

**WVU DESIGN GUIDELINES & CONSTRUCTION STANDARDS**  
**DIVISION 1 – GENERAL REQUIREMENTS**

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SECTION 011100- SUBCONTRACTOR REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. AIA 201-2007 General Conditions of the Contract for Construction
- B. State of West Virginia Supplemental Conditions to the AIA 201 2007
- C. West Virginia University Instruction to Bidders, Invitation to Bid and Form of Proposal

1.2 SUMMARY

- A. This section sets forth the requirements for Subcontractor selection, substitution, identification, qualifications, experience, bonding, and submittals.
- B. This section may be utilized for any project where subcontractors' qualifications are to be stipulated.

1.3 KEY SUBCONTRACTOR TRADES

- A. For this project, the key subcontractors listed below must meet or exceed the qualification and experience requirements listed in this section:

- 1. Blank
- 2. Blank
- 3. Blank
- 4. Blank
- 5. Blank
- 6. Blank
- 7. Blank
- 8. Blank
- 9. Blank
- 10. Blank
- 11. Blank
- 12. Blank

- 13. Blank
- 14. Blank
- 15. Blank
- 16. Blank
- 17. LIST OTHERS AS REQUIRED

1.4 PERFORMANCE AND PAYMENT BONDS (This section only applies to projects with construction budgets over \$5M)

- A. All first-tier Subcontractors with contract values over \$500,000 shall be required to obtain performance and payment bonds for the entire value of their subcontract. The bonds shall be underwritten by a surety with an “A–minus” or better rating from an accredited rating company such as A.M. Best. The General Contractor shall be listed as the insured Party.

1.5 CORPORATE QUALIFICATIONS

- A. All subcontractors are required to have an Experience Modification Rate (EMR) of less than or equal to 1.0 at the time of bid. This requirement applies to all subcontractors working on site. The West Virginia EMR shall be used to meet this requirement. If the subcontractor does not have an EMR in WV, then the EMR from the subcontractor’s state shall be used.

1.6 CORPORATE EXPERIENCE

- A. All Key Subcontractor trades shall have successfully completed at least five projects of similar scope, size, and complexity to the work included in this project with in the last 10 years.
- B. Similar size can be defined as dollar value of contract or extent of work with respect some unit of measure (square foot, cubic yard, size of system, linear feet, or pieces of equipment).
- C. Similar scope and complexity can be defined as nature of work, requirements of work, type of systems, extent of work and schedule requirement.

1.7 PERSONNEL EXPERIENCE

- A. The management personnel (Project Manager, Superintendent/Foreman) for Key Subcontractor Trades shall have at least 5 years of experience working in the same position and managing projects or contracts of similar size, scope and complexity.

1.8 SUBMITTALS:

- A. First-tier subcontracts over \$500,000 in value: The General Contractor shall submit a list of all first-tier subcontractors with contract values greater or equal to \$500,000. This list shall represent the subcontractors requiring performance and payment bonds.
- B. Proposed Key Subcontractors: The General Contractor shall submit a list of proposed Subcontractors for the Key Subcontractor Trades within 10 business days of receiving the Notice of Intent to Award. The Key Subcontractor Trades are listed in Section 1.3. If a Key Subcontractor Trade is to be self-performed by the General Contractor, this should be noted on the list and the same requirements shall apply.
- C. Certification of Subcontractor Requirements: The General Contractor shall submit a letter certifying and attesting that all subcontractors on the project meet the requirements set forth in the contract documents, including this section. The Owner may request supporting documentation at any time to verify the requirements are being met. This letter shall be submitted with the list of Proposed Key Subcontractor Trades.
- D. Substitutions: If the General Contractors wishes to substitute or change a subcontractor from one that has been previously submitted or approved, then a request for substitution must be submitted in writing. The request must include the reason for the substitution and a letter certifying that the proposed subcontractor meets all requirements set forth in the contract documents.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 001001