**INSTRUCTIONS TO DAS/CS PROJECT MANAGER (delete these Instructions after reading):**

Insert project-specific information as necessary.

To Insert Information in the Header: Double-Click on the header with the left mouse button. Insert information.

To Add More Rows: Click inside the table. Press the “tab” key, or right-click on your mouse and select “Insert” > “Insert Below”.

The purpose of the Contractor’s Scope Review Meeting is to review in detail the General Conditions, General Requirements, and additional requirements specific to the above-mentioned Project. The Contractor understands the below review checklist does not include all sections of the Contract Documents and the Contractor is responsible for reviewing, understanding and executing all Contract Documents related to the subject Project. This meeting’s intent is to highlight key sections of the General Conditions and General Requirements for review to ensure understanding and allow the Contractor to ask questions for clarification.

| **Invitation to Bid Review (edit as necessary)** | | |
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| **Contractor Concurrence Initial Box** | **Section** | **Summary/Details** |
|  | **SBE Set-Aside Participation:** |  |
|  | **MBE/WBE Set-Aside Participation:** |  |
|  | **Contract Time Allowed in Calendar Days:** |  |
|  | **Liquidated Damages per Calendar Days Beyond Substantial Completion:** |  |
|  | **Liquidated Damages per Calendar Days Beyond Ninety (90) Calendar Days After Substantial Completion:** |  |
|  | **Prevailing Wages Rates:** | Herein and posted on DOL website each July 1st. This is a Prevailing Wage Project w/ Annual Adjustments at no additional cost to the State. |

| **General Conditions Review (edit as necessary)** | | | | |
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| **Contractor**  **Concurrence Initial Box** | **Article** | | **Section** | |
| **No.** | **Title** | **No.** | **Requirement Summary** |
|  | **1** | **Definitions** | **1.1**  **thru**  **1.73** | All definitions are understood by Contractor. |
|  | **2** | **Conditions of Work** | **2.1 thru 2.7** | Examination of existing conditions compared with the Contract Documents.  Responsibility to report all errors, inconsistencies or omissions discovered.  Perform all Work in accordance with the Contract Documents and approved Submittals pursuant to Article 5.  Verification of all existing conditions and notification of any discrepancies; procedures, standards, process, requirements, etc are understood by Contractor.  Procedures, standards, process, requirements, etc are understood by Contractor. |
|  | **3** | **Correlation of Contract Documents** | **3.1.1 thru 3.6** | Document Precedence defined in detail. All addendum work is included.  Procedures, standards, process, requirements, etc are understood by Contractor. |
|  | **4** | **Commencement and Progress of Work** | **4.1 thru 4.11** | Notice to Proceed (will be issued at the Pre-Construction meeting). Time is of the essence.  No Compensation for Early Completion. Contractor agrees schedule is reasonable.  Procedures, standards, process, requirements, etc are understood by Contractor. |
| **4.4** | No Costs for Delay; Contractor agrees added work not on critical path – no add of time and cost. |
| **4.9 thru 4.10** | Full Time On-Site Competent Project Team through duration of contract. |
| **4.11** | Material Escalation Costs – None Allowed. |
|  | **5** | **Submittals, Product Data, Shop Drawings and Samples** | **5.1 thru 5.4** | Submit all Submittals including, but not limited to, product data, Shop Drawings and samples, with such promptness as to cause no delay in the Work.  Reference Submittal Schedule and review timeline sections.  Submission procedures, standards, process, requirements, etc. are understood by Contractor.  Major submissions should be included in the schedule.  No work shall be fabricated or installed without approval of A/E.  No damages for delays will be granted, even if deviating from approved Schedule.  Installation of unapproved and or not inspected work done by the Contractor is at their own risk of having to be removed. |
|  | **6** | **Separate Contracts** | **6.1 thru 6.5** | Procedures, standards, process, requirements, etc. for Work performed under separate Contracts are understood by Contractor. |
|  | **7** | **Cooperation of Trades** | **7.1 thru 7.2** | Procedures, standards, process, requirements, etc. are understood by Contractor.  Contractor is responsible for their Subcontractors and Suppliers.  This includes scheduling and coordination of deliveries. |
|  | **8** | **Damages** | **8.1 thru 8.4** | Procedures, standards, process, requirements, etc. are understood by Contractor.  Liquidated damages will be assessed after SC is granted if schedule is not modified by a change order for additional time. |
| **8.1.1** | Liquidated Damages – Substantial Completion. |
| **8.1.2** | Liquidated Damages – Acceptance. |
|  | **9** | **Minimum Wage Rates** | **9.1 thru 9.2** | Procedures, standards, process, requirements, etc. are understood by Contractor.  State Prevailing Wages apply.  If Federal Prevailing Wages apply, the higher value prevails should there be a difference between Federal and State Prevailing Wages.  This is a Prevailing Wage Project w/ Annual Adjustments (July) at no additional cost to the State.  Prevailing Wage Information is included within the Project Manual.  Payroll Certification Reporting forms are required for all Contractors on this site. |
|  | **10** | **Posting Minimum Wage Rates** | **10.1 thru 10.2** | Procedures, standards, process, requirements, etc. are understood by Contractor.  Applicable to all non-licensed trade workers.  Prevailing Wage Information is included within the Project Manual. |
|  | **11** | **Construction Schedules** | **11.1 thru 11.4** | Procedures, standards, process, requirements, etc. are understood by Contractor.  Construction Schedule due twenty-one (21) Calendar Days from Contract Start Date.  Preliminary Schedule due seven (7) Calendar Days from Contract Award.  Schedule of Submittals.  Submittal Review time for Owner is fourteen (14) Calendar Days.  Monthly Schedule Updates.  Requisitions for Payment will not be processed until Contractor has complied with this requirement. |
| **11.3** | Overtime, additional shifts, and increased manpower included as needed and/or applicable. |
|  | **12** | **Preference In Employment** | **12.1 thru 12.3** | Procedures, standards, process, requirements, etc. are understood by Contractor.  Labor to be performed by eligible individuals, having proper licensing to do the required work, and hold a minimum of OSHA 10 certification. |
|  | **13** | **Compensation for Changes in the Work** | **13.1 thru 13.11** | Procedures, standards, process, requirements, etc. are understood by Contractor.  Changes by the Owner. Compensation for Changes. Trade Discounts and rebates. Construction Change Directive. Commissioner issued Change Order. Contractor has fourteen (14) Calendar Days to issue and negotiate Change Order Proposal.  All changes must be in writing, understand the overhead and profit schedule, lack of response will be documented and not allowed for compensation if claimed. |
| **13.2** | Change Order or Construction Change Directive. |
| **13.9** | Resolution to disagreements in Changes (Construction Change Directive). |
| **—** | See Division 01 General Requirements -  Section 01 26 00 Contract Modification Procedures. |
|  | **14** | **Deleted Work** | **14.1 thru 14.2** | Procedures, standards, process, requirements, etc. for work removed or eliminated by the Agency are defined in detail and are understood by Contractor. |
|  | **15** | **Materials: Standards** | **15.1 thru 15.9** | Procedures, standards, process, requirements, etc. for Materials and Standards are understood by Contractor.  No extension of time for consideration of any Substitution or Equal.  Contractor shall bear the burden of proof for an Equal or Substitution. |
| **15.3.2** | Substitutions after Bid, reasons for substitutions. |
| **—** | See Division 01 General Requirements –  Section 01 25 00 Substitution Procedures. |
|  | **16** | **Inspections and Tests** | **16.1 thru 16.5** | Procedures, standards, process, requirements, etc. for Inspections and Testing are defined in detail and understood by Contractor.  Follow requirements for testing and commissioning as specified.  Contractor will be issued a Statement of Special Inspections prior to start of work. |
| **16.4** | Contractor is responsible for costs for Retesting and Correction of Work. |
| **16.5** | Contractor is responsible for costs for Commissioning Retesting. |
|  | **17** | **Royalties and Patents** | **17.1 thru 17.2** | Provide documentation for use of any patented or copyrighted material, or process if applicable and hold harmless the Owner as specified.  Procedures, standards, process, requirements, etc are defined in detail and understood by Contractor. |
|  | **18** | **Surveys, Permits and Regulations** | **18.1 thru 18.4** | Procedures, standards, process, requirements, etc. are defined and are understood by Contractor.  Survey(s) as necessary to complete the work as specified.  Permit(s) as required to perform the work.  Abide by building and safety codes relating to performance of the work.  CBYD.  Contractors to pay particular attention to the requirements of the General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities (DEEP-WPED-GP-015). Contractors will need to file for this permit at time of contract award and all associated costs of the permit and associated work is to be included with the total cost of the bidder’s proposal. |
|  | **19** | **Protection of the Work, Persons and Property** | **19.1 thru 19.10** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  All precautions and requirements are understood. |
| **19.5** | Designation and name of a qualified, responsible on-site staff person responsible for prevention of accidents. |
| **19.6** | Protect of excavations, trenches, buildings, and all items of Work from damage. |
| **19.7** | Construction and maintenance of all necessary temporary drainage and provide all pumping. |
| **19.8** | Snow removal required for access & protection of the work. |
| **19.10** | Cold weather protection of all Work from damage. |
| **—** | See Division 01 General Requirements -  Section 01 35 26 Government Safety Requirements. |
|  | **20** | **Temporary Utilities** | **20.1** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Responsibility for costs of all temporary utilities required for Project completion and protection of the Work understood by Contractor. |
| **—** | See Division 01 General Requirements -  Section 01 50 00 Temporary Facilities And Controls. |
|  | **21** | **Correction of Work** | **21.1 thru 21.7** | Procedures, standards, process, requirements, etc, are defined in detail and understood by Contractor.  All installed materials must be approved.  Installation of unapproved items may be removed at the expense of the Contractor and without added time to the schedule. |
|  | **22** | **Guarantees and Warranties** | **22.1 thru 22.2** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Eighteen (18) months from Substantial Completion is the standard **required** minimum, in addition to any special warranties as specified. |
|  | **23** | **Cutting, Fitting, Patching, and Digging** | **23.1 thru 23.2** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Contractor responsible for coordination of items. |
|  | **24** | **Cleaning Up** | **24.1** | The premises shall be kept free from accumulations of waste material or rubbish daily.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
| **24.2** | Prior to Acceptance of the Work, remove from site of the Work, all rubbish, all temporary structures, tools, scaffolding and surplus materials, supplies and equipment used in the performance of the Work.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **25** | **All Work Subject To Control Of The Commissioner** | **25.1 thru 25.6** | Responsibility for costs of all temporary utilities required for Project completion and protection of the Work understood by Contractor.  DAS/CS Project Manager is the Commissioner’s only authorized representative.  Contractor shall not act on any instruction of the Agency without written consent of the Owner.  Work undertaken by instruction by anyone other than the DAS/CS Project Manager is done at the contractor’s own risk.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **26** | **Authority of the Construction Administrator** | **26.1 thru 26.3** | The Construction Administrator’s authority as the Owner’s Representative.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **27** | **Schedule of Values: Application For Payment** | **27.1 thru 27.5** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Schedule must be submitted in as much detail as possible.  Requirements, Procedures and Documentation for the Owner’s approval of Contractors Schedule of Values. |
| **27.1** | Immediately after the signing of the Contract, the Contractor shall furnish for the use of the Commissioner, as a basis for estimating partial payments, a certified Schedule of Values, totaling the Contract Sum and broken down into quantities and unit costs, as outlined in the Contract Documents and as directed by the Owner. |
|  | **28** | **Partial Payments** | **28.1 thru 28.5** | Commissioner examination of the Contractor’s Application for Payments.  Retainage Reduction Guidelines.  Off-Site Stored Materials and Equipment.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Contract obligates payment to subcontractors within thirty (30) Calendar Days and subcontractors to suppliers within thirty (30) Calendar Days after their payment.  If work determined to not be acceptable by the Contractor, it should not be requisitioned.  Material may be stored off site following requirements.  Retainage reduction can be requested at 50% completed provided positive evaluation and performance is good. |
| **28.2** | Application For Payment for the Work, there shall not be more than seven and five-tenths percent (7.5%) deducted from the amount of each Application for Payment to be retained by the Owner as Retainage until Final Completion and Acceptance of the Work.  All requests for Retainage Reduction shall be done on CT DAS Form 7048 General Contractor Retainage Reduction Request. |
