOR PLANNING AND EXECUTION OF STATE PERMANENT IMPROVEMENTS

### 2023 EDITION

#### TABLE OF CONTENTS

#### CHAPTER 1

##### **GENERAL INFORMATION**

- 1.1 ..... Related Statutory Authority
- 1.2 ..... Role of the State Engineer and Office of the State Engineer (OSE)
- 1.3 ..... Purpose of this Manual
- 1.4 ..... Organization
- 1.5 ..... Key Definitions
- 1.6 ..... Agency Responsibilities
- 1.7 ..... General Procurement Information
- 1.8 ..... Unauthorized Procurements
- 1.9 ..... Relationship between Local Officials and State Agencies
- 1.10 ..... Freedom of Information Act and Trade Secrets Act
- 1.11 ..... Legal Remedies for Solicitation and Awards
- 1.12 ..... Legal Remedies for Contract Controversies

#### CHAPTER 2

##### ***UNDER REVIEW***

#### CHAPTER 3

##### **PROJECT PLANNING**

- 3.1 ..... Related Statutory Authority
- 3.2 ..... Strategic Planning
- 3.3 ..... Defining/Programming the Project
- 3.4 ..... Selecting a Project Delivery Method
- 3.5 ..... Prequalification of Prime Contractors/Subcontractors for Design-Bid-Build
- 3.6 ..... Selecting Performance and Payment Security
- 3.7 ..... Establishing the Project
- 3.8 ..... Performance Evaluation

#### CHAPTER 4

##### **PROCURING PROFESSIONAL SERVICES INDEPENDENT OF CONSTRUCTION SERVICES**

- 4.1 ..... Related Statutory Authority
- 4.2 ..... Definitions
- 4.3 ..... Small Professional Services Contracts (Fees of \$50,000 or Less)
- 4.4 ..... Large Professional Services Contracts
- 4.5 ..... Professional Services Indefinite Quantity Contracts (IDQs)
- 4.6 ..... Procedures for Amending Professional Services Contracts
- 4.7 ..... Sole Source and Emergency Selection of Professional Services
- 4.8 ..... Professional Liability Insurance
- 4.9 ..... Design Professional Errors and Omissions

## **CHAPTER 5**

### **DESIGN/CONSTRUCTION DOCUMENT & CONSTRUCTION STANDARDS**

- 5.1 ..... Related Statutory Authority
- 5.2 ..... Authority Having Jurisdiction
- 5.3 ..... Codes and Standards
- 5.4 ..... Flood Hazard Area Development
- 5.5 ..... Information Technology Requirements
- 5.6 ..... Existing Structures – Special Considerations
- 5.7 ..... Modular Buildings
- 5.8 ..... Prohibited Building Materials
- 5.9 ..... Design Related Construction Coordination, Permits and Approvals
- 5.10 ..... Energy Conservation and Sustainable Construction
- 5.11 ..... Green Purchasing Initiative
- 5.12 ..... Required Inspection Services
- 5.13 ..... Non-Restrictive Specifications
- 5.14 ..... Document Submittals to OSE
- 5.15 ..... Project Name and Number
- 5.16 ..... Drawings
- 5.17 ..... Project Manual
- 5.18 ..... Special Bidding Requirements
- 5.19 ..... Design Submittal Requirements
- 5.20 ..... OSE Review and Approval Process

## **CHAPTER 6**

### **PROCUREMENT OF DESIGN-BID-BUILD CONSTRUCTION CONTRACTOR – COMPETITIVE SEALED BIDDING (Procurements Greater Than \$100,000.)**

- 6.1 ..... Related Statutory Authority
- 6.2 ..... Advertising Projects for Bidding
- 6.3 ..... Pre-Bid Conferences and Site Visits
- 6.4 ..... Addenda
- 6.5 ..... Bid Postponement
- 6.6 ..... Bid Cancellation
- 6.7 ..... Bid Openings
- 6.8 ..... Bid Withdrawal, Modification, or Correction
- 6.9 ..... Immediately After Bid Opening
- 6.10 ..... Determination of Bidders' Responsiveness
- 6.11 ..... Determination of Bidder's Responsibility
- 6.12 ..... Tie Bids
- 6.13 ..... Required Bid Tabulation
- 6.14 ..... Extending Bid Expiration Period
- 6.15 ..... Rejection of All Bids
- 6.16 ..... Re-Bidding Projects
- 6.17 ..... Permitted Negotiations after Unsuccessful Bidding
- 6.18 ..... Insufficient Funds Authorized by Form A-1
- 6.19 ..... Notice of Intent to Award
- 6.20 ..... Contract Execution Waiting Period
- 6.21 ..... Submitting the Contract to Contractor for Execution
- 6.22 ..... Reviewing Certificate of Insurance and Performance and Payment Bonds
- 6.23 ..... Return of Bid Security and Disposition of Bids

**CHAPTER 7****CONSTRUCTION CONTRACT ADMINISTRATION – DESIGN-BID-BUILD**

- 7.1 ..... Related Statutory Authority
- 7.2 ..... Inspection and Testing Services
- 7.3 ..... Building / Construction Permit
- 7.4 ..... Pre-Construction Conference
- 7.5 ..... Notice to Proceed
- 7.6 ..... Construction Schedules
- 7.7 ..... Shop Drawings
- 7.8 ..... Evaluation of Substitutions
- 7.9 ..... Substitution of Subcontractors
- 7.10 ..... Change Orders
- 7.11 ..... Change Orders: Delays and Time
- 7.12 ..... Change Directives
- 7.13 ..... Resolution of Construction Claims and Disputes between Contractor and Agency
- 7.14 ..... Claims by Others
- 7.15 ..... Disputes or Unresolved Claims
- 7.16 ..... Application and Certification for Payment
- 7.17 ..... Progress Payments to Contractors
- 7.18 ..... Withholding Payment to Contractors
- 7.19 ..... Retained Amounts of Progress Payments (Retainage)
- 7.20 ..... Substantial Completion
- 7.21 ..... Certificate of Occupancy / Use
- 7.22 ..... Record Documents
- 7.23 ..... Final Completion
- 7.24 ..... Contract Closure and Final Payment
- 7.25 ..... One-Year Corrective Work Period
- 7.26 ..... Project Close-Out

**CHAPTER 8****MISCELLANEOUS PROCUREMENTS**

- 8.1 ..... Related Statutory Authority
- 8.2 ..... Types of Miscellaneous Procurements
- 8.3 ..... Small Purchases
- 8.4 ..... Sole Source Procurements
- 8.5 ..... Emergency Procurements
- 8.6 ..... Brand Name Only and Brand Name or Equal Specifications

**CHAPTER 9****INDEFINITE QUANTITY AND TASK ORDER CONTRACTS**

- 9.1 ..... Related Statutory Authority
- 9.2 ..... Definitions
- 9.3 ..... General Requirements for Solicitation of an Indefinite Quantity Contract (IDQ)
- 9.4 ..... Professional Services Indefinite Quantity Contracting
- 9.5 ..... General Requirements for Solicitation of a Task Order Contract (TOC)
- 9.6 ..... Construction Services Task Order Contracting

**CHAPTER 10****REAL PROPERTY**

- 10.1 ..... Related Statutory Authority
- 10.2 ..... Acquisition of Real Property
- 10.3 ..... Demolition of Real Property
- 10.4 ..... Moving Real Property
- 10.5 ..... Sale of Real Property
- 10.6 ..... Lease-Purchase Arrangements
- 10.7 ..... Leasing and Renovation of State Property by Others
- 10.8 ..... Leasing and Renovation of Non-State Property by a State Agency

**CHAPTER 11****CONSTRUCTION MANAGEMENT AT RISK**

- 11.1 ..... Related Statutory Authority
- 11.2 ..... Definitions
- 11.3 ..... Special Considerations for CM-R
- 11.4 ..... Source Selection Method
- 11.5 ..... Selection Committee Structure and Staffing for the RFP Process
- 11.6 ..... Selection Committee Meetings
- 11.7 ..... Selection Plan for the RFP Process
- 11.8 ..... Request for Qualifications
- 11.9 ..... Request for Proposals
- 11.10 ..... Potential Offeror's Participation in a Report or Study Used in Preparation of Design Requirements
- 11.11 ..... Receipt, Opening and Registering of Proposals
- 11.12 ..... Permissible Communications with Offerors After Opening but Before Award
- 11.13 ..... Rejection of Proposals Withdrawals of Proposals and Cancellation of Solicitation
- 11.14 ..... Interviews, Evaluations and Ranking of Proposals
- 11.15 ..... Approval of the Recommendation
- 11.16 ..... Negotiations of the Contract
- 11.17 ..... Notice of Intent to Award
- 11.18 ..... Contract Execution Waiting Period
- 11.19 ..... Executing the Contract
- 11.20 ..... Debriefing Unsuccessful Offerors After Notice of Award
- 11.21 ..... Preconstruction Services
- 11.22 ..... Negotiation the Guaranteed Maximum Price (GMP)
- 11.23 ..... OSE Concurrence with the Request for Authority to Execute Exhibit "A"
- 11.24 ..... Notice to Proceed with Construction Services
- 11.25 ..... Inspection and Testing Services
- 11.26 ..... Building / Construction Permit
- 11.27 ..... Certificate of Insurance and Performance and Payment Bonds
- 11.28 ..... Change Orders
- 11.29 ..... Change Order: Delays and Time
- 11.30 ..... Change Directives
- 11.31 ..... Resolution of Construction Claims and Disputes Between the Contractor and the Agency
- 11.32 ..... Payments to the Contractor
- 11.33 ..... Substantial Completion
- 11.34 ..... Certificate of Occupancy / Use
- 11.35 ..... Record Documents
- 11.36 ..... Final Completion
- 11.37 ..... Contract Closure and Final Payment
- 11.38 ..... One-Year Corrective Work Period
- 11.39 ..... Project Close-Out

**CHAPTER 12****DESIGN-BUILD, DESIGN-BUILD-OPERATE-MAINTAIN & DESIGN-BUILD-FINANCE-OPERATE-MAINTAIN  
(Includes DESIGN-BUILD GUARANTEED ENERGY SAVINGS CONTRACTS)**

- 12.1 ..... Related Statutory Authority
- 12.2 ..... Definitions
- 12.3 ..... Special Consideration for Design-Build
- 12.4 ..... Source Selection Method
- 12.5 ..... Selection Committee Structure and Staffing for the RFP Process
- 12.6 ..... Selection Committee Meetings
- 12.7 ..... Selection Plan for the RFP Process
- 12.8 ..... Request for Qualifications
- 12.9 ..... Request for Proposals
- 12.10 ..... Requirement for Independent Peer Reviewer
- 12.11 ..... Potential Offeror's Participation in a Report or Study Used in Preparation of Design Requirements
- 12.12 ..... Receipt, Opening and Register of Proposals
- 12.13 ..... Permissible Communications with Offerors after Opening but Before Award

**CHAPTER 12 (cont.)**

12.14 .....	Rejection of Proposals, Withdrawal of Proposals and Cancellation of Solicitation
12.15 .....	Interviews, Evaluation and Ranking of Proposals
12.16 .....	Approval of the Recommendation
12.17 .....	Negotiation of the Contract
12.18 .....	Notice of Intent to Award
12.19 .....	Contract Execution Waiting Period
12.20 .....	Executing the Contract
12.21 .....	Debriefing Unsuccessful Offerors after Notice of Award
12.22 .....	Inspection and Testing Services
12.23 .....	Building / Construction Permit
12.24 .....	Submittal of Design Document to OSE
12.25 .....	Change Orders
12.26 .....	Change Orders: Delays and Time
12.27 .....	Change Directives
12.28 .....	Resolution of Claims and Disputes between the Design-Builder and Agency
12.29 .....	Payments to the Design-Builder
12.30 .....	Substantial Completion
12.31 .....	Certificate of Occupancy / Use
12.32 .....	Record Documents
12.33 .....	Final Completion
12.34 .....	Contract Closure and Final Payment
12.35 .....	One Year Corrective Work Period
12.36 .....	Project Close-Out
12.37 .....	Additional Resources

**CHAPTER 13****AGENCY CERTIFICATION FOR CONSTRUCTION PROCUREMENT AND DELEGATED CODE REVIEW**

13.1 .....	Related Statutory Authority
13.2 .....	Delegation of Construction Procurement Authority
13.3 .....	Certification Request Procedures
13.4 .....	Audit and Record Retention Requirements
13.5 .....	In-House Construction Projects
13.6 .....	Certification Violations
13.7 .....	Delegation of Building Code Enforcement Authority

## **APPENDIX A – PROFESSIONAL SERVICES**

### **A.1 – Forms for Use in Procuring and Administering Professional Services Contracts**

- SE-210 ..... Invitation for Professional Services
- SE-211 ..... Selection Committee Report for Interview Selection
- SE-212 ..... Notification of Selection for Interview
- SE-214 ..... Professional Services Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-215 ..... Professional Services Selection Committee Member – A/E Evaluation
- SE-217 ..... Professional Services Selection Committee Summary
- SE-219 ..... Notification of Selection for Professional Services Contract
- SE-220 ..... Request for Concurrence in Posting Notice of Intent to Award Professional Services Contract
- SE-221 ..... Notice of Intent to Award - Professional Services Contract
- SE-230 ..... Transmittal of Small Professional Services Contract - For Information Only
- SE-232 ..... Transmittal of Amendment to Small Professional Services Contract - For Information Only
- SE-232, Pg 2 ..... Amendment Request Summary – Small Professional Services Contract
- SE-260 ..... Amendment to Professional Services Contract
- SE-260, Pg 2 ..... Amendment Request Summary – Professional Services Contract

