



## A-14 – Contract Documents – Project Manual

### A-14.1 – Front End Documents

Capital Projects at UNC Chapel Hill are required to meet documentation standards as defined by the State Construction Office (SCO). Contract Documents issued by the designer for Bidding and Construction shall include standard forms from SCO for: General Conditions, Advertisement, Bidding, Delivery Methods, and Construction Contracts, etc. In addition, UNC Chapel Hill requires the incorporation of Supplementary General Conditions to illustrate University and project specific requirements.

#### Sections List

The following documents, organized by section, shall be included in the Project Manual:

#### **00 10 10 - Advertisement for Bids**

- a. <https://ncdoa.s3.amazonaws.com/s3fs-public/documents/files/Advertisement%20form.doc>

#### **00 20 10 - Notice to Bidders**

- a. <http://old.northcarolina.edu/info/vendors/NoticeToBidders2011.docx>

#### **00 30 10 - General Conditions**

- a. Projects >500K - <\$2M
  - i. UNC General Administration (2015 – Fifth Edition)
  - ii. “Instructions to Bidders and General Conditions of the Contract” – Form OC-15
  - iii. [http://www.northcarolina.edu/sites/default/files/documents/unc\\_gen\\_conditions\\_5th\\_ed.\\_jan\\_2015\\_0.docx](http://www.northcarolina.edu/sites/default/files/documents/unc_gen_conditions_5th_ed._jan_2015_0.docx)
- b. Projects >\$2M
  - iv. State Construction Office NC DOA (2013 – 24<sup>th</sup> Edition)
  - v. “Instructions to Bidders and General Conditions of the Contract” – Form OC-15
  - vi. [http://www.northcarolina.edu/sites/default/files/documents/unc\\_gen\\_conditions\\_5th\\_ed.\\_jan\\_2015\\_0.docx](http://www.northcarolina.edu/sites/default/files/documents/unc_gen_conditions_5th_ed._jan_2015_0.docx)

#### **00 40 10 - Supplemental General Conditions**

- a. UNC-Chapel Hill General Requirements
- b. [http://old.northcarolina.edu/info/vendors/Division\\_1\\_Supplemental\\_Conditions\\_1-2011.doc](http://old.northcarolina.edu/info/vendors/Division_1_Supplemental_Conditions_1-2011.doc)

#### **00 50 10 - Form of Proposal**

- a. Use SCO Form and edit for University use
- b. <https://ncdoa.s3.amazonaws.com/s3fs-public/documents/files/FormofProposal.doc>

#### **00 60 10 - Form of Bid Bond**

- a. <https://ncdoa.s3.amazonaws.com/s3fs-public/documents/files/Bid%20Bond.doc>

#### **00 70 10 - Guidelines for Recruitment and Selection of Minority Businesses for Participation in University of North Carolina Construction Contracts**

- a. [http://www.northcarolina.edu/sites/default/files/documents/unc\\_hub\\_guidelines2002\\_rev\\_7-10.doc](http://www.northcarolina.edu/sites/default/files/documents/unc_hub_guidelines2002_rev_7-10.doc)



- b. Identification of HUB Certified/Minority Business Participant
- c. UNC Affidavit A – Listing of Good Faith Efforts
- d. UNC Affidavit B – Intent to Perform Contract with Own Workforce
- e. UNC Affidavit C – Portion of the Work to be Performed by HUB Certified/Minority Businesses
- f. UNC Affidavit D – Good Faith Efforts
- g. Appendix E – MBE Documentation for Contract Payments

**00 80 10 - Form of Construction Contract**

- a. For University use; name, campus legal counsel in lieu of Attorney General, OSBM not applicable
- b. <https://www.northcarolina.edu/sites/default/files/unconstructioncontractformsbonds.doc>
- c. Form of Performance Bond
- d. Form of Payment Bond
- e. Sheet for Attaching Power of Attorney
- f. Sheet for Attaching Insurance Certificates
- g. Approval of the UNC Attorney

**A-14.2 – Project Specifications**

General

For capital projects Specifications Sections shall follow the CSI MASTERSPEC Format.

The Project Manual shall also include as an appendix, project specific reports, including, but not limited to:

1. Advance Planning Studies
2. Construction Cost Estimates
3. Hazardous Materials Reports: asbestos (ACM), lead (LBP), etc.
4. Geotechnical or other Subsurface (SUE) Reports
5. Acoustical, Wind, or Vibration Studies