|  | **29** | **Delivery of Statement Showing Amounts Due for Wages, Materials and Supplies** | **29.1 thru 29.3** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Associated with payment applications, at the Owner’s discretion. |
|  | **30** | **Substantial Completion and Acceptance** | **30.1 thru 30.2** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
| **30.1** | Substantial Completion Requirements and Procedures, standards, process, etc. are defined in detail and understood by Contractor. |
| **30.2** | Acceptance of the Work Requirements and Procedures, standards, process, etc. are defined in detail and understood by Contractor. |
|  | **31** | **Final Payment** | **31.1 thru 31.6** | Requirements, Procedures, and Documentation for the Owner’s Final Application for Payment to Contractor.  Procedures, standards, process, requirements, etc. are defined in detail and understood by the Contractor. |
|  | **32** | **Owner’s Right to Withhold Payments** | **32.1 thru 32.4** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Protection for the Owner for incomplete work, work needing repair, failure of work, and/or incomplete written documentation (waivers, as built drawings, daily logs, schedule updates, photos, etc.). |
|  | **33** | **Owner’s Right to Stop Work or Terminate Contract** | **33.1 thru 33.3** | The Commissioner’s authority to suspend the Work wholly or in part.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  All materials must be paid for at time of termination. |
|  | **34** | **Subletting or Assigning of Contract** | **34.1 thru 34.2** | The Contract or any portion thereof cannot be transferred without of the Commissioner.  Procedures, standards, process, requirements, etc are defined in detail and understood by Contractor. |
|  | **35** | **Contractor’s Insurance** | **35.1 thru 35.6** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Understand individual requirements, especially Workman’s Comp for all employees on the job site. This includes independent contractors. Certificates are required to be provided as sampled in the specifications. |
|  | **36** | **Foreign Material** | **36.1 thru 36.3** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  North American Free Trade Agreement (NAFTA).  Build America, Buy America Act (BABA) as applicable. |
|  | **37** | **Hours of Work** | **37.1 thru 37.2** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Normal, but see limited hours for Project if required.  Off hours work is not subject to additional compensation to the Contractor; it is already included with the bid pricing previously submitted by the Contractor. |
|  | **38** | **Claims** | **38.1**  **thru**  **38.6** | Contractor’s procedures and requirements for filing a formal claim under the requirements Connecticut General Statutes Section 4-61.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **39** | **Diesel Vehicle Emissions Control** | **39.1 thru 39.2** | All Contractor and Subcontractor diesel powered non-road construction equipment requirements.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **40** | **Disclosure of Records** | **40.1** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **41** | **Audit and Inspections of Plants, Places of Business and Records** | **41.1 thru 41.7** | The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at reasonable hours, inspect and examine all of the parts of the Contractor's and Contractor Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.  If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
| **41.7** | The Contractor shall incorporate this entire Section verbatim into any Contract or other agreement that it enters into with any Contractor Party. |

| **General Requirements Review (edit as necessary)** | | | | | | |
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| **Contractor**  **Concurrence Initial Box** | | **Section** | | | **Requirement Summary** | |
| **No.** | **Title** | |
|  | | **01 11 00** | **Summary of Work** | | Project requirements are understood by Contractor.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 11 00** | **Work Covered by Contract Documents** | | Contractor has received the number of documents as called for in this section, and all sets of documents include all Addendums (including full sized plans).  Project requirements are understood by Contractor.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 11 00** | **Work Under Other Contracts** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 11 00** | **Future Work** | | Future work to be performed at site. | |
|  | | **01 11 00** | **Work Sequence (Phases)** | | Project Phase(s). | |
|  | | **01 11 00** | **Work** | | Contractor Use of Premises, Abide by Contract Limit Lines, Standards of Conducts.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 11 00** | **Contractor’s Use of Premises** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Agency Occupancy Requirements. | |
|  | | **01 11 00** | **Occupancy Requirements** | | No Occupancy: Agency will not occupy the building or any completed portions thereof prior to Substantial Completion of the Work.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 11 00** | **Products Ordered in Advance** | | The Owner may negotiate purchase orders with suppliers of material and equipment to be incorporated into the Work. | |
|  | | **01 11 00** | **Owner-Furnished Products** | | The Owner may furnish various products such as indicated in the construction documents. The Work includes providing support systems to receive Owner's equipment, and mechanical and electrical connections.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 11 00** | **Miscellaneous Provisions** | | Contractor should investigate and satisfy himself as to the conditions affecting the work. Any failure by the Contractor to acquaint himself with the available information shall not relieve him from the responsibility for estimating properly the difficulty and cost of successfully performing the work.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 20 00** | **Contract Considerations** | | Procedures, standards, process, requirements, etc. for Allowances are defined in detail and understood by Contractor. | |
|  | | **01 20 00** | **Allowances** | | Procedures, standards, process, requirements, etc. for Allowances are defined in detail and understood by Contractor. | |
|  | | **01 20 00** | **Unit Prices - General** | | Procedures, standards, process, requirements, etc. for General Unit Prices are defined in detail and understood by Contractor. | |
|  | | **01 20 00** | **Unit Price Schedules – Earth & Rock Excavation** | | Procedures, standards, process, requirements, etc. for Earth & Rock Excavation Unit Prices are defined in detail and understood by Contractor. | |
|  | | **01 20 00** | **Unit Price Schedule - Miscellaneous Items** | | Procedures, standards, process, requirements, etc. for Miscellaneous Unit Prices are defined in detail and understood by Contractor. | |
|  | | **01 20 00** | **Unit Price Schedule - Alterations** | | Procedures, standards, process, requirements, etc. for Alterations Unit Prices are defined in detail and understood by Contractor. | |
|  | | **01 20 00** | **Unit Price Schedule – Environmental Remediation** | | Procedures, standards, process, requirements, etc. for Environmental Remediation Unit Prices are defined in detail and understood by Contractor. | |
|  | | **01 20 00** | **Unit Price Schedules – Hazardous Building Materials Abatement** | | Procedures, standards, process, requirements, etc. for Hazardous Building Materials Abatement Unit Prices are defined in detail and understood by Contractor. | |
|  | | **01 23 13** | **Supplemental Bids** | | Procedures, standards, process, requirements, etc. for Supplemental Bid are defined in detail and understood by Contractor.  Definitions.  Procedures.  Schedule Of Supplemental Bids. | |
|  | | **01 25 00** | **Substitution Procedures** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Definitions, Equal or Substitutions Product submittal requirements, pre- and post-bid requirements. | |
|  | | **01 26 00** | **Contract Modification Procedures** | | Requests for Information Submittal and Response requirements, Proposal Request by A/E, Change Order procedures, Construction Change Directive procedures, standards, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 29 76** | **Progress Payment Procedures** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Schedule of Values submission due date twenty-one (21) Calendar Days after start date; mandatory items required, Applications for Payment, Subcontractor payment Connecticut General Statutes Section 49-41a. | |
|  | | **01 31 00** | | **Project Management and Coordination** | Construction mobilization, Project management, coordination, submittals, cleaning and protection requirements are understood by Contractor.  Coordination procedures, standards, process, requirements, etc are defined in detail and understood by Contractor. | |
|  | | **01 31 19** | | **Project Meetings** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Preconstruction.  Bi-weekly Progress Meetings (established at the Pre- Construction Meeting for location and time through the duration of the Project)  Contractor expected to hold Subcontractor Progress, safety, coordination, etc meetings. | |
|  | | **01 32 16** | | **Construction Progress Schedules** | Generally for Projects with a construction cost estimate under $5,000,000.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Preliminary expected within seven (7) Calendar Days of Contract award.  Microsoft Project to be utilized for the Final Construction Baseline Schedule.  Weather Days must be included using the calculation as specified for minimal allowances.  Monthly updates,  Two-Week Look Ahead Schedules required – due at each progress meeting.  Schedule Revisions.  Recovery Schedules.  Work Sequence.  All Contractor-projected night, weekend, and work on holidays must be included with all schedules and be approved prior to starting of work. | |
|  | | **01 32 16.13** | | **CPM Schedules** | Generally for Projects with a construction cost estimate over $5,000,000.  Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Review of scheduling requirements – definitions.  Identify and review scheduler’s qualifications; Primavera Project Planner.  Contractor shall submit a Preliminary Schedule for ninety (90) Calendar Days prior to a “Notice to Proceed” being issued.  Defines baseline schedule and major Subcontractor(s) involvement.  Monthly updates.  Recovery schedules to make up time lost. | |
|  | | **01 32 33** | | **Photographic Documentation** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Line items in Schedule of Values. | |
|  | | **01 33 00** | | **Submittal Procedures** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Submittal Schedule due at beginning of Project detailing long lead time items and Procurement schedule.  AE has a fourteen (14) Calendar Day review period. All submissions by the Contractor are required to be on a timely manner and not submitted all at once.  No extension of Contract time will be authorized because of failure to transmit submittals in a timely manner.  Daily construction reports are required. | |
|  | | **01 35 16** | | **Alteration Project Procedures** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Discuss required alteration project procedures. | |
|  | | **01 35 26** | | **Government Safety Requirements** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Discuss construction safety requirements and requirements for the protection of people, property, and resources. | |
|  | | **01 42 20** | | **Reference Standards and Definitions** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Code reference information listed. | |
|  | | **01 42 20** | | **Definitions** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 42 20** | | **Industry Standards** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. | |
|  | | **01 45 00** | | **Quality Control** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Coordinate all inspection scheduling with the Construction Administrator. Provide as much notification as possible.  Contractor Responsibilities (inspections, respecting building codes, material testing, etc.).  Independent Test Lab by Owner.  Fire Alarm Testing.  Retesting costs and delays are the responsibility of the Contractor.  Test report submissions must be distributed to the Project team.  Certificate of Compliance.  As Built Drawings. | |
|  | **01 45 23.13** | | **Testing For IAQ, Baseline IAQ, and Materials** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Green Building Certification Documentation Submittals. |
|  | **01 50 00** | | **Temporary Facilities & Controls** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Trailers & equipment/phones/computers.  Monthly payment for cleaning and Lump Sum for final cleaning in Schedule of Values. |
|  | **01 50 00** | | **Temporary Utility Installation** | All procedures and requirements for identification badges, parking stickers, construction facilities and temporary controls, including temporary utilities, support facilities, and security and protection are understood by Contractor. |
|  | **01 50 00** | | **Temporary Water Service and Distribution** | Any utility used from Agency connections is to be properly returned to its original working condition, including surrounding areas if applicable. |
|  | **01 50 00** | | **Temporary Electric Power and Lighting Services** | Cost of applicable temporary utilities are included with the Contractor’s bid. They are also detailed in each of these sections of the specification and will be discussed again at the Pre-Construction meeting |
|  | **01 50 00** | | **Temporary Heating, Cooling and Ventilating** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Support Facilities** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Temporary Sanitary Facilities** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Temporary Project Signs** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Temporary Access Roads** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Traffic Ways** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Temporary Barriers & Enclosures** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Temporary Protection** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Temporary Environmental Controls** | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 50 00** | | **Temporary Storm Water Control** | Connecticut Department of Energy and Environmental Protection (DEEP) "General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities" |
|  | **01 57 30** | **Indoor Environmental Control** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Discuss Indoor Air Quality and Pollution Control and remedial actions. |
|  | **01 57 40** | **Construction IAQ Management Plan** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Indoor Air Quality Plan – submit fourteen (14) Calendar Days after Notice of Award. |
|  | **01 60 00** | **Product Requirements** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Materials & equipment, storage & protection.  Selection options and nameplates. |
|  | **01 71 23** | **Field Engineering** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 73 29** | **Cutting and Patching** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 74 19** | **Construction Waste Management and Disposal** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Selective Demolition.  Waste Management Plan. |
|  | **01 75 00** | **Starting and Adjusting** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Starting and Adjusting of the Systems (thirty (30) Calendar Day notice).  Testing, Adjusting, and Balancing: Independent Consultant.  Lump Sum payment for this activity in Schedule of Values. |
|  | **01 77 00** | **Closeout Procedures** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Substantial Completion requirements by Contractor (Final Inspections, warranties, as-built record drawings, attic stock, demos completed, final cleaning, documentation, etc).  Review of Acceptance requirements.  Review of As-Built requirements (may withhold payment).  Review of Close Out Procedures.  Review of Final Cleaning, professional cleaners (not staff laborers).  Pest Control inspection and report. |
|  | **01 78 23** | **Operation and Maintenance Data** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor |
|  | **01 78 30** | **Warranties and Bonds** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor. |
|  | **01 81 13** | **Sustainable Design Requirements** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Discuss requirements. |
|  | **01 91 00** | **Commissioning** | | Procedures, standards, process, requirements, etc. are defined in detail and understood by Contractor.  Commissioning Process.  Operation & Maintenance Manuals.  Cost of Retesting. |

| **Contract Drawings Review**  **(insert rows by hitting tab key and edit as necessary)** | | | |
| --- | --- | --- | --- |
| **Contractor Concurrence Initial Box** | **Section** | | **Requirement Summary** |
| **No.** | **Title** |
|  | **Cover** | **Cover Sheet** | All work reflected is understood by Contractor. |
|  | **G001** | **General Information & Abbreviations** | All legends, schedules, abbreviations, notes, etc. are understood by Contractor. |
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| **Technical Requirements Review**  **(insert rows by hitting tab key and edit as necessary)** | | | | |
| --- | --- | --- | --- | --- |
| **Contractor**  **Concurrence Initial Box** | **Section** | | **Requirement Summary** | |
| **No.** | **Title** |
|  | **50 10 00** | **Existing Conditions Information** | Quality assurance, submittal requirements, minimum product standards, execution requirements, etc. Are defined in detail and understood by Contractor. |
|  | **50 20 00** | **Environmental Assessment Information** | Quality assurance, submittal requirements, minimum product standards, execution requirements, etc. Are defined in detail and understood by Contractor. |
|  | **50 30 00** | **Hazardous Building Materials Inspection and Inventory** | Contractor understands Asbestos Materials Survey and Reports and that the removal of the hazardous material must be performed prior to renovation, demolition or disturbance of site.  Quality assurance, submittal requirements, minimum product standards, execution requirements, etc. Are defined in detail and understood by Contractor. |
|  | **50 40 00** | **Subsurface Geotechnical Report** | Quality assurance, submittal requirements, minimum product standards, execution requirements, etc. Are defined in detail and understood by Contractor. |
|  | **50 50 00** | **Elevator Agreement** | Quality assurance, submittal requirements, minimum product standards, execution requirements, etc. Are defined in detail and understood by Contractor. |
|  | **50 60 00** | **FM Global Checklist for Roofing Systems** | Quality assurance, submittal requirements, minimum product standards, execution requirements, etc. Are defined in detail and understood by Contractor. |
|  | **50 70 00** | **“Statement of Special Inspections”** | Quality assurance, submittal requirements, minimum product standards, execution requirements, etc. Are defined in detail and understood by Contractor. |
|  | **50 80 00** | **Other Information** | Quality assurance, submittal requirements, minimum product standards, execution requirements, etc. Are defined in detail and understood by Contractor. |

| **Addenda Review**  **(insert rows by hitting tab key and edit as necessary)** | | |
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| **Contractor Concurrence Initial Box** | **List of Addenda** | **Requirement Summary** |
|  | **Addendum 1** | All work reflected is understood by Contractor. |
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| **Contractor**  **Concurrence Initial Box** | **Additional Requirements Review**  **(insert rows by hitting tab key and edit as necessary)** | |
| --- | --- | --- |
|  | **General:** This 7012 Contractor’s Scope Review Meeting Agenda is in addition to the Project Manual, Contract Drawings, Addendums, and Bid Documents with respect to determining the lowest qualified bidder. Information included within the Contract Documents is acknowledged and understood by the Contractor. This information includes, but is not limited to, all the procedures, standards, process, and requirements set forth for this Project.  This office’s Instructions to Bidders is included within the Project Manual-subject to State Statutes references, instructions, reporting, definitions, descriptions, etc. are defined in detail and are understood by the Contractor. | |
|  | **High Performance Building Requirements** | **Not Applicable** |
|  | **LEED Silver Requirements and Documentation** | **Not Applicable** |
|  | **Commission on Human Rights and Opportunities Requirements:** Commission on Human Rights and Opportunities Contract Compliance Regulations are applicable. Plans, procedures, policies, reporting, etc. are applicable. | |
|  | **Thorough Review of Scope of Project and Drawings:** Contractor has performed a thorough review of scope of Project, the Project Manual, Drawings, and all Addenda. | |
|  | **Review of Schedule and any Phasing:** Contractor has reviewed Schedule requirements and this Project is to be completed in ONE phase. | |
|  | **Submittals:** Contractor understands the importance of the submittal process, early submittals and associated review times to move this Project forward in a timely manner. | |
|  | **Review of Agency Operational Requirements Affecting Project:** Contractor understands requirements of coordinating any and all shutdowns of any type. | |
|  | **Review of any Discrepancies within Documents and/or Existing Conditions (Article 2).** | |
|  | **Review of Long Lead Time Items, including List, Prioritization and Coordination.** | |

| **Contractor**  **Concurrence Initial Box** | **Build America, Buy America Act (BABA) Requirements**  **for Projects With Federal Financial Assistance**  **(delete if not applicable)** |
| --- | --- |
|  | In accordance with the Federal Government’s “**Build America, Buy America Act (BABA)**”, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, all non-federal entities who receive **Federal Financial Assistance** obligated on or after the effective date of October 23, 2023 for an infrastructure project, are subject to the provisions of BABA. The **“Buy America Preference”** provisions of BABA dictate that, absent a waiver, none of the funds made available for a Federal Award for an infrastructure project may be obligated unless **all of the iron, steel, manufactured products, and construction materials incorporated into the Project are produced in the United States.**  See BABA Requirements in the following Bid Documents:   * 00 11 16 Invitation to Bid * 00 21 13 Instructions to Bidders * 00 41 00 Bid Proposal Form * 00 72 13.1 Supplementary Conditions Of The Contract For Construction For Design-Bid-Build * 00 73 73 Build America, Buy America Act Requirements for Projects with Federal Financial Assistance |

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| I, |  | certify that I have the authority to represent the Contractor |
| *Written Name of Contractor’s Representative* |
| that is about to enter into a Contract for the Construction Project referenced on the first page. Further I certify that I have participated in this scope review and by my initials, represent that I have reviewed the noted sections and items and understand and will comply with the terms of the Contract and Project Documents. I further understand that we have not reviewed every Contract provision in this meeting but that I have fully reviewed the Contract documents in their entirety and have included all elements in my bid price to provide a complete installation in accordance with the intent of the Contract Documents. | | |
|  | |  |
|  | | *Signature* |