

Project: _____

Architect's Project Number: _____ Wil-Spec # _____

Many questions are given as options, just check off responses which apply. If you have any questions, please contact *Wil-Spec*. 781-598-6789

* = Questions which are further modified for Massachusetts Public Work, refer to PSC MGL Supplement.

GENERAL ITEMS

1 Date of Documents: _____

2 Legal name of the Project: _____ **01 10 00**

3 Project Address: _____ **01 10 00**

4 This project is:
 Private.
 Public, or publicly funded by: _____

5 * Legal Name / Address of the Owner for Contract purposes: _____ **01 10 00**

6 * Estimated Cost for Construction for this Project is
 \$ _____

7 Who will do the work? _____ **01 10 00**
 Work will be performed by Owner's personnel.
 Work will be performed by a General Contractor.
 Work will be managed by a Construction Manager who will hire trade contractors.
 Work will be performed by a General Contractor who has a title of Construction Manager.

8 * Owner has a separate Project Manager (OPM) - Name / Address is: _____ **01 10 00**

9 Owner has hired a Construction Manager - Name / Address is: _____ **01 10 00**

10 Construction may begin: _____ **01 10 00**

- Immediately after receipt of Notice to Proceed.
- Upon execution of the Agreement.
- Not earlier than (indicate date) _____.

11 Work shall be Substantially Completed: _____ **01 10 00 | 01 14 00**

- In PHASES - review phasing requirements with Wil-Spec. (Refer to Question 58)
- by Date: _____ (date).
- by # of Calendar days after Date of commencement _____ (days).
- by # of days stipulated by bidder in bid form, which shall not exceed the following date: _____ (date).

12 * Owner will select Contractor(s) by: _____ **00 11 13 | 00 11 16**

- Bidding (response to questions 11 through 29 is required).
- Negotiate a Contract without bidding (skip questions 12 through 29).
- Doesn't apply - Construction Manager will select trade contractor(s). (skip questions 12 through 29).

PROJECT BIDDING / BID-PROPOSAL REQUIREMENTS

*If negotiated selection of CM or General Contractor, SKIP Questions 12 To 29
 If CM or General Contractor is already contracted, SKIP Questions 12 To 29
SKIP BLUE SHADED QUESTIONS WHEN NO BIDDING*

13 Bids shall be solicited by: _____ **00 11 13 | 00 11 16**

- Private Invitation (closed bidding - restricted list, this is typical for private work).
- Public Advertisement (open bidding, this is not typical for private work).

14 Bids shall be awarded to:

00 11 13 | 00 11 16

- Lowest bidder.
- Bidder selected by Owner (not necessarily the lowest bidder).

15 * Document availability for Bidders

00 11 13 | 00 11 16

Time and Date available: _____ AM or _____ PM on _____

Available from: (office of) _____

During office hours: _____ AM to _____ PM Monday to Friday

Name of Building: _____

Street Address: _____

City/Town: _____ State: _____ Zip: _____

16 Document distribution for Contractor's bidding:

00 21 13

- Bidders/Contractors will be given Documents free, distributed by Architect.
- Bidders/Contractors may obtain Documents at a cost of: \$ _____ /set;
 - Deposit is refundable.
 - Deposit is not refundable.
- Bidders/Contractors receive the following number of Drawings:
 - One electronic format (PDF) set
 - One (bound) hardcopy print set, or _____ number of print sets.
- Bidders/Contractors receive the following number of Project Manuals (specifications):
 - One electronic format (PDF).
 - One (bound) book or _____ number of books.
- Bidders/Contractors may purchase additional documents by deposit.
- Bidders/Contractors may purchase additional documents direct from printer.
- Bidders may obtain Documents by mail at additional cost of: \$ _____ /set.

17 Document distribution for construction purposes:

00 21 13

- Contractors will receive the following Documents:
 - Electronic (PDF) Project Manual and Drawings.
 - Drawing print sets (hardcopy) – Number of Sets distributed: _____
 - Project Manuals (hardcopy) – Number of Books distributed: _____
 - Electronic BIM Model. Level of Development will be _____
- All returned bid sets will be returned to the Contractor for his/her use.

18 Viewing of bidding documents:

00 21 13

- NO – Bid Documents will not be available at on-line viewing services.
- YES – Bid Documents will be available for public/subscriber viewing via the following:
 - BidDocs Online.
 - Construction Market Data On-Line Services.
 - McGraw-Hill / Dodge On Line Services.
 - ProjectDog.
 - Architect's Office.
 - Another Location _____

19 Pre-bid conference will be held:

00 11 13 | 00 11 16

Location: _____

Date: _____

Time: _____

20 Bidder's attendance at Pre-bid conference:

00 21 13

- ABSOLUTELY REQUIRED – Bidders will be disqualified if they don't attend.
- Strongly encouraged, but not an absolute requirement.

21 Bid forms, Invitation to Bid and Bidder Instructions are:

- Forms written by Architect, and:
 - Wil-Spec will prepare Forms for Architect, and:
 - Bid Form provided in Project Manual (or copy) shall be used for bidding.
 - Bid Form in Project Manual is only a template, Contractor to type up Bid Proposal on his/her own letterhead.
 - Use AIA Document A701 (Instructions to Bidders) with supplemental instructions, and:
 - Supplemental instructions to A701 prepared by Architect.
 - Supplemental instructions to A701 written by Wil-Spec for Architect.
- Forms provided by the Owner, Construction Manager, or another party.
- Forms will NOT be bound into Project Manual.

22 Form submitted by Bidders:

00 41 13

- Bidders shall use Bid Form as printed in Project Manual.
- Bidders shall use Bid Form in Project Manual as template, and submit it on their own business letterhead.

23 * Receipt of Bid proposals: 00 21 13

- Bids will be received until Date: _____
- Bids will be received until Time:
- 10:00 AM 1:00 PM
- 11:00 AM 2:00 PM _____ AM
- 12 NOON 4:00 PM _____ PM
- Bids will be received by:
- Architect Owner Other
- _____

24 Opening of bids: 00 21 13

- Bids will be privately opened by Owner.
- Bids will be publicly opened.

25 Date that Bids are expected to be awarded by: 00 21 13

- Owner intends to Award Contract not later than: _____.
- Intended Date of Award should not be stated in Bid Documents.

26 Bid Security: 00 21 13

- NO - Bid security is not required.
- YES - Bid security is required.
- Bid security is required in the amount of \$ _____ (dollars).
- Bid Security is required for percent of total bid _____ (%).
- Acceptable bid security may include the following (check all that apply):
- Cash.
- Bid bond form - (AIA Document A310).
- Certified check, Treasurer's check, Cashier's check.

