

APPENDIX 01200-XI

CONTRACT FORMS

- Notice of Award (EJCDC C-510 (07))
- Notice to Proceed (EJCDC C-700 (07))
- Application for Payment (EJCDC C-620 (10))
- Contract Change Order (EJCDC C-941 (07))
- Release of Claimants (RD 1924-10)
- Certificate of Substantial Completion (EJCDC C-625 (07))
- RD Sign Template (NC Instruction 1780 Guide 9)
- Quality Control Form

Notice of Award

Date: _____

Project: North Topsail Beach Shoreline Protection Project – Phase 5 Beach Restoration	
Owner: Town of North Topsail Beach, NC	Owner's Contract No.:
Engineer: Coastal Planning & Engineering of NC, Inc.	Engineer's Project No.: 151809
Bidder:	
Bidder's Address: <i>[send Notice of Award Certified Mail, Return Receipt Requested]</i>	

You are notified that your Bid dated _____ for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for

Base Bid – North Topsail Beach Shoreline Protection Project – Phase 5 Beach Restoration

The Contract Price of your Contract is _____ Dollars (\$_____).

[Insert appropriate data if unit prices are used. Change language for cost-plus contracts.]

5 copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

3 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [5] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner
By: _____
Authorized Signature

Title

Copy to Engineer

Notice to Proceed

Date: _____

Project: North Topsail Beach Shoreline Protection Project – Phase 5 Beach Restoration

Owner: Town of North Topsail Beach

Owner's Contract No.:

Engineer: Coastal Planning & Engineering of NC, Inc.

Engineer's Project No.: 151809

Contractor:

Contractor's Address: *[send Certified Mail, Return Receipt Requested]*

You are notified that the Contract Times under the above Contract will commence to run on _____. On or before that date, you are to start performing your obligations under the Contract Documents. In accordance with Article 4 of the Agreement, the date of Substantial Completion is April 30, 2014, and the date of readiness for final payment is April 30, 2014.

Before you may start any Work at the Site, Paragraph 2.01.B of the General Conditions provides that you and Owner must each deliver to the other (with copies to Engineer and other identified additional insureds and loss payees) certificates of insurance which each is required to purchase and maintain in accordance with the Contract Documents.

Also, before you may start any Work at the Site, you must:

_____ *[add other requirements]*.

Owner

Given by:

Authorized Signature

Title

Date

Copy to Engineer



Contractor's Application for Payment No.

	Application Period:	Application Date:
To: Town of North Topsail Beach 2008 Loggerhead Ct. (Owner): North Topsail Beach, NC 28460	From (Contractor):	Via (Engineer): Coastal Planning & Engineering of North Carolina, Inc. (CPE-NC)
Project: North Topsail Beach Shoreline Protection Project Phase 5 Beach Restoration	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 151809

**Application For Payment
Change Order Summary**

Approved Change Orders				
Number	Additions	Deductions		
TOTALS				
NET CHANGE BY CHANGE ORDERS				

1. ORIGINAL CONTRACT PRICE		\$ _____
2. Net change by Change Orders		\$ _____
3. Current Contract Price (Line 1 ± 2)		\$ _____
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....		\$ _____
5. RETAINAGE:		
a. 10% X _____ Work Completed.....		\$ _____
b. X _____ Stored Material.....		\$ _____
c. Total Retainage (Line 5a + Line 5b).....		\$ _____
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)		\$ _____
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)		\$ _____
8. AMOUNT DUE THIS APPLICATION		\$ _____
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....		\$ _____

Contractor's Certification	
<p>The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.</p>	
By: _____	Date: _____

Payment of:	\$ _____	(Line 8 or other - attach explanation of the other amount)
is recommended by:	_____	_____
	(Engineer)	(Date)
Payment of:	\$ _____	(Line 8 or other - attach explanation of the other amount)
is approved by:	_____	_____
	(Owner)	(Date)
Approved by:	_____	_____
	Funding Agency (if applicable)	(Date)

Change Order

No. _____

Date of Issuance: _____ Effective Date: _____

Project: North Topsail Beach Shoreline Protection Project Phase 5 Beach Restoration	Owner: Town of North Topsail Beach, NC	Owner's Contract No.:
Contract:	Date of Contract:	
Contractor:	Engineer's Project No.: 151809	

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Attachments (list documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:
\$ _____

[Increase] [Decrease] from previously approved
Change Orders No. _____ to No. _____:
\$ _____

Contract Price prior to this Change Order:
\$ _____

[Increase] [Decrease] of this Change Order:
\$ _____

Contract Price incorporating this Change Order:
\$ _____

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change
Order No. _____ to No. _____:
Substantial completion (days): _____
Ready for final payment (days): _____

Contract Times prior to this Change Order:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:
Substantial completion (days or date): _____
Ready for final payment (days or date): _____

RECOMMENDED:
By: _____
Engineer (Authorized Signature)

Date: _____

Approved by Funding Agency (if applicable):

ACCEPTED:
By: _____
Owner (Authorized)

Date: _____

ACCEPTED:
By: _____
Contractor (Authorized)

Date: _____

Date: _____

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Certificate of Substantial Completion

Project: North Topsail Beach Shoreline Protection Project – Phase 5 Beach Restoration

Owner: Town of North Topsail Beach, NC

Owner's Contract No.:

Engineer: Coastal Planning & Engineering of NC, Inc.

Engineer's Project No.: 151809

This [tentative] [definitive] Certificate of Substantial Completion applies to:

All Work under the Contract Documents: The following specified portions of the Work:

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A [tentative] [definitive] list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

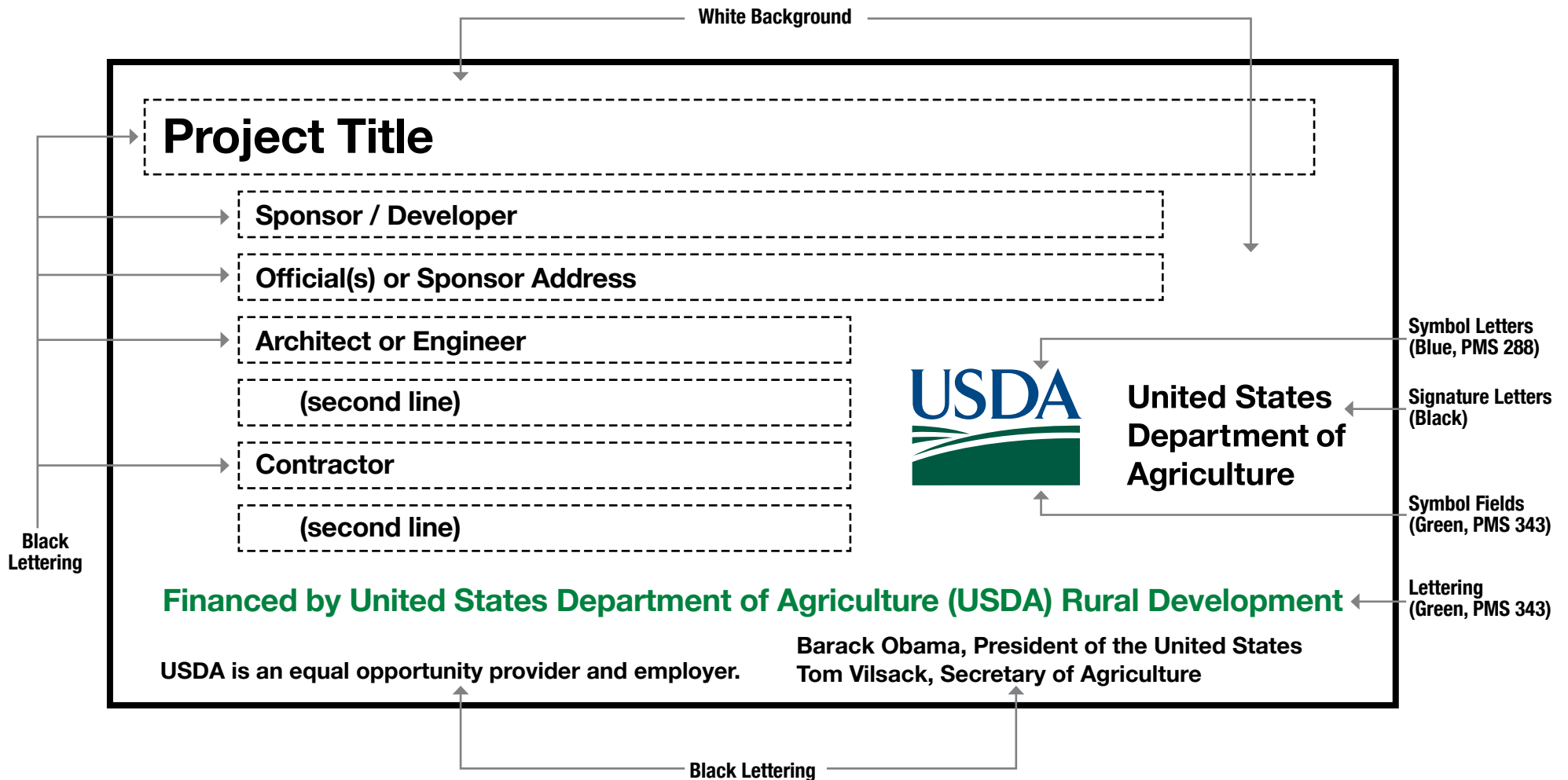
The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

TEMPORARY CONSTRUCTION SIGN FOR RURAL DEVELOPMENT PROJECTS



SIGN DIMENSIONS: 1200 mm x 2400 mm x 19 mm (approx. 4' x 8' x 3/4")
PLYWOOD PANEL (APA RATED A-B GRADE-EXTERIOR)

CONSTRUCTION QUALITY CONTROL MANAGEMENT REPORT

DATE: _____ REPORT NO. ___ CONTRACTOR _____

PROJECT NAME: North Topsail Beach Shoreline Protection Project
Phase 5 Beach Restoration

CONTRACT NO. _____ LOCATION: North Topsail Beach, NC

WEATHER: TYPE: SKY _____

TEMPERATURE ___(MAX) ___(MIN)

WAVES Dir. _____ Height _____ ft.

WIND Dir. _____ Speed _____ knots

EMPLOYEES: SUPERVISORY _ SKILLED__ LABORERS _____

1. Work Responsibility: Name (Prime or subcontractor and area of responsibility)

2. Work Performed Today:

(Location, Description, Quantity, and Responsibility)

3. Results of Inspections:

(Include satisfactory work completed or deficiencies with action to be taken)

4. Water Quality Monitoring: Did observations suggest water quality standards were in compliance with permit conditions (not to exceed 25 NTU): (Yes / No) _____

5. Verbal Instructions Received: (List any instructions given by Engineer , construction deficiencies, retesting required, etc., with action to be taken.)

6. Safety Inspection: (Report violations noted; corrective instructions given; and corrective actions taken.)

7. Equipment Data: (Indicate major items of construction equipment and vessels at job site and whether or not used or operable.)

8. Dredge Status: (Is the dredge working, not operating due to weather/sea state, or is it under repair.?)

9. Progress Summary:

Sand Placement	This Day	To Date
Work Hours:		
Length of Discharge Advance (ft.)		
Volume Placed (Estimated cyd)		
Volume Pay (accepted sections only)		
Linear % Complete		
Grade Stakes Placed		
Grade Stakes Removed		
Dredging		
Work Hours:		
Downtime Hours (Explain Below)		
Volume Removed (Estimated cyd)		
Linear Advance (ft)		
Linear % Complete		

Station of Discharge Today
Start _____
Finish _____

Station of Dredge Today
Start _____
Finish _____

Downtime Explanation:

10. REMARKS:

(LIST ATTACHMENTS AND OTHER MANAGEMENT ACTIONS TAKEN TO ASSURE QUALITY)

NOTE: IF INSPECTIONS AND RESULTS ARE NOT LISTED, THEN IT IS ASSUMED THAT QUALITY CONTROL IS NOT BEING IMPLEMENTED.

THE ABOVE REPORT IS COMPLETE AND CORRECT AND ALL MATERIALS AND SUPPLIES INCORPORATED IN WORK ARE IN COMPLIANCE WITH THE TERMS OF THE CONTRACT EXCEPT AS NOTED.

 (CONTRACTORS APPROVED REPRESENTATIVE SIGNATURE)