### **A.2 – Professional Services Contracts**

- SE-235 ..... Professional Incidental Services Contract
- SE-240 ..... Small Professional Services Contract for Construction Projects

## **APPENDIX B – DESIGN-BID-BUILD**

### **B.1 – Forms for Use in Procuring and Administering Construction Services Contracts**

- SE-310..... Invitation for Design-Bid-Build Construction Services
- SE-310, Pg 2..... Invitation for Design-Bid-Build Construction Services – Project Information
- SE-330..... Lump Sum Bid Form
- SE-355..... Performance Bond
- SE-357..... Labor & Material Payment Bond
- SE-360..... Request for Concurrence in Posting Notice of Intent to Award Design-Bid-Build Contract
- SE-370..... Notice of Intent to Award - Design-Bid-Build Contract
- SE-371..... Design Documents Transmittal Form – Design-Bid-Build
- SE-380..... Change Order to Design-Bid-Build Contract
- SE-380, Pg 2..... Change Order Request Summary – Design-Bid-Build
- SE-390..... Notice to Proceed – Design-Bid-Build Contract
- Table of Contents – Design-Bid-Build Project Manual

### **B.2 – Documents, Forms and Guides**

- Design and Construction Documents and Forms – Design-Bid-Build
- Guide for Organizing & Completing Project Manual – Design-Bid-Build between \$10K and \$100K
- Guide for Organizing & Completing Project Manual – Design-Bid-Build over \$100K
- Pre-Bid Conference Discussion Items
- Pre-Construction Conference Discussion Items

### **B.3 – Small Purchase Forms & Contract**

- SE-311..... Invitation for Minor Construction Quotes
- SE-311, Pg 2..... Invitation for Minor Construction Quotes – Project Information
- SE-331..... Quote Form
- SE-333..... Quote Form with Unit Prices
- SE-355..... Performance Bond
- SE-357..... Labor & Material Payment Bond
- SE-375..... Notice of Award - Minor Construction Contract
- SE-377..... Minor Construction Contract
- SE-381..... Change Order to Minor Construction Contract
- SE-381, Pg 2..... Change Order Request Summary - Minor Construction
- SE-391..... Notice to Proceed – Minor Construction Contract
- Table of Contents – Minor Construction Project Manual

**B.4 – Forms for Use in Prequalifying Prime Contractors/Subcontractors for Design-Bid-Build**

- Contractors Statement of Qualifications & Questionnaire
- SE-110..... Invitation for Construction Prequalification
- SE-114..... Construction Prequalification Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-115..... Construction Prequalification Selection Committee Member – Contractor Evaluation
- SE-117..... Construction Prequalification Selection Committee Summary
- SE-160..... Request for Approval of Prequalified Contractors for Construction
- SE-170..... Notice of Prequalification of Contractors – Design-Bid-Build

**APPENDIX C - CONSTRUCTION MANAGEMENT AT RISK (CM-R)****C.1 – Forms for Use in Procuring and Administering Construction Management at Risk Projects**

- SE-410 ..... Invitation for Construction Management at Risk Services
- SE-411 ..... Register of Responding Firms – CM-R
- SE-412 ..... CM-R Selection Committee Report for Prequalification
- SE-414 ..... CM-R Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-415 ..... CM-R Selection Committee Member – RFP Evaluation
- SE-417 ..... CM-R Selection Committee Summary - RFP
- SE-460 ..... Request for Concurrence in Posting Notice of Intent to Award CM-R Contract
- SE-461 ..... Permits and Project Information – CM-R Contract
- SE-470 ..... Notice of Intent to Award - CM-R Contract
- SE-471 ..... Design Documents Transmittal Form – CM-R
- SE-480 ..... Change Order to CM-R Contract
- SE-480, Pg 2 ..... Change Order Request Summary - CM-R
- SE-490 ..... Notice to Proceed – CM-R Construction Services
- SE-491 ..... Notice to Proceed – CM-R Pre-Construction Services

**C.2 – Clauses for Use on Construction Management At-Risk Projects**

- Clauses for Use in Construction Management At-Risk RFQ
- Standard Modifications to the A201-2017 For Use with the A133-2009

**APPENDIX D – INDEFINITE QUANTITY AND TASK ORDER CONTRACTS****D.1 – Forms for Use in Procuring and Administering Indefinite Quantity Contracts**

- SE-600 ..... Request to Award Multiple IDQ Contracts for the Same Services
- SE-610 ..... Invitation for Indefinite Quantity Contract
- SE-611 ..... Selection Committee Report for Interview Selection – IDQ
- SE-612 ..... Notification of Selection for Interview - IDQ
- SE-614 ..... Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-615 ..... IDQ Selection Committee Member - A/E Evaluation
- SE-617 ..... IDQ Selection Committee Summary
- SE-619 ..... Notification of Selection for Contract Award - IDQ
- SE-620 ..... Request for Concurrence in Posting Notice of Intent to Award IDQ Contract
- SE-621 ..... Notice of Intent to Award IDQ Contract
- SE-630 ..... Transmittal of Small Indefinite Quantity Contract - For Information Only

**D.2 – Indefinite Quantity Contracts and Delivery Orders**

- SE-635 ..... Indefinite Quantity Contract Delivery Order – Small Contract
- SE-638 ..... Indefinite Quantity Contract Delivery Order Modification – Small Contract
- SE-640 ..... Indefinite Quantity Contract
- SE-645 ..... Indefinite Quantity Contract Delivery Order – Large Contract
- SE-648 ..... Indefinite Quantity Contract Delivery Order Modification – Large Contract

**D.3 – Forms for Use in Procuring and Administering Task Order Contracts**

- Contractors Statement of Qualifications & Questionnaire
- SE-614 ..... Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-655 ..... Invitation for Task Order Contract
- SE-657 ..... TOC Selection Committee Member - Contractor Evaluation
- SE-658 ..... TOC Selection Committee Summary
- SE-660 ..... Request for Concurrence in Posting Notice of Intent to Award – Task Order Contract
- SE-670 ..... Notice of Intent to Award - Task Order Contract
- Table of Contents – Task Order Project Manual

**D.4 – Task Order Contracts and Task Orders**

- SE-680 ..... Task Order Contract
- SE-685 ..... General Conditions to Task Order Contract
- SE-690 ..... Construction Services Task Order
- SE-695 ..... Construction Services Task Order Modification

**APPENDIX E – DESIGN-BUILD (DBx)****E.1 - Forms for Use in Procuring and Administering Design-Build Projects**

- SE-710 ..... Invitation for Design-Build Services
- SE-711 ..... Register of Responding Firms – Design-Build
- SE-712 ..... D-B Selection Committee Report for Prequalification
- SE-714 ..... D-B Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-715 ..... D-B Selection Committee Member – RFP Evaluation
- SE-717 ..... D-B Selection Committee Summary - RFP
- SE-760 ..... Request for Concurrence in Posting Notice of Intent to Award Design-Build Contract
- SE-761 ..... Permits and Project Information – Design-Build Contract
- SE-770 ..... Notice of Intent to Award - Design-Build Contract
- SE-771 ..... Design Documents Transmittal Form – Design-Build
- SE-780 ..... Change Order to Design-Build Contract
- SE-780, Pg 2 ..... Change Order Request Summary - Design-Build
- SE-790 ..... Notice to Proceed – Design-Build Contract

**E.2 - Forms for Use in Procuring and Administering GEWWC Projects**

- SE-801 ..... Selection Plan for GEWWC Services
- SE-808 ..... Request for Qualifications for GEWWC Services
- SE-810 ..... Invitation for Guaranteed Energy, Water and Wastewater Conservation Services
- SE-811 ..... Register of Responding Firms – GEWWC
- SE-812 ..... GEWWC Selection Committee Report for Prequalification
- SE-814 ..... GEWWC Selection Committee - Confidentiality & Conflict of Interest Policy
- SE-815 ..... GEWWC Selection Committee Member – RFP Evaluation
- SE-817 ..... GEWWC Selection Committee Summary - RFP
- SE-830 ..... GEWWC Request for Proposals
- SE-833 ..... GEWWC Contract (**coming soon**)
- SE-860 ..... Request for Concurrence in Posting Notice of Intent to Award GEWWC Contract
- SE-861 ..... Permits and Project Information - GEWWC Contract
- SE-870 ..... Notice of Intent to Award - GEWWC Contract
- SE-870M ..... Notice of Contingent Intent to Award - GEWWC Contract
- SE-880 ..... Change Order to Guaranteed Energy, Water and Wastewater Conservation Contract
- SE-880, Pg 2 ..... Change Order Request Summary - GEWWC
- SE-890 ..... Notice to Proceed – GEWWC Contract

**E.3 – Contracts and Clauses for Use on Design-Build Projects**

- Clauses for Use in Design-Build RFP
- SE-733 ..... Agreement Between Agency and Design-Builder
- SE-734 ..... General Condition of the Contract Between Agency and Design-Builder



## **APPENDIX F – OSE PERMITS AND MISCELLANEOUS FORMS**

### **F.1 – OSE Permits and Certificates**

- SE-510 ..... Permit to Develop in a Flood Hazard Area
- SE-550 ..... Certificate of Substantial Completion
- SE-560 ..... Certificate of Final Completion
- SE-580 ..... Building / Construction Permit
- SE-585 ..... Certificate of Occupancy / Use

### **F.2 – Sole Source, Emergency & Brand Name Only Justification Forms**

- MMO/OSE - 102.....Justification for Sole Source Procurement
- MMO/OSE – 102A.....Notice of Intent to Sole Source
- MMO/OSE - 103.....Justification for Emergency Procurement
- MMO/OSE – 103A.....Notice of Emergency
- MMO/OSE - 139.....Justification for Brand Name Only Specification

### **F.3 – Miscellaneous OSE Forms**

- SE-295 ..... Assessment of Damages - Professional Services Contract
- SE-297 ..... Professional Services Performance Evaluation
- SE-332 ..... Unit Price Bid Form
- SE-350 ..... Questionnaire for Contractors
- SE-395 ..... Assessment of Contract Liquidated Damages
- SE-397 ..... Construction Contractor Performance Evaluation

## **APPENDIX G – INSPECTIONS AND MATERIAL TESTING**

### **G.1 – Forms for Use with Inspections and Materials Testing**

- SE-955 ..... Inspection / Material Testing Order
- SE-955A..... Inspection / Material Testing Order Negotiation Worksheet
- SE-960 ..... Inspection / Material Testing Order Amendment
- SE-960A..... Inspection / Material Testing Order Amendment Worksheet
- SE-962 ..... Statement of Special Inspections Responsibilities
- SE-965 ..... Project Inspection / Material Testing Log
- SE-966 ..... Project Inspection / Material Testing Deficiency Log

### **G.2 – Guidelines for Inspections and Material Testing**

- Guidelines for Inspections and Material Testing

## **APPENDIX H - OSE CODE TABLES & CERTIFICATIONS**

### **H.1 – OSE Code Tables & Certifications (DO NOT MODIFY – Include As-Is on the Project Drawings)**

- Required Certifications
- Table 1 .....Flood Hazard Information
- Table 2 .....Soils & Site
- Table 3 .....Basic Building Code Information
- Table 3E.....Code Information for Additions, Alterations or Change of Occupancy to an Existing Structure
- Table 4 .....Building Height & Area
- Table 5 .....Building Design Occupant Load
- Table 6 .....General Fire Protection Requirements
- Table 7 .....Fire Resistance Rating of Building Elements
- Table 8 .....Structural Design Information
- Table 9 .....Plumbing Information
- Table 10 .....Mechanical Information
- Table 11 .....Electrical Information

### **H.2 – Design Related Construction Permits / Approvals**

- Design Related Construction Permits / Approvals

## **APPENDIX I- WEBSITE VERIFICATION FOR SURETY COMPANIES**

- Website Verification for Surety Companies

**APPENDIX J – SCOSE VERSION OF AIA DOCUMENTS – SAMPLES & COMPARITIVES**

---

**J.1 – SCOSE Versions of AIA Documents - Samples**

- A101-2017 Sample
- A132-2009 Sample
- A133-2009 Sample
- A201-2017 Sample
- A232-2009 Sample
- A701-2018 Sample
- B101-2017 Sample
- B132-2009 Sample
- B133-2014 Sample
- C132-2009 Sample

**J.2 – SCOSE Versions of AIA Documents – Comparative**

- A101-2017 Comparative
- A132-2009 Comparative
- A133-2009 Comparative
- A201-2017 Comparative
- A232-2009 Comparative
- A701-2018 Comparative
- B101-2017 Comparative
- B132-2009 Comparative
- B133-2014 Comparative
- C132-2009 Comparative