27 Bidders shall hold their proposals for how many days after receipt of bids: 00 21 13

- 30 DAYS 60 DAYS 90 DAYS

28 Is Contractor required to provide a proposed schedule of the Work, with Bids? (Note: allow extra bid time) 00 21 13

- NO.
- YES. Results of bids will be tabulated and made available to bidders.

29 Is Contractor required to provide a breakdown of bid by trade? 00 41 13

- NO.
- YES - Include a list of cost breakdown in Form of Proposal or Bid Form, (review trades required with Wil-Spec).

30 * The following Qualifications are required to be attach with Bids: 00 41 13

- Contractor to attach his/her own qualifications;
(NOTE: Not usually required when requesting bids from pre-selected bidders)
- Architect to include AIA Qualifications Form (Form A305) in Project Manual.
- Contractor to attach notarized assurance of Bidder's bonding eligibility.
- Contractor to attach a separate list of proposed subcontractors,
(review trades required with Wil-Spec).
- Contractor to attach Project Superintendent's & Project Manager's resume.
- Contractor to attach a list of proposed manufacturers and fabricators with model names and numbers for major building components. - Review requirements with Wil-Spec.
- Contractor to attach a list of proposed value engineering substitutions with appropriate back-up.

END OF BIDDING GROUP**CONTRACT AND GENERAL CONDITIONS****31 The project will be constructed utilizing:** 00 52 00

- Single Contract. Multiple Contracts.
- With Single Date Substantial Completion. With Single Date Substantial Completion.
- With Phased (Multiple) Substantial Completions. With Phased (Multiple) Substantial Completions.

32 Owner-Contractor Agreement shall be: 00 52 00

- Stipulated sum.
- Cost of Work plus a fee - no GMP.
- Cost of Work plus a fee - with a GMP.
- Design-Build.
- Other (specify) _____.

33 Tax exemptions: 01 10 00

- NO - The Owner is not tax exempt.
- YES - The Owner is tax exempt - Exemption number(s) is as follows, or will be provided to Contractor with the Owner-Contractor Agreement.
- _____.

34 Conditions of Contract: 00 73 00

- We are using AIA A201, Conditions of Contract 2007 (Current version).
- We are using AIA A201, Conditions of Contract 1997 (obsolete version).
- Owner has its own Conditions of Contract, we will NOT use AIA A201.
- We are NOT using AIA A201, instead we are using the following standardized form:
_____.

35 Will Conditions of Contract be bound into the Project Manual? 00 73 00

- NO - Conditions of Contract and Supplementary Conditions will be separate documents NOT bound into the Project Manual.
- YES - Conditions of Contract and Supplementary Conditions will be bound into the Project Manual.

36 Supplementary Conditions of Contract: 00 73 00

- AIA A201, requires separate written supplementary conditions, which will be:
 - Provided by Owner.
 - Provided by Architect.

Note: As noted in our proposals, *Wil-Spec* does not provide supplementary conditions. We will include insurance limit requirements, as maybe required, refer to Question 45.

37 * Performance Bonds and Payment Bonds: 00 61 13

- NO - Performance and Payment Bonds are not required.
- YES - Performance and Payment Bonds are required.
 - AIA Form A312. Owner's Own Bond Form
 - Performance and Payment Bonds are required, and will be for the amount of 100% of final Contract Sum.
 - Performance and Payment Bonds are required, and will be for the amount of 50% of final Contract Sum.
 - Performance and Payment Bonds are required for all subcontracted items of work.
 - Performance and Payment Bonds are required for subcontracted items of work which are in excess of:
 - \$50,000. \$75,000. \$100,000.
 - Other: \$ _____ (dollars).
- MAYBE - Performance and Payment Bonds might be required. **Contractor will carry cost as "Alternate Number 1" in Bidding.** (ALSO, please select appropriate options from yes answer).

38 Liquidated damages: 00 21 13

- NO - Liquidated damages are not required.
- YES - Liquidated damages are required and will be \$ _____ per day, (Note: must be based on real expenses incurred by Owner).

39 Release of Liens: 00 61 16

- NO - Contractor is not required to provide a release of liens with applications for payment.
- YES - Contractor is required to provide a release of liens with applications for payment. Release of Liens form will NOT be bound into Project Manual.
- YES - Contractor is required to provide a release of liens with applications for payment, the form for which will be included and be:
 - Owner Furnished form.
 - Standard Wil-Spec Furnished form.

40 Bonus/Penalty Clause: 00 21 13

- NO Bonus / Penalty clauses for early / late completion of project. (Note: Bonus / Penalty clauses are not typically recommended).
- YES, as follows:
 - Contractor will receive \$ _____ per day if he/she completes the project early; Contractor must pay the same amount per day if he/she completes the project late.
 - _____ Effective date for Penalty/bonus.

41 * Mark-ups for overhead, profit and taxes (bid projects only). 00 43 13

- Contractor to indicate his/her maximum mark-up percentages in Form of Proposal.
- Include assigned maximum mark-up percentages in Form of Proposal and Supplementary Conditions:
 - % for the Contractor, on his/her own employees _____ (%).
 - % for the Contractor, on subcontractors work _____ (%).
 - % for subcontractors on their own work: _____ (%).

42 • WBE / MBE / LBE Requirements: (public projects only). Question and responses is on separate *Wil-Spec* PSC^{MGL} Public Work Supplement.**43 • Massachusetts Filed Sub-Bids: (Mass. public projects only).** Question and responses on separate *Wil-Spec* PSC^{MGL} Public Work Supplement.**44 Building Permits:** 01 10 00

- Obtained by Contractor (typical).
- Obtained by Owner (or Architect in Owner's behalf).

45 Is Facility FM Global Insured (Factory Mutual)?: 07 53 xx

- NO
- YES – (Note this affects Roofing, Fire Suppression, Fire Alarm and other scope).

INSURANCE REQUIREMENTS

46 Insurance requirements: 00 73 16

- Insurance amounts will be general or supplementary conditions prepared by others. *This is Typical* ----- OR -----
- Insurance amounts will be a separate document prepared by Wil-Spec. **Completion Question 47 is required.**

47 ONLY IF Wil-Spec is required to include insurance requirements; Owner requires the following limits, or furnish Wil-Spec with ACORD 25S. 00 73 16

- Workers Compensation:
 - State: Statutory limits.
 - Federal: Statutory limits.
 - Employer's liability:
 - Accident, each occurrence: \$ _____
 - Disease, policy limit \$ _____
 - Disease, each employee:\$ _____
- Comprehensive General Liability (including Premises Operations; Independent Contractor's Protection; Products and Completed Operations; Broad Form Property Damage):
- General Aggregate: \$ _____
 - Products and Completed Operations: \$ _____
 - Personal & Advanced Injury: \$ _____
 - Each Occurrence: \$ _____
 - Fire Damage (any one fire): \$ _____
 - Medical Expenses (any one person): \$ _____
- Products and Completed Operations to be maintained for ??? years after final payment.
 - 1 year 2 years 3 years
- Contractual Liability:
 - Bodily Injury, Each Occurrence: \$ _____
 - Property Damage:
 - Each Occurrence: \$ _____
 - Annual Aggregate: \$ _____

- Umbrella Excess Liability, over primary insurance:
 - Aggregate: \$ _____
 - Retention: \$ _____
 - Personal Injury, with Employment Exclusion deleted.
 - Annual Aggregate: \$ _____
- Comprehensive Automobile Liability: (Choose either combined single limit or individual limits)
 - Owned Non-owned Hired any auto
 - Combined Single Limit \$ _____
----- OR -----
 - Individual Limits
 - Bodily Injury, Each Person: \$ _____
 - Bodily Injury, Each Accident:\$ _____
 - Property Damage, Each Occurrence: \$ _____
- Comprehensive Aircraft Liability: (Choose either combined single limit or individual limits)
 - Owned Non-owned Hired
 - Combined Single Limit \$ _____
----- OR -----
 - Individual Limits
 - Bodily Injury, Each Person: \$ _____
 - Bodily Injury, Each Accident:\$ _____
 - Property Damage, Each Occurrence: \$ _____
- Comprehensive Watercraft Liability:
 - Owned Non-owned Hired
 - Combined Single Limit \$ _____
----- OR -----
 - Individual Limits
 - Bodily Injury: Each Person: \$ _____
 - Bodily Injury: Each Accident:\$ _____
 - Property Damage, Each Occurrence: \$ _____

48 Builders Risk Insurance : 00 73 16

- Builders Risk Insurance Provided by Owner.
- Builders Risk Insurance Provided by Contractor.

PROJECT SUMMARY

49 Project Description, (To Architect - Please fill this out or send separately): 01 10 00

50 The Owner intends to perform portions of the Work by separate contract, or by his own forces: 01 11 00

- NO – Owner will not perform any portion of the work.
- YES:
 - Owner has/will award a separate contract for site clearing.
 - Owner has/will award a separate contract for demolition work.
 - Owner has/will award a separate contract for haz-mat abatement work.
 - Owner will award a separate contract for _____(trade).
 - Owner will award a separate contract for _____(trade).

51 If multiple contracts are to be utilized, the work will be coordinated by: 01 11 00

- Construction Manager.
- Owner.
- Design-Build Architectural Firm.

52 Is Project affected by Owner's Holiday Schedule or other schedule restrictions: 01 14 00 | 00 31 13
(Note, this is typical for Schools, Churches & similar projects).

- YES - If applicable, provide Wil-Spec with list of Holidays.
- NO - not applicable.

53 Describe work of Project occurring beyond the Contract Limits. 01 10 00

54 Future Work: Contractor must prepare for future work by others. 01 10 00

- NO.
- YES - Review with Wil-Spec.

55 Is building/site going to be occupied by Owner or Tenants during construction? 01 10 00

- Owner/tenants will not be anywhere on site.
- Owner/tenants will vacate building, but be elsewhere on-site (on campus).
- Owner/tenants will occupy areas beyond construction limit line.
- Owner/tenants will occupy areas within construction limit line.

56 Will Owner partially occupy building prior to Substantial Complete? 01 10 00

- NO, Owner will wait until after Completion.
- YES, Owner intends to occupy building prior to Completion.

57 * Is Use of, and access to, site subject to special requirements of the Owner, or Tenant(s) ? 01 10 00

- NO.
- YES - they are as follows (Please review these requirements with Wil-Spec):

58 Provide any special guidelines for phasing work (if required): 01 14 00

- NO.
- YES - Please provide an attached sheet or review with Wil-Spec.
- ... and Work additionally will be split into work zones (review with Wil-Spec).

59 Owner access must be permitted at all times in all construction areas, for purposes of security. 01 14 00

- YES NO

60 The Owner will retain possession of the following prior to start of work: 01 11 00

61 Owner Furnished and Installed (O.F.I.) products include: 01 10 00

- Carpet.
- Telephone and communications systems.
- Sound and voice announcement systems.
- Security alarm and detection systems.
- Identified (on Drawings or schedules) furnishings, equipment, artwork, loose casegoods.
- Testing laboratory services.
- _____.
- _____.

62 List Owner Furnished - Contractor Installed (O.F.C.I.) products. 01 10 00

- None.
- Carpet.
- Decorative light fixtures.
- _____.
- _____.

63 Proposed Product List: Does Architect or Owner require early submittal "Proposed Products List": (Not available for public work.) 01 10 00

- NO.
- YES - Review with Wil-Spec (requires discussion on when due and list of what products).

64 Identify in Spec and list special products which require long lead time: 01 10 00

- None require special notice.
- Stone Carpet Fabrics
- Special Hardware.
- Equipment for heating, ventilating and air conditioning.
- Special Light fixtures.
- _____.
- _____.
- _____.

65 Re: Long lead items, is contractor required to provide affirmation of orders placed? 01 10 00

- NO.
- YES - Provide an attached list or review with Wil-Spec.

66 Does Owner want to make statement to keep project information secure? 01 10 00

- YES, all project information must be very secure. Contractor is not to divulge information regarding permits, variances or other approvals except as required to obtain the same. Contractor may not use this project in its promotional materials.
- NO, a special statement not necessary. Contractor may use project for future promotional material, with Owner's permission.

67 Are Hours of construction, 7:30 AM to 4:30 PM, Monday to Friday. OK or is Contractor required to verify hours of construction with the Owner. 01 10 00

- YES - typical hours of Construction are Okay.
- NO - special hours are required, Contractor verify with Owner.
- NO - special hours are required, they are: _____.

68 Is Worker Smoking prohibited on site? 01 14 00

- NO restrictions, worker's may smoke anywhere.
- Partially – Smoking is restricted to designated zones ONLY as part of Owner's policy.
- YES – Smoking is totally Prohibited (This is also a LEED point if LEED is applicable).

69 Are Worker Identification Badges Required? 01 14 00

- NO.
- YES – provided by Owner.
- YES – provided by Contractor.

70 Is worker criminal offender record (CORI) reporting required? 01 14 00

- NO.
- YES, includes all working on-site.

71 Worker Conduct and appearance rules need to be written out in the Project Manual (a fairly common request for school projects and high public profile projects) 01 14 00

- NO – not required.
- YES - worker rules include: "general conduct", "sexual harassment", "occupant privacy", "proper clothing", "no radios/cd's", "improper language", "stealing" and "no smoking".

72 Will there be a Clerk of Works to oversee on-site construction? 01 10 00

- NO, not required; or Owner has an on-site administrator.
- YES – Full time.
- YES – Partial Schedule (explain)

73 Will Architect oversee its own Construction Administration or use an associate firm?

01 10 00

- ARCHITECT.
- ASSOCIATE ARCHITECT (Name and Firm Address as Follows):

ENVIRONMENTAL "GREEN" REQUIREMENTS**74 Owner's/Architect's environmental "Green" requirements for Project:**

01 33 29 | 01 74 19

- A construction waste management and recycling program is required.
(this can be stand-alone requirement, not part of a certification program credit)
 - Owner has specific waste management policy in place. Review with Wil-Spec.
 - Owner has a contract with a specific waste management company, review with Wil-Spec.
- A carpet reclamation program is required.
(this can be stand-alone requirement, not part of a certification program credit)
- NONE – NO compliance with LEED, CHPS, GGHC or Green Globe certification program.
- This is maybe a LEED Project. Architect must discuss this issue with Wil-Spec.
- This is a LEED Project. (Answer Questions 75 + 76 is required.)
- This is a CHPS Project. Architect to provide Wil-Spec with a guideline of goals.
CHIPS Rating System: _____
- This is a GGHC (Green Guide for Healthcare) Project. Architect to provide Wil-Spec with GGHC checklist/goals.
- This is a Green Globe Project. Architect to provide Wil-Spec with Green Globe checklist/goals.
- Owner has other special environmental requirements (provide Wil-Spec with information).

75 How does LEED apply to this Project?

01 33 29

- This is a LEED Project, and... (Architect to furnish Wil-Spec with LEED checklist).
 - Project does not have specific LEED goals, it will not be certified.
 - Project does not have specific LEED goals, but must be certified.
 - Project must be certified as LEED for one of the following:
 - Basic Certification ONLY
 - Silver Gold Platinum

76 If LEED; which rating system applies?

01 33 29

- LEED NC - New Construction and Major Renovations.
 - 2009 LEED (v.3) NC 2013 LEED (v.4) NC
- LEED CI - Commercial Interiors (LEED 2009 (v.2) CI).
- LEED CS - Core and Shell (LEED 2009 (v.2) CS).
- LEED S - Schools.
 - 2007 LEED S. 2009 LEED S.
- LEED ND - Neighborhood Development (LEED 2009 ND).
- LEED HC - Healthcare (LEED 2009)
- LEED EB - Existing Buildings Operation and Maintenance.
 - LEED EB v2 2008 LEED EB 2009 LEED EB
- LEED (Other) _____

ALLOWANCES - UNIT PRICES - ALTERNATES**77 Cash allowances:**

01 21 00

- NO cash allowances.
- Rock Removal, for _____ (total \$ for _____ cy).
- FURNISHING DOOR & FINISH HARDWARE:
 - New doors: \$ _____ (\$/dr).
 - Existing doors: \$ _____ (\$/dr).
 - Cylinders only: \$ _____ (\$/dr).
- CARPET, for \$ _____ (\$/sy)
 - Furnish Only ↑ Furnish and Install ↑
- WALL COVERINGS, for \$ _____ (\$/ly @54" width).
 - Furnish Only ↑ Furnish and Install ↑

List of cash allowances continued on next page:

List of cash allowances continued from previous page:

- Product _____, for \$_____ (cost) per _____ (unit).
 Furnish Only ↑ Furnish and Install ↑
- Product _____, for \$_____ (cost) per _____ (unit).
 Furnish Only ↑ Furnish and Install ↑
- Product _____, for \$_____ (cost) per _____ (unit).
 Furnish Only ↑ Furnish and Install ↑

78 Inspection and testing allowances: (If contractor must carry a number)

01 21 00

- Provide total testing allowance for \$_____.
- Provide individual testing allowances:
 - Testing of _____ \$_____.
 - Testing of _____ \$_____.
 - Testing of _____ \$_____.
 - Testing of _____ \$_____.

79 Unit Prices:

01 22 00

- NO – Not applicable, (*skip questions 79 to 81*)
- YES - If applicable, include list of unit prices in Bid Form.
- YES - If applicable, provide under designated Sections. (non-bid projects).
- YES - If applicable, provide Schedule under Section 01 22 00. (non-bid projects).

80 Unit prices for repair/replacement of unforeseen existing conditions - Estimated quantities:

01 22 00

(Contractor fills in cost per quantity)

- Roof Sheathing replacement _____ (sf).
- Wall Sheathing replacement _____ (sf).
- Other: (name): _____ / (____).
- Other: (name): _____ / (____).
- Other: (name): _____ / (____).

81 Unit prices for Earthwork - Estimated quantities: (Contractor fills in cost per quantity)

01 22 00

- Earth excavation, _____ (cy).
- Rock excavation in trenches and pits _____ (cy).
- Rock excavation in open excavation by machine, _____ (cy).
- Hand excavation, _____ (cy).
- Additional common fill materials, _____ (cy).
- Additional drainage fill, _____ (cy).
- Additional sub-base material, _____ (cy).

82 Defective Assessment of unit price earthwork and adjustment of cost:

01 22 00

- Acceptance of defective work will not be considered – Remove and replace work.
- Owner may choose to accept defective work, and adjust unit price.

83 * The Project has the following Alternates:

01 23 00

Try to keep all alternates “add” or have all alternates “deduct”, it is best not to mix.

Describe here, or forward a separate list.

ALTERNATE 1 (Note If Performance & Payment Bonds are Optional, (Question37) they must be carried as Alternate Number 1)

Base Bid _____
 Alt. # 1 _____

ALTERNATE 2

Base Bid _____
 Alt. # 2 _____

ALTERNATE 3

Base Bid _____
 Alt. # 3 _____

ALTERNATE 4

Base Bid _____
 Alt. # 4 _____

ALTERNATE 5

Base Bid _____
 Alt. # 5 _____

ALTERNATE 6

Base Bid _____
 Alt. # 6 _____

PRODUCT SUBSTITUTION REQUIREMENTS**84 * Options for product substitutions:**

01 25 13

- Substitutions are prohibited *.
* Except, Substitutions will be considered when product is unavailable to Contractor.
- Substitutions are permitted.
- For Bid projects: Substitutions will be considered during bid period only, up to ??? days before bids are due. (allows response by addenda).
- 10 days (typical = AIA A701) 7 days Other: _____
- MA Public Bid projects only: By law, substitutions will be considered at any time during Contract.
- For CM + Negotiated projects: Substitutions will be considered prior to: _____ (date).
- For CM projects: Substitutions will be considered only when submitted prior to Initial GMP.
- Other: _____

ADMINISTRATIVE REQUIREMENTS**85 Architect will respond to RFI's?**

01 26 13

- Architects Response Only
- 3 work days 4 work days
- 7 days 14 days Other _____
- Architect + Consulting Architect's Response
- 4 work days 5 work days
- 7 days 14 days Other _____

86 Is a Site Mobilization (Preconstruction Conference) Required?

01 31 00

- NO.
- YES - Space for meeting by Owner, (at existing facility).
- YES - Space for meeting by Contractor or Construction Manager (trailer).

87 Progress meetings at the following intervals.

01 31 00

- Weekly Bi-weekly Monthly
- As subsequently mutually agreed, (use with private negotiated contracts only, recommend setting specific interval above).

88 Who shall schedule and administer progress meetings? (select one)

01 31 00

- Contractor/Construction Manager.
- Architect. Architect's Project Representative.
- On-Site Clerk of Works. Owner's Project Representative.

89 For pre-installation conferences which are specified under certain sections, what notice is required for Architect?

01 31 00

- 48 hours 72 hours 1 week

90 For interruption of existing building services, what notice is required for Owner?

01 31 00

- 48 hours 72 hours 1 week

YES – Partial Schedule (explain) _____

91 For interruption of existing electrical and fire alarm, what notice is required for local Fire Department?

01 31 00

- 48 hours 72 hours 1 week

92 Is Contractor required to provide a detailed schedule of the Work, with breakdown by trade?

01 32 00

- NO - a schedule of work is not required to be submitted.
- YES – Contractor to provide a Gantt/Bar Chart type schedule,
- Submit with a separate schedule of values.
- YES – Contractor/CM to provide a CPM (critical path method) schedule.
- CPM Schedule, with Software and Disk copies to Clerk of Works.
- CPM Schedule, and special CPM progress meetings are required.

93 Is Contractor required to provide a Float in schedule? (applies to CPM Schedules Only)

01 32 00

- NO, Float is not indicated.
- YES, Float time to be indicated in Schedule.

94 Is a Schedule of "Shop Submissions" required?

01 32 00

- NO.
- YES required, submit within _____ days after award of contract?
- 14 21 _____

95 Are Coordination Drawings required?

01 32 00

- NO.
- YES, Architect to review requirements with HVAC/Electrical engineers.
- Yes required, and submitted to Architect.
- Yes required, but not submitted to Architect, kept on site only.

96 Will BIM MODELS (REVIT) required to be maintained by Contractor?

01 32 00

- NO not required.
- YES, Please review BIM requirements with Wil-Spec.

97 Who prepares base sheets or BIM models (REVIT) for Coordination Drawings and As-Built Drawings? 01 32 00

- CONTRACTOR - Base Sheets by Contractor who is required to do all CAD work. **NO** electronic documents will be furnished by Architect or Owner to assist in base sheet preparation work.
- ARCHITECT – BIM base models are prepared by the Architect and shall be:
 - Furnished to Contractor for free (no charge).
 - Furnished to Contractor for a processing fee of \$_____ per sheet.
 - Furnished to Contractor for a single lump fee of \$_____ for set.
 - AND, Furnished to Contractor upon signature of Architect's waiver form.
- ARCHITECT – CAD Base sheets are prepared by the Architect and shall be:
 - Furnished to Contractor for free (no charge).
 - Furnished to Contractor for a single lump fee of \$_____ for set.
 - Furnished to Contractor for a fee per sheet of \$_____ per sheet .
- AND, Furnished to Contractor upon signature of Architect's waiver form.
 - Waiver form not in Project Manual.
 - Waiver form or language shall be in Project Manual (Architect must provide to Wil-Spec).

98 Provide Wil-Spec a copy of your shop drawing review stamp on blank paper. 01 33 00

- YES, DONE, copy of stamp on blank piece of paper is attached, or was faxed, or emailed.

99 Will an electronic document management/distribution system be used?

- NO.
- YES, Architect to manage system.
 - Architect to use: _____
- YES, Contractor to manage system.

100 Will shop submittals and documents be electronic? 01 33 00

- NO, hard-copy is required.
- YES, all submittals except samples will be electronic.

101 How many hard copies of submittals are required? 01 33 00

- SAMPLES. – Always required
 - 2 copies 3 copies other _____
- DOCUMENTS AND PRODUCT DATA (catalog cuts, performance data, warranties, instructions, closeout documents, and similar.) – *NOTE: if submittals are electronic, no hard copies of docs will be specified.*
 - 4 copies 5 copies other _____
- SHOP DRAWINGS. – *NOTE: if submittals are electronic, no hard copies of drawings will be specified.*

[_____] reproducible and [_____] blackline prints per drawing.
(default is 1 reproducible and 2 prints).

102 Does Architect want to have "Grouped Submittals" for purposes of reviewing finishes and color coordination?

- NO not required.
- YES, Architect to review as follows.
 - All interior submittals together, for color and finish coordination.
 - All exterior submittals together, for color and finish coordination.

103 Shop submittals: How long does Architect need to review shop Drawings? 01 33 00

- REVIEW BY ARCHITECT ONLY
 - Architect's Review 10 working days [default] other _____
- REVIEW BY ARCHITECT + CONSULTANTS
 - Architect's Review 10 working days [default] other _____
 - Consultant Review 5 working days [default] other _____
- REVIEW OF COMPLEX SYSTEMS OR GROUPED SUBMITTALS
 - Architect's Review 10+ working days [default] other _____
 - Consultant Review 5 working days [default] other _____

104 Are submittals of daily construction reports required? 01 32 00

- NO not required.
- YES, submit duplicate copies to Architect (indicate interval below).
 - weekly every 2 weeks
 - monthly Other _____
- YES, submit duplicate copies to Owner (same interval as above).
- YES, but will be written by Clerk of Works (or other Project Representative), copies will be distributed directly by him or her.

105 Are construction photographs required?

01 32 00

- NONE required.
- YES required,
 - AND to be photographed by professional photographer.
- Submit photographs at intervals:
 - Monthly on date of Application of Payment.
 - Other _____.
- Submit how many photographic sets with each submittal:
 - Submit duplicate sets.
 - Triplicate sets.
- Photo requirements, (Note: check only those items which apply, specification will only be elaborate to fit the requirements):
 - Negative format:
 - Digital 35 mm
 - Photograph Submission:
 - Digital photos on CD disc in lieu of prints.
 - 8 by 10 prints 5 by 7 prints 4 by 6 prints
 - Color or B/W (regarding prints only):
 - Color black / white
 - Sheen (regarding prints only):
 - glossy matte

106 Photograph views required?

01 32 00

- Two site photographs or _____ (number).
- Two exterior photographs or _____ (number).
- Five interior photographs or _____ (number).
-----AND-----
- Take additional photographs for the following:
 - Start and completion of site clearing.
 - Completion of excavations, prior to form work or footings.
 - Completion of foundations.
 - Each stage of completion of structural framing.
 - Enclosure of building.
 - Roof top photographs.

107 Are construction videos required?

01 32 00

- Progress Construction Video is required, in lieu of, or in addition to, construction photos.
 - Video is in lieu of photos.
 - Video is in addition to photos (please review with Wil-Spec).
- Specialty Time Lapse Construction Videos are required (review with *Wil-Spec*).

QUALITY REQUIREMENTS**108 Who will employ and pay for testing laboratory inspection and testing services?**

01 45 29

- Owner will employ and pay under separate Contract.
- Owner will employ, Contractor will pay under specified allowance.
- Contractor will employ and pay for services under this Contract, (requires approval of laboratory by Architect from contractor selection of three).

Number of Laboratory service reports to be submitted is:

- 2 3 Other: _____

109 Who will employ and pay for Special testing required by local code or IBC?

01 45 29

- Contractor will employ and pay separate engineer.
- Owner will employ and pay separate engineer.

110 Who pays for Slab Moisture Control Testing? (includes Relative Humidity, Moisture Vapor, and pH testing of concrete slabs)

01 45 29 | 09 05 06

- Owner will employ and pay.
- Contractor will employ and pay.

111 Air Barrier and Building Envelope Testing?

01 45 29

- NO - Air Barrier will not be tested.
- YES - Owner will employ and pay for air barrier and envelope testing.
 - Testing will be performed on Mock-up.
 - Testing will be performed on built construction.
- YES - Contractor will employ and pay for air barrier and envelope testing.
 - Testing will be performed on Mock-up.
 - Testing will be performed on built construction.

112 Mock-ups?

01 43 39

- NO - Mock-ups are required.
- YES - The following mock-ups are required (if more, please forward a separate list):

Mock-up 1: _____ .

- Is built as permanent part of project.
- Is independent structure which will be subsequently removed.

Mock-up 2: _____ .

- Is built as permanent part of project.
- Is independent structure which will be subsequently removed.

Mock-up 3: _____ .

- Is built as permanent part of project.
- Is independent structure which will be subsequently removed.

Mock-up 4: _____ .

- Is built as permanent part of project.
- Is independent structure which will be subsequently removed.

REGULATORY REQUIREMENTS

113 List title of local zoning ordinance with date of issue:

01 41 00

- City Town County
- Full Title: _____ .
- Date of Issue _____ .

114 Applicable building codes and regulations are:

01 41 00

- All applicable codes in Commonwealth of Massachusetts.

Fill out next column for Projects outside of Massachusetts:

For Projects located outside of Massachusetts:

- Standardized Codes are based on IBC / IRC (indicate all that apply)
 - IBC Building Code IRC Building Code
 - 2003 2006 2009 2012
 - IBC Plumbing Code
 - 2003 2006 2009 2012
 - IBC Fuel Gas Code
 - 2003 2006 2009 2012
 - IBC Mechanical Code
 - 2003 2006 2009 2012
 - IBC Fire Protection Code
 - 2003 2006 2009 2012
 - IBC Electrical Code
 - 2003 2006 2009 2012
 - IBC Green Construction Code
 - 2012

NON IBC CODES - FULL TITLE AND EDITION YEAR (or attach separate sheet).

- Other State / Local Building Code : _____
- State Accessibility Code: _____
- State Highway Code: _____
- State Energy Code: _____
- NFPA 25 Fire Protection Code: _____
 - 2002 2008 2011 2014
- NFPA 70 Electrical Code: _____
 - 2002 2005 2008 2011 2014
- State Elevator Code: _____
- Other (name) _____
- Other (name) _____

TEMPORARY FACILITIES AND CONTROLS**115 Options for sanitary facilities:**

01 50 00

- Designated Owner's facilities may be used.
- Contractor shall provide self-contained single-occupant chemical toilet units.

116 Contractor's Field Offices, Storage Areas and Sheds:

01 50 00

- Field office to be located in existing building.
- Field offices - separate trailer in location acceptable to Owner.
- Contractor to submit site plans to locate field offices.

117 Contractor's Field Office shall have at least:

01 50 00

- Conference space for ??? people?
 - 12 20 Other _____.

118 Field Office for Clerk of Works, Architect, Owner's on-site rep:

01 50 00

- Not Required.
- Clerk's Field office is required (and as a minimum shall have the following):
 - Phone and Fax (also complete question 116).
 - Computer: (you must tell Wil-Spec all required components and software).
 - Min. Office size ____ SF. Conference table to seat _____
 - Desk and chair. Plan Rack.
 - 4 drawer standard file cabinet. Drawing table and stool.
 - 8'-0" shelving, 12" deep. Coat Rack.
 - Indoor / Outdoor thermometer. Drawing Rack.
 - Air Conditioning and heating. ABC fire extinguisher.

119 Options for temporary electricity:

01 50 00

- Already covered under Division 26 – Electrical.
- The Owner will furnish (and pay for) electricity for project, Contractor is required to hire an electrician licensed to provide temporary feeders from existing panel.
- The Owner will furnish (and pay for) electricity for project, Contractor is required to hire an electrician licensed to provide temporary feeders from separate meter.
- Contractor will furnish all electricity and distribution for project, including transformers, meters, and main distribution switch gear.

120 Options for Temporary water service:

01 50 00

- The Owner will pay for water used for project, Contractor will connect at existing hose bib(s) or other water source.
- The Owner will pay for water used for project, Contractor will connect at separate meter and provide necessary piping.
- Contractor will provide and pay for water service for project, including water meter and temporary service piping.

121 Options for temporary telephone and internet service:

01 50 00

- Existing Owner's phones may be used, toll charges shall be paid by party who places call.
- Contractor provide temporary phone for Contractor's Field Office:
 - One direct line phone or _____ (number of lines).
 - Provide hands-free speaker phone.
 - Provide with Answering Machine.
 - One direct line fax machine.
 - Cellular phone service for Contractor's Superintendent for term of construction.
- Contractor provide temporary phone for Clerk of Works (Architect's) Field Office:
 - One direct line phone or _____ (number of lines).
 - Provide hands-free speaker phone.
 - Provide with Answering Machine.
 - One direct line fax machine.
 - Cellular phone service for Clerk of Works until Project Substantial Completion.
- Contractor provide high-speed internet service (such as T1, Cable, DSL or FIOS) for:
 - Contractor's Field Office,
 - Clerk of Works (Architect's) Field Office.

122 Options for temporary use of elevators:

01 50 00

- EXISTING elevators - use is PROHIBITED.
- EXISTING elevators - use is permitted but restricted to personnel and 'hand' tools only.
- EXISTING elevators - use is permitted but restricted to certain times of day.
 - Coordinate elevator schedule with _____.
- NEW elevators placed in service - use is PROHIBITED.
- NEW elevators placed in service - use is permitted.

123 Options for Project Sign:

01 50 00

- NO - Project sign is not required.
- YES - Project sign will be 4' high by 8' wide, or rather _____ high by _____ wide;
 - With exhibit lettering by professional sign painter.
 - With die cut vinyl, self-adhesive letters and self-adhesive corporate logo.
 - With computerized graphics on adhered film.
 - SIGN DESIGN will be located in Drawings or Specifications.
- Project sign shall include the following in addition to name of project and Owner:

<input type="radio"/> User Agency	<input type="radio"/> General Contractor
<input type="radio"/> Architect	<input type="radio"/> Construction Manager
<input type="radio"/> Engineers/Architect's consultants	<input type="radio"/> Major Subcontractors

124 Contractor Advertising Signage.

01 50 00

- NO - Advertising signage is prohibited.
- YES - Advertising signage is okay, with approval by Owner.

125 Temporary Interior Enclosures, (required, if Owner/Tenant occupied):

01 50 00

- Temporary enclosures can be polyethylene sheet (soft) materials (also not rated).
- Temporary enclosures should be plywood or gypsum (hard) materials.
- Temporary enclosures must be finished (painted).

126 Temporary Construction Fence.

01 50 00

- NO – construction fencing is not necessary.
- YES - Contractor to provide chain link fence:

<input type="checkbox"/> 6' high	<input type="checkbox"/> 8' high	<input type="checkbox"/> _____
<input type="checkbox"/> Provide construction privacy/containment mesh on fence.		
<input type="checkbox"/> Provide privacy vinyl slat inserts into chain link.		
- YES - Contractor to provide 4' high poly snow fence.
- YES - Contractor to provide solid wood barricade type:

<input type="checkbox"/> 6' high	<input type="checkbox"/> 8' high	<input type="checkbox"/> _____
----------------------------------	----------------------------------	--------------------------------
- YES, and extent of fencing will be on Drawings.

127 * Massachusetts Filed Sub-Bid Scaffolding Responsibilities:*(Mass. Public Bidding Only)***Question + Answer on separate Wil-Spec PSC Public Work Supplement.**

01 50 00

128 Tree and plant protection:

01 50 00

- Owner will tag trees and plants to remain.
- Architect/Landscape Engineer will tag trees and plants to remain.
- Architect/Landscape Engineer will tag trees and plants to remove.

129 Is a Pest Control Program during construction required?

01 50 00

- NO, a pest control program is not required.
- YES, a pest control program during construction is required, and:
 - An independent Pest Control Test Report is required at Substantial Completion.

130 Options for Security:

01 50 00

- Owner has requirement to access site.
- Owner has existing security system, Contractor must coordinate.
- Contractor to provide uniformed security to site/project - during working hours.
- Contractor to provide uniformed security to site/project - during non-working hours.
- Contractor to provide uniformed security to site/project - 24 hours - 7 days.
- Contractor must provide entry control.

131 Options for Contractor and Worker Parking:

01 50 00

- No parking available on site, or from Owner.
 - Contractor to arrange and pay for off-site parking.
 - On-street parking is available for construction personnel.
- Use of Owner's existing parking is permitted, without restriction.
- Use of Owner's existing parking is permitted, but is restricted (Please provide a description of restrictions), additionally:
 - Location of designated parking to be arranged with Owner.
 - Location of designated parking is indicated on Drawings.
- Designated areas of site will be restricted to Owner's use and may not be used for construction traffic or parking.

132 Snow Maintenance of parking area, walkways, and roadways:

01 50 00

- Not required due to site location or intended construction schedule.
- Owner to maintain traffic and parking areas free of snow, and ice.
- Contractor to maintain traffic and parking areas free of snow, and ice.

EXECUTION & CLOSEOUT REQUIREMENTS**133 Survey and Field Engineering:**

01 73 00

- NO SITE SURVEYS ARE NOT REQUIRED.
- YES SITE SURVEYS ARE REQUIRED.
 - Contractor to employ a land surveyor.
 - Contractor to employ an licensed engineer.
- YES + Qualifications for person to do surveys shall be one of the following:
 - Contractor to submit 3 names for Architect to accept one.
 - Contractor to submit name with requirement of Architect's acceptance.
- YES + Survey Reference Points:
 - Contractor shall locate and protect survey control and reference points.
 - Owner will locate and protect survey control and reference points.
- YES + Control datum for survey is:
 - Control datum for survey is that indicated on Drawings.
 - Control datum for survey is that established by Owner provided Survey.
- YES + Surveys will be required for unit pricing measurement and payments.
- YES + Contractor to submit Final Property Survey and log as part of Project Close-out Documents.

134 Operation and maintenance manuals:

01 78 00

- Contractor to provide how many Operating and Maintenance Manuals?
 - 2 4 _____
- Manuals may be in one all-inclusive volume.
- Manuals must be separate volumes (binders) for:

<input type="radio"/> Site Irrigation systems.	<input type="radio"/> HVAC system.
<input type="radio"/> Food service equipment.	<input type="radio"/> Electrical.
<input type="radio"/> Elevators, handicap lifts.	<input type="radio"/> Architectural lighting.
<input type="radio"/> Fire protection system.	<input type="radio"/> Telecommunications.
<input type="radio"/> Utilities and plumbing systems.	<input type="radio"/> Emergency generator set.
<input type="radio"/> Life support systems, (aquariums/zoos only).	<input type="radio"/> Special systems (name) _____
- Contractor to provide separate Finishes Manual listing products, applied materials, and finishes; with catalog number, size, composition, and color and texture designations.

135 Project record documents (as-builts).

01 78 00

- YES AS-BUILTS ARE REQUIRED – Receipt of Record Drawings by Owner will be a condition for Final Payment. (Please fill out options below – next question.)
- YES AS-BUILTS ARE REQUIRED – But are not a condition for Final Payment. (Please fill out options below – next question.)
- NO AS-BUILTS ARE NOT REQUIRED, (skip next question).

136 Options for Project record documents (as-builts).

01 78 00

NOTE: Base Sheets will be prepared as marked under Question 92.

- Contractor to mark a single set of blue or black line prints (bases furnished by Owner) for record drawings.
- Contractor to provide how many hardcopy sets of record drawings (bound sets)?
 - 1 2 _____
- Contractor to provide how many electronic sets of record drawings?
 - 1 2 _____
- Contractor to provide Drawings in following Electronic format:
 - CAD Program & Version (Architect's base sheets): _____ .
 - AutoCAD Version (Documents going to Owner): _____ .
 - Other CAD program required : _____ .
 - Disc type required (other than CD): _____ .
 - Contractor to verify Cad release format, and disc type with Owner prior to submittal.
- Contractor to provide BIM models:
 - BIM Level of Development: _____ .

137 Final Cleaning.

01 73 00

- NO - Performed by Owner or under separate contract (this is not typical).
- YES - Contractor to provide Final Cleaning Services.

DEMONSTRATION & TRAINING OF OWNER'S PERSONNEL**138 Instruction and training is condition precedent for final payment**

01 79 00

- YES - Contractor to submit documentation that they have full-filled all instruction and training requirements of Owner's personnel; Owner will not make final payment without this.

139 Training time required for instruction of Owner's Personnel 01 79 00

NOTE: We do not recommend specifying minimum instruction time for small projects.

- YES - Contractor to provide the following minimum hours for instruction of Owner's personnel: (Note: Wil-Spec specification defaults are indicated in bold.)
 - General overview of Record Documents:
 - 2 hours **3 hours** ____ hours
 - Fire protection systems and equipment:
 - 3 hours **6 hours** ____ hours
 - Fire alarms systems and equipment / Smoke evacuation system:
 - 4 hours **8 hours** ____ hours
 - HVAC systems and equipment:
 - 16 hours **32 hours** ____ hours
 - Plumbing systems and equipment:
 - 2 hours **6 hours** ____ hours
 - Electrical systems and equipment (including emergency generator):
 - 12 hours** 32 hours ____ hours
 - Audio-visual systems, sound systems and similar equipment:
 - 3 hours **4 hours** ____ hours
 - Other utility connected systems, control systems, security systems, and similar equipment:
 - 6 hours** 8 hours ____ hours
 - Animal Life Support systems and equipment:
 - 24 hours **32 hours** ____ hours
 - Irrigation and fogging systems and equipment:
 - 3 hours **6 hours** ____ hours
 - (Name of Additional Systems): _____
 - ____ hours
 - (Name of Additional Systems): _____
 - ____ hours

140 Video Tape training sessions 01 79 00

- YES - OWNER will tape Contractor's training and instruction of Owner's personnel.
- YES - CONTRACTOR will tape Contractor's training and instruction of Owner's personnel.

COMMISSIONING

141 Is Building Commissioning required?: 01 91 13

- NO – Commissioning is not required.
- YES -. Project is LEED (or other) certified. Required commissioning section to be written by:
 - Owner.
 - MEP/FP consulting Engineer
 - Independent Commissioning Agent
- YES - Project is LEED (or other) certified with additional credit for Advanced Commissioning. Section to be written by party indicated above. (This requires an independent commissioning agent).
- YES – Project is NOT LEED (or other) certified, but Commissioning is required and written by:
 - Owner.
 - MEP/FP consulting Engineer
 - Independent Commissioning Agent.

142 Is Special Commissioning required?: 01 91 13

- NO – not required.
- YES -. Special commissioning is required for the following: (Note commissioning is not included under Wil-Spec basic services, and either shall be written by others, or as an additional service by Wil-Spec):
 - (1) EXTERIOR ENVELOPE.
 - (2) _____
 - (3) _____
 - (4) _____

WIL-SPEC STANDARDIZED FORMS

143 Wil-Spec to include in Project Manual, our standardized forms for the following: 00 62 xx

- Contractor's Request for Information (RFI) Form, (for attaching to RFI's).
- Product Substitution Request Form.
- Product Submittal Form, (cover for attaching to shop submittals).
- Sustainable Products Submittal Form, (cover for attaching to LEED/GGHC/CHPS submittals).

DEMOLITION & CUTTING/PATCHING ISSUES

144 Existing Utilities: 01 73 00

- Owner will identify and cap utilities.
- Contractor (trades) will identify and cap utilities.

145 Who will tag items to be salvaged? 02 41 19

- Owner.
- Architect.
- Specification and Drawings will identify particular items to be salvaged.

146 Is Shoring and underpinning required? 31 40 00

- YES - shoring and underpinning is an issue, which will be dealt with Structural Engineer. Note Shoring and Underpinning specifications will not be written by Wil-Spec.
- NO - shoring and underpinning is not an issue.

147 Specialized cutting and patching is required for the following trades: 01 73 29

- None require special notice.
- Stone Masonry Terrazzo
- Woodwork Plaster
- _____
- _____

EXISTING CONDITIONS REPORTING

148 Information for Bidder/Contractor, HAZARDOUS MATERIALS report: 00 31 36

- A HAZ-MAT survey report does not exist.
- The following HAZ-MAT survey reports have been/or/ will be completed and they WILL be bound into the specification.
 - Asbestos.
 - Lead Paint.
 - Other (specify) _____.
 - Other (specify) _____.
- A HAZ-MAT survey report has been completed and will be given to Contractor under separate cover

149 Information for Bidder/Contractor, Order of Conditions: 00 31 32

- A Conservation Commission Order of Conditions has been issued for Project, and will be required to be bound into the Project Manual.

150 Information for Bidder/Contractor, GEOTECHNICAL DATA: 00 31 32

- A geotechnical report does not exist.
 - Contractor will have to do its own investigation; subsurface investigations have not and will not be done by Owner (this is an unusual condition).
- A geotechnical report has been made, but will be unavailable to bidders (unwise).
- A geotechnical report has been made, but due to its size cannot be bound into the specification, but may be viewed at: _____.

- A geotechnical report has been made and Boring reports and Test Pit results will be bound into the project manual:

Provide specification writer copy of report!, or provide all of the following:

Exact Title of Report _____

Date of Report _____

Name of Testing Agency: _____

Address: _____

Test pit numbers: Starting with _____ and Ending with _____

Date of Test pits: _____

Boring Logs: Numbers starting with _____ and ending with _____

Date of Borings: _____

ADDITIONAL INSTRUCTIONS / NOTES

151 * Additional Instructions and Notes to Wil-Spec:

END – THANK YOU FOR COMPLETING THIS FORM