APPENDIX H
PROJECT FORMS AND FORMATS

H.1 General Information

The listed CO, HECO, D&F, and related project forms are available directly from the University at the OUA website or from the university's VCCO. DGS-specific forms are available on the DGS Forms website.

H.2 Determination and Findings (F&F) Forms

- D&F Form for Design Issues (use drop box in title line for other D&F Forms listed below)
- D&F Form for Procurement Issues
- D&F Form for Storm Water Issues

H.2 Authorization Forms

HECO-PRF and MR Authorization forms are initiated via the OUA Project Management Platform, Trimble's Unity Construct (e-Builder), and have been removed from the listing of authorization forms; legacy forms are available from project management staff and can be used as needed for individual projects. This includes the following forms:

- HECO-2 - Authority to Initiate Non-General Fund Capital Outlay Project
- HECO-4 - Approval of Schematic Design
- HECO-5 - Approval of Preliminary Drawings and Specifications
- HECO-6 - Approval of Working Drawings & Specifications
- HECO-17 - Building Permit
- HECO-8 - Authorization to Award Contract
- HECO-14 - Project Completion Report

Building and Demolition Permits are imitated via BITS (HECO-17, HECO-17aTMP, and HECO17.1A). These forms have likewise been retired. The following forms related to the university's annual permit authority are available:

- Design & Construction Permit
- Annual Project Permit
- Determination & Findings (D&F)

H.3 Design Contract Management Forms

- HECO-2.1a - A/E Selection Small Fee
- HECO-2.1b - A/E Selection 3 Phone A/E1 through A/E6 - A/E Data Forms
- HECO-3 - Contract Between Owner and A/E
- HECO-3.1 - Term Contract Form for A/E
- HECO-3.1a - Service Order Term Contract for A/E
- HECO-3.2 - Contract Between Owner and A/E (Non-Capital) CO-2.3 - A/E Proposal Worksheet
- HECO-3.4a - Service Order for Construction Administration Manager
- DGS-30-216 - A/E Invoice for Services
- HECO-11a/e - Architect/Engineer Contract Change Order

H.4 Construction Contract Management Forms

- HECO-6a - Statement of Structural and Special Inspections
- HECO-6b - 2009 and 2012 VUSBC Special Inspections

- HECO-7 - General Conditions Capital Outlay Projects
- HECO-7 Addendum 1 - General Conditions of the Construction Contract
- HECO-7DB - General Conditions Design Build Capital Outlay Projects
- HECO-7CM - General Conditions of Construction Management
- HECO-CM Addendum 1 - General Conditions of Construction Management Contract
- HECO-7sup-SWAM - Supplemental General Conditions/SWAM
- HECO-7sup-Haz - Supplemental General Conditions - Hazardous Waste & Disposal
- HECO-7sup-INS - Supplemental General Conditions – Renovations
- HECO-7sup-LD – Supplemental General Conditions – Liquidated Damages
- HECO-7A - Instruction to Bidders

- CO-9 - Commonwealth of Virginia Contract between Owner and Contractor
- CO-9DB - Commonwealth of Virginia Contract Between Owner and Design Builder
- CO-9CM(1) - Pre-Construction Phase
- CO-9CM(2) - Construction Phase CO-9CM(ER) - Early Work Package
- CO-9a - Workers Compensation Certificate of Insurance
- CO-9b - Post Bid Modification
- CO-9.1 - Notice of Intent to Award
- CO-9.1a - Notice of Award
- CO-9.2 - Notice to Proceed

- CO-10 - Commonwealth of Virginia Performance Bond
- CO-10.1 - Commonwealth of Virginia Payment Bond
- CO-10.2 - Standard Bid Bond

- HECO-11 - Contract Change Order HECO-11a - Change Order Justification
- HECO-11CM - CM Change Order
- Change Order Notice to Proceed/Not to Exceed
- GC-1 - Change Order Estimate (General Contractors)
- SC-1 - Change Order Estimate (Subcontractors)
- SS-1 - Change Order Estimate (Sub-subcontractors)
- CO-12 - Commonwealth of Virginia Schedule of Values and Certificate for Payment
- DSG-30-364 - Submittal Register

- HECO-13 - Affidavit of Payment of Claims
- HECO-13.1 - Certificate of Completion by A/E
- HECO-13.1a - Certificate of Partial Completion by A/E
- HECO-13.1b - Final Report of Structural and Special Instructions
- HECO-13.1c - Certificate of Partial or Substantial Completion by Inspector, University PM or Construction Administrator

- HECO-13.2 - Certificate of Completion by Contractor
- HECO-13.2a - Certification of Partial Completion by Contractor
- HECO-13.3a - Certificate of Use and Occupancy
- HECO-13.3b - Checklist for Occupancy Certificate of Occupancy Requirements
- HECO-13.3c - Acknowledgement of Substantial Completion
- HECO-13.3d - Acknowledgement of Final Completion
- HECO-14 - Project Completion Report

- CO-16 - Contractor's Statement of Qualifications
- CO-16 Attachment 1 - Qualification Criteria
- CO-16 Attachment 2 - Self Bonding Program

- HECO-17A - Application for Building Permit
- HECO-17.1A - Application for Demolition Permit
- HECO-17.1 - Demolition Permit

H.5 Project-Specific Forms Available from the VCCO

- RFP for A/E Professional Services - Single Project
- RFP for A/E Professional Services - Term Contract
- RFP for VE Professional Services
- MOU for A/E Professional Services - Single Project
- MOU for A/E Professional Services - Term Contract
- RFP for Competitive Negotiation (all types available)
- RFP for Design/Build
- Notice of Invitation For Bids Format
- Standard Bid Form Format
- IFB (Specifications) Cover Format
- Invitation For Bids Contents Format

H.6 Miscellaneous Forms

- Parking Permit Request Form
- SWaM Reports with Instructions
- SWaM Vendor Participation Policy
- Projects with a Building Permit Project Close Out Checklist
- Projects without a Building Permit Project Close Out Checklist
- Directive for Resolution of Contractual Claims
- eVA Registration (known quantity)
- eVA Registration (unknown quantity)
- W-9 Form Taxpayer ID Request and Certification
- Fire Protection Impairment Form
- Contractor's Claim Certification Form
- Brick Permit (Wheels on Walkways Authorization)