



# 33rd Annual State Construction Conference

March 28th, 2013

## Great Expectations

Front End Documents

Farouk Zaman, RA

**SCO Website – <http://www.nc-sco.com>**



# 33rd Annual State Construction Conference

March 28th, 2013

## STAFF ARCHITECTS

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**SCO Website – <http://www.nc-sco.com>**

# **AGENDA**

## **TYPES OF SUBMITTALS**

### **CD – SUBMITTALS**

- **Formal Construction Contract**
  - **Advertisement for Bids**
  - **Notice to Bidders**
  - **Instructions to Bidders & General Conditions of the Contract**
  - **Supplementary General Conditions**
  - **Form of Proposal**
- **Informal Construction Contract**

## **TECHNICAL SPECIFICATIONS**

## **TENT/MEMBRANE STRUCTURE**

# TYPES OF SUBMITTALS

Entity/Funding	SCO Code Review	SCO Review	Local AHJ Code Review	SCO Forms & Doc	SCO Const Admin	Additional Requirements
State Agencies <\$500,000	✓	✓		✓		May be exempt from SCO Review on request w/no code issues
State Agencies >=\$500,000	✓	✓		✓	✓	
University <\$2,000,000	✓					Field Electrical Inspection
University >=\$2,000,000	✓	✓		✓	✓	
Community College <\$500,000			✓			SCO Review on request (Informal)
Community College >=\$500,000		✓	✓	✓	✓	>20,000 sf. DOI review
Federally Funded DOT Hwy Visitor Center	✓					Field Electrical Inspection
UNC Hospital	✓					Field Electrical Inspection DHSR Review
Global TransPark	✓					Field Electrical Inspection and Code
Privately Funded on State Land	✓	✓			✓	Field Electrical Inspection.
Privately Funded on Private Land	❖		✓		❖	❖SCO Courