

# Project Manual and Specification Checklist



**WILLIAM & MARY**  
CHARTERED 1693

Project Title

W&M Project Number

General: **Specifications shall clearly define the quality, performance, and installation standards for the Work and the conditions under which** the Work is to be executed. They shall be in sufficient detail to describe without ambiguity, the materials, equipment and supplies, and the methods of installation and construction. Required tests and guarantees shall be indicated in the specifications.

**General:**

	Yes	No	N/A
References to Federal Specifications, MILSPECS, Corps of Engineers Specifications and the like shall be avoided unless the requirements are specific, or specific approval of the College is obtained.			
All specification sections shall be written / edited to apply specifically to the project and shall not include materials, standards, requirements or data not pertaining to the project			
Three types of specifications are used on College projects, "Non-proprietary or Performance Specification", "Proprietary Specification", and "Sole Source Specification", A/E has applied the logic & direction of section 8B.4.6 of the DCM			
Have unit price form been prepared per section 8B.4.12 of the DCM			
Are specifications written in Microsoft Office Word, version 2003 or later			
Have CD-ROMs of documents been provided to the Project Manger			

**Project Manual/Specifications Arrangement:** The Project Manual shall be formatted:

	Yes	No	N/A
Specifications shall be on 8 1/2" by 11" sheets with bid sets printed on both sides of the sheet			
Type print size shall be suitable for microfilming and shall not be smaller than 12-pitch type size.			
Table of contents pages are dated with the same date as the drawings & shall be sealed & signed			
The Table of Contents shall include applicable requirements of the above, but should indicate the following documents as "Included by reference": CO-9, CO-9a, CO-10, CO-10.1, HECO- 11, CO-12, HECO-13.2, and HECO-13.2a.			
Technical Specification Sections shall be numbered with appropriate section numbers corresponding to the CSI Masterformat numbering system.			
Technical Sections should, where possible, be subdivided into the Part I - General, Part II - Products, Part III - Execution format.			

**Project Manual/Specifications Arrangement:** Biding Information Contained in the Manual:

	Yes	No	N/A
Notice of Invitation to Bid (Cover Sheet)			
"BUY VIRGINIA" on cover sheet			
Table of Contents			
List of Specifications			
Instructions to Bidders (HECO-7a)			
Prebid Question Form			
Bid Form			

**Project Manual/Specifications Arrangement: General Conditions & Forms Contained in Manual:**

	Yes	No	N/A
The current College of William and Mary Addendum Number One of the General Conditions of the Construction Contract (HECO-7)			
The current revision of the General Conditions for the Construction Contract (DGS-30-054)			
Supplemental General Conditions DGS-30-377 SWAM, and DGS- 30-376, if applicable			
Statement of Required Structural and Special Inspection Form (HECO-6a)			
VUSBC Special Inspections (HECO-6b)			
Contract Between Owner and Contractor (GS Form E&B CO-9)			
SWaM Vendor Goals			
SWaM Proposal and Monthly Report			
eVA Registration Requirements (known quantity of contracts) (DGS-30-384)			

**Project Manual/Specifications Arrangement:** Additional Forms contained in Manual:

	Yes	No	N/A
Workers Compensation Insurance Certificate (CO-9a / DGS-30-076)			
Post Bid Modification (CO-9b / DGS-30-080)			
Standard Performance Bond (CO-10 / DGS-30-084)			
Standard Labor and Material Payment Bond (CO-10.1 / DGS-30-088)			
Change Order (HECO-11)			
Change Order Estimate (GC-1 / DGS-30-200), (SC-1 / DGS-30-204), (SS-1 / DGS-30-208)			
Schedule of Values and Certificate for Payment (CO-12 / DGS-30-104)			
Affidavit of Payment of Claims (HECO-13 / DGS-30-108)			
Final Report of Structural Special Inspections (HECO-13.1b / DGS-30-120)			
Architect/Engineer's Certificate of Substantial Completion (HECO-13.1a / DGS-30-116)			
Certificate of Completion by Architect/Engineer or Project Manager (HECO 13.1 / DGS-30-112)			
Certificate of Partial or Substantial Completion by Contractor (HECO-13.2a / DGS-30-140)			
SWaM (DGS-30-360)			
List of Drawings			
Submittal Register Format (DGS-30-364)			
Division 1 – (CSI Format) General Requirements, Special Conditions, etc.			
Technical Specifications			
Appendices containing Soils Report, Asbestos Report, Lead-based Paint Report and/or other information pertinent to the project but not a part of the Work. Material may be noted as "INFORMATION ONLY" for use by the Contractor			