

SECTION 01 39 00 - PROJECT FORMS**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes standardized forms to be used for this project. Examples of the forms are provided at the end of this Section. Electronic versions of the forms listed below are available from the Construction Manager.
- B. Listing of approved project forms:
 - 1. Application for Payment, Periodic Payment and Continuation Sheet.
 - 2. Change Order (CO).
 - 3. Allowance Payment Request (APR).
 - 4. Field Work Order (FWO).
 - 5. Schedule of Values (SOV); used only when cost-loaded Critical Path Method Schedule is not required.
 - 6. Architect's Supplemental Instructions (ASI).
 - 7. Request for Information (RFI).
 - 8. Submittal Register.
 - 9. Contractor's Master Key Responsibility Agreement.
 - 10. Inspection Request.
 - 11. Notice of Non Compliance (DSA Form; for DSA Projects only).
 - 12. Notice of Non Compliance (SD Unified School District Form; for non-DSA Projects only).
 - 13. Request for Proposal (RFP).

PART 2 - PRODUCTS (Not Used)**PART 3 - EXECUTION (Not Used)**

END OF SECTION 01 39 00

San Diego Unified School District Guide Specifications
Section Version April 2015



Certificate of the Contractor or His Duly Authorized Representative

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St San Diego, CA 92111-1522

I certify that all items, units, quantities and prices of work and material shown on Sheet No.(s) _____ of this Periodic Estimate are correct; that all work has been performed and materials supplied in accordance with the terms and conditions of Contract No. _____ between the San Diego Unified School District and _____ dated _____ and all authorized changes thereto, that all of the terms and conditions of said contract required to have been met as of the date hereof have been fully complied with; that the following is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate, and that no part of the Amount Due: has been received.

Project Name: _____ Application No.: _____ Period To: _____

Contract Title: _____

1. ORIGINAL CONTRACT SUM	\$0.00
2. Net Change by Change Orders	\$0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$0.00
4. TOTAL COMPLETED & STORED TO DATE	\$0.00
(Column G on G703)	
5. RETAINAGE: Retainage is held at a rate of 5% until substantial completion. Total Retainage	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$0.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS PAID ON CERTIFICATES FOR PAYMENT (Line 7 + Line 10 from prior month certificate)	\$0.00
8. TOTAL ADD/DEDUCTIVE AMOUNTS	\$0.00
(Stop Notices, Non-Compliance, Insurance Certs)	
9. ADJUSTED PAYMENT DUE THIS PERIOD	\$0.00
10. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$0.00

Labor Compliance:	\$0.00
Stop Notices:	\$0.00
Back Charges:	\$0.00
Liquidated Damages:	\$0.00
Insurance Certs:	\$0.00
Total Adjustments:	\$0.00
AS-BUILTS CERTIFIED BY:	
<input type="checkbox"/>	_____

Contractor: _____ By: _____

Date: _____ Title: _____

CERTIFICATE OF OWNER'S SUPERVISING REPRESENTATIVE OR ARCHITECT IN CHARGE

I certify that I have verified this Periodic Estimate, that to the best of my knowledge and belief this is a true and correct statement of work performed and material supplied by the Contractor, that the Contractor's certified statement of his account and the amount due him is correct and just, and that all contractual obligations including in this Periodic Estimate have been performed in full accordance with the terms and conditions of the contractual documents and authorized changes thereto.

Name: _____ By: _____

Date: _____ Title: _____

CERTIFICATE OF OWNER'S INSPECTOR IN CHARGE

I certify that all work and material included in the Periodic Estimate have been inspected by me and have been found to comply with the terms and conditions of the contractual documents and authorized changes thereto.

Name: _____ Date: _____

Project Inspector

APPROVED FOR PAYMENT

By: _____ Date: _____ By: _____ Date: _____

Compliance & Construction
Contracts Supervisor

Construction Manager



Change Order

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St San Diego, CA 92111-1522

PROJECT:	NO:
ARCHITECT:	DATE:
CONTRACTOR:	DSA NO.:
TITLE:	CONTRACT:

Directions to Contractor:

You are not to proceed with modifications to the contract documents described herein until authorized by SDUSD. The price for this Change Order is full and complete compensation for any and all; (1) overhead incurred as a result of performing said changes; (2) delays in the completion of the project incurred as a result of performing said changes; (3) all equipment, materials, labor, field and home office overhead, indirect and direct consequential costs, mark-ups and profit necessary to complete the work. By executing this contract change order, the contractor agrees to proceed with this work as a change order per the general and special conditions of the contract and waives any rights to additional compensation arising out of the work listed in this change order, including without limitation, any claims relating to any cumulative effects of change orders, delays, productivity impact or interruption.

DESCRIPTION

The Contract Sum Prior To This Change Order Was:	\$0.00		
The Contract Sum Will Be Increased/Decreased By:	\$0.00	Extra:	\$0.00
The New Contract Sum Including This Change Order Is:	\$0.00	Credit:	\$0.00
The Contract Time Is Changed By:	X Days		\$0.00

THIS IS A UNILATERAL CHANGE ORDER. THE CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT.

General Contractor	_____	Date _____
Architect/Engineer	_____	Date _____
Construction Manager Review	_____	Date _____
Project Manager Review	_____	Date _____
Inspector Review	_____	Date _____

WITH ACCEPTANCE SIGNATURE THIS CHANGE ORDER MODIFIES THE CONTRACT BY THE AMOUNT AND TIME INDICATED AND THE CONTRACTOR IS AUTHORIZED TO PROCEED AS DIRECTED BY THE DISTRICT

Director, Construction Management Department Review _____ Date _____

Executive Director, Facilities Planning & Construction Acceptance _____ Date _____

Board of Education approval required for changes above \$100,000 or 10% cumulative CO rate

Order by Board of Education, San Diego Unified School District _____ Date _____
Board Action Officer

This change order is X.XX% of the contract.



Allowance Payment Record

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St San Diego, CA 92111-1522

Project:

APR No.:

Title:

Date:

To:

Contract No.:

Directions to Contractor

Please submit an itemized quotation for the allowable charges to be paid from the project allowance. If payment is for reimbursement of fees paid, attach copies of all invoices and cancelled checks.

Description of Fees Paid or Work Performed

Allowance Title:		
	Scheduled Value	\$0.00
	Pending APRs	\$0.00
	Prev. Paid Applications	\$0.00
	This APR	\$0.00
	Balance	\$0.00

Actions

Contractor Signature _____ Date: _____

Architect Recommendation for Approval _____ Date: _____

Const. Mgr. Recommendation for Approval _____ Date: _____

Inspector Review _____ Date: _____

Project Manager Review _____ Date: _____

Issued By

Director, Const. Mgmt. Dept. _____ Date: _____



FIELD WORK ORDER

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St San Diego, CA 92111-1522

Project:	FWO	No.
Title:	Date:	
To:	Contract No.:	
	Inspector:	
	Req'd Start Date:	

Directions to Contractor
 This work is to be done on a documented time and material basis. Document all time, materials and equipment to the Project Inspector on a daily basis. Maintain a complete record of inspector signed daily documents for all costs for doing the work. The inspector signed documentation is required to be included in the CO that will follow. Notify the construction manager when you have reached 80% to 85% of the not to exceed figure below. Within fifteen (15) days the contractor is to furnish to the DISTRICT a detailed Price and/or time proposal in accordance with the contract documents. Upon receipt of this FWO, the contractor shall promptly commence and proceed diligently with this work.

Description of Work to be Performed:

Total: \$0

Justification

Construction Manager: _____ **Date:** _____

Director, Construction Management: _____ **Date:** _____

Executive Director: _____ **Date:** _____

Copy To: Architect, Project Manager, Project Inspector and Construction Office



SCHEDULE OF VALUES (SOV)

SAN DIEGO UNIFIED SCHOOL DISTRICT - Facilities Planning & Construction / Physical Plant Operations
 1120 La Jolla Village Drive, San Diego, CA 92114-3175

Contract # _____

File No. _____

Appl. No. - _____

Project: _____

Architect: _____

Contractor: _____

Contract Price: \$ _____

Approved Change Orders: \$ - Total Cost: \$ -

Item #	ITEM DESCRIPTION	SCHEDULED VALUE		PREVIOUS COMPLETION %	CUMULATIVE % COMPLETION TO DATE	PREVIOUS APPLICATION \$	WORK COMPLETED THIS PERIOD	EARNED TO DATE	BALANCE TO FINISH
		BC	only last month %	%	= previous X BC	TPC = EV - previous EV	EV = cumulative % X BC	CTC = BC - EV	
	ORIGINAL CONTRACT TOTAL	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
	REVISED CONTRACT TOTAL	\$ -	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
ALLOWANCES									
	BASE BID	0	0	0	\$ -	\$ -	\$ -	\$ -	\$ -
	CHANGE ORDERS		0	0	\$ -	\$ -	\$ -	\$ -	\$ -

Signature Page
 Name of School Site: _____

AUTHORIZED SIGNATURE _____ CONTRACTOR DATE _____
 CHECKED BY _____ ARCHITECT DATE _____
 CHECKED BY _____ INSPECTOR DATE _____
 CHECKED BY _____ PROJECT MANAGER DATE _____
 CHECKED BY _____ CONSTRUCTION MANAGER DATE _____



ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St San Diego, CA 92111-1522

Title:	ASI No.:
Project:	Date:
From:	Contract No.:
To:	
Attn:	

DIRECTIONS TO CONTRACTOR

Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in the Contract Price or Contract Time. Indicate your acceptance of these instructions for Minor Change to the Work as consistent with the Contract Documents and return a signed copy to the Architect and the Construction Manager.

If a change in the Contract Price or Contract Time is anticipated, **DO NOT PROCEED** with the work. Notify the Construction Manager and Architect within five (5) days for the DISTRICT'S review and evaluation.

The contractor shall note this change on "As-Built" or record drawings and specifications.

REMARKS

Signed:

Architect: _____ Date: _____

Signed:

Contractor: _____ Date: _____

Copy To: Construction Manager, Project Inspector, Project Manager

F_ASI_01



Request for Information

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St San Diego, CA 92111-1522

Project:	Document:	No.
Title:	Date:	
From:	Required Date:	
To:	Response Date:	

Question:

Proposed Solution:

Answer:



CONTRACTOR'S MASTER KEY RESPONSIBILITY AGREEMENT

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St. San Diego, CA 92111-1522

The undersigned superintendent for the contract's general contractor agrees to accept responsibility for the safekeeping and proper use of the school site's master keys. On behalf of the general contractor, the superintendent also agrees that the district will be reimbursed for all costs associated with the re-keying of the school site if the contractor's set of master keys are lost or stolen. This form must be completed in order to receive keys.

School: _____ Site Location #: _____

Project Name: _____ Date: _____

General Contractor: _____ Phone #: _____

DO NOT DUPLICATE. I UNDERSTAND THAT IF IT IS DETERMINED THAT KEYS HAVE BEEN DUPLICATED, OR REMOVED FROM THE CABLE, THE CONTRACTOR WILL BE CHARGED FOR RE-KEYING THE SITE.

ATTACH COPY OF DRIVER'S LICENSE AND KEYS ISSUED

Signature: _____ Print Name: _____

Key Issued By: _____ (_____) _____
Authorized Lock Shop Rep. # of Keys Authorized CM Dept. Rep.

To receive keys, call Mike Woehler at cell # 619-247-6212 or office # 858-627-7105 to arrange a time to pick up keys at the SDUSD Physical Plant Operations Center, 4860 Ruffner Street, San Diego, CA, 92111.

All keys must be returned to Mike Woehler, or other authorized personnel at project completion. Any keys not returned will result in the withholding of up to \$50,000 from available funds for re-keying the site.

NOTICE: ALL SCHOOL SITES ARE ALARMED! When entering a school site after regular school hours, the superintendent is required to notify School Police at 619-291-7678 upon entry. Provide the dispatcher with the name of the general contractor, and the names of the workers entering the area. School Police are to be notified when leaving the site, and the superintendent has verified the work area has been secured.

Date Key Returned: _____ Print Name: _____
Authorized CM Dept. Rep.

Received By: _____ Print Name: _____
Authorized Lock Shop Representative

RETURN COPY OF DRIVER'S LICENSE
KEYS ARE TO REMAIN CABLED FOR SECURITY PURPOSES

Estimated Date of Key Return: _____



INSPECTION REQUEST

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Rutter St. San Diego, CA 92111-1522

NOTE: 2 Working Day notice required per Specification Section 014001/014002, 1.8.B

Today's Date: _____

Project: _____

General / Prime Contractor: _____

Subcontractor: _____

Contact Person & Contact Phone #: _____

Type of Inspection: _____

Plan / Specification Reference: _____

Date / Time Inspection Needed: _____

Passed Not Passed

Notes / Corrections Required: _____

Reinspection Required?

Yes No

Inspector Name: _____

Inspector Signature: _____



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NOTICE OF DEVIATIONS/RESOLUTION OF DEVIATIONS

This form shall be completed by the Project Inspector, in accordance with California Code of Regulations, Title 24, Part 1, Section 4-342 (b).6. The Project Inspector shall provide a copy to the contractor, the architect/engineer and DSA.

School District/Owner:		DSA File #:	-
Project Name/School:		DSA App. #:	-
From: (Name of Project Inspector)		DSA Certification #:	DSA 152 Card #(s): (List all inspection card numbers for which this notice applies.)
To: (Name of Contractor)			
Notice #:	Date of Notice:		
Note that DSA approved construction documents, referred to below, are those portions of the construction documents, duly approved by the DSA, that contain information related to and affecting the Structural Safety, Fire/Life Safety and Accessibility portions of the project.			
1. REASON FOR NOTICE (Check applicable box.)			
<input type="checkbox"/>	Deviations from DSA approved construction documents. (Complete Section 2.)		
<input type="checkbox"/>	Resolution of previously notified deviations. (Complete Sections 2 and 3.)		
2. NOTIFICATION OF DEVIATIONS			
The following deviations have been brought to the contractor's attention and have not been corrected. Written notice is now being given and the deviations must be corrected prior to Project Inspector acceptance of the affected work. When all deviations have been corrected, the affected work must be re-inspected and Section 3 of this form completed by the Project Inspector.			
Description of Deviations		Plan Reference/ Specification Section	
3. PROJECT INSPECTOR VERIFICATION OF RESOLUTION OF DEVIATIONS			
All deviations noted above have been corrected and the affected work is in compliance with the DSA approved construction documents.			
NAME OF PROJECT INSPECTOR:		SIGNATURE:	DATE:

Submit completed form electronically to the DSA Regional Office with construction oversight authority for the project (see DSA Procedure PR 13-01).



NOTICE OF NON-COMPLIANCE (NON-DSA PROJECT)

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St. San Diego, CA 92111-1522

PROJECT:

DATE:

INSPECTOR NAME:

INSPECTOR CONTACT INFORMATION (PHONE #, E-MAIL ADDRESS):

NON-COMPLIANCE NUMBER: NCXX

GENERAL CONTRACTOR:

SUPERINTENDENT:

NATURE OF NON-COMPLIANCE:

PLAN REF.:

SPEC. REF.:

CODE REF.:

REMARKS:

INSPECTOR'S SIGNATURE: _____

=====

CONTRACTOR'S RESPONSE: _____

DATE CORRECTIVE ACTION COMPLETED: _____

ARCHITECT'S APPROVAL OF CORRECTION: _____ (if necessary)

INSPECTOR'S APPROVAL OF CORRECTION: _____ (required)

ADDITIONAL COMMENTS: _____

C: Architect, Construction Manager, Document Control



Request for Proposal

SAN DIEGO UNIFIED SCHOOL DISTRICT Facilities Planning & Construction / Physical Plant Operations
4860 Ruffner St San Diego, CA 92111-1522

Title:

Date:

Project:

Job:

To:

Contract No:

Directions to Contractor

Please submit and attach an itemized quotation within 15 calendar days for changes in the contract sum and/or time incidental to proceed with modifications to the contract documents described herein. You are not to proceed with the work until authorized by SDUSD. The submitted price for this Change Order is to be full and complete compensation to the contractor for performance of the change described below, and includes, but is not limited to compensation for any and all; (1) overhead incurred as a result of performing said changes; and (2) delays in the completion of the project incurred as a result of performing said changes.

Description of Change

By: _____ **Date:** _____

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