

WVU DESIGN GUIDELINES & CONSTRUCTION STANDARDS

DIVISION 0 – PROFESSIONAL SERVICES

SECTION AE – 001000 WVU STANDARD FRONT-END DOCUMENTS

PART 1 – GENERAL

- 1.1. Any deviance from the following instructions must be approved by WVU Facilities Management
- 1.2. This Guideline describes the standard front-end documents used by West Virginia University.
- 1.3. The front-end documents include all standard forms and documents that come before the specifications and drawings.
- 1.4. WVU has established three distinct tables of contents for projects of limited scope and projects of large, complex scope where the basis of payment is a stipulated sum.
- 1.5. Generally the contracts are noted as projects under \$500,000, projects over \$500,000, and projects over \$5,000,000.
- 1.6. The primary difference is that projects over \$500,000 typically utilize AIA A201 – 2007, General Conditions of the Contract for Construction, State of West Virginia Supplementary General Conditions to AIA Document A201 – 2007, AIA A101 – 2007, Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum, and Accord Insurance Certification for large projects. Projects over \$5,000,000 utilize the same forms as projects over \$500,000 except for Instruction to Bidders. Projects under \$500,000 typically utilize AIA A107 – 2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope, State of West Virginia Supplementary General Conditions to AIA A107 – 2007, and Accord Insurance Certification for small projects.
- 1.7. The tables of contents are employed to compose a project specification book.
- 1.8. AE firm must follow WVU's table of contents for the project specification book.
- 1.9. For AIA G documents, the latest forms should be used.
- 1.10. For AIA A documents, the forms on the table of contents must be used.

PART 2 – PRODUCTS

- 2.1. N/A

PART 3 – EXECUTION

2.1. The following standard forms are provided by WVU:

- Table of Contents
- Project Personnel & Emergency Notifications
- Bidding Depository
- Form of Proposal
- Purchasing Affidavit
- Drug Free Workplace Affidavit
- Bid Bond and Instructions
- Instructions to Bidders
- WV Prevailing Wage Requirements
- WV Prevailing Wage Act Compliance Affidavit
- Performance Bond With Acknowledgement and Acknowledgment Preparation Instructions
- Labor and Material Payment Bond with Acknowledgment and Acknowledgement Preparation
- Maintenance Bond with Acknowledgment and Acknowledgment Preparation Instructions
- State of West Virginia Supplementary General Conditions to AIA Document A201-2007
- State of West Virginia Supplementary General Conditions to AIA A107 – 2007
- Applicable Certificate of Insurance

2.2. The forms are accessible through the following:

- A. Division 0 Section 001000a – WVU Standard Front-End Documents
- B. <http://goo.gl/6QVC6>

2.3. AE is responsible for providing the following standard forms:

- Schedule of Drawings
- AIA A201 – 2007 General Conditions of the Contract for construction
- AIA A101 – 2007 Standard Form of Agreement Between Owner and Contractor Where the Basis of Payment is a Stipulated Sum
- AIA A107 – 2007 Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope
- Change Order (AIA Document G701-2001)
- Application and Certificate for Payment (AIA Document G702-1992)
- Continuation Sheet (AIA Document G703-1992)
- Certificate of Substantial Completion (AIA Document G704-2000)
- Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706-1994)
- Contractor's Affidavit of Release of Liens (AIA Document G706A-1994)
- Consent of Surety Company to Final Payment (AIA Document G707-1994)

- Consent of Surety Company to Reduction In or Partial Release of Retainage (AIA Document G707A-1994)
- Work Changes Proposal Request (AIA Document G709-2001)
- Architect's Supplemental Instructions (AIA Document G710-1992)
- Construction Change Directive (AIA Document G714-2007)

2.4. Request for Bid and Form of Proposal forms shall be loosely inserted under the front cover of the specification book prior to releasing.

2.5. Request for Bid and Form of Proposal forms will be provided by WVU Project Manager to AE.

2.6. The architect should work with WVU's project manager to compile a draft of the front-end documents with the design development submittals.

2.7. The website listed in the table of contents is available to individuals who enroll in the WVU Procurement site. The site lists all bid notifications that WVU has out to general public.

2.7. The specification book shall be tabbed into 6 sections identified in the table of contents.

END OF SECTION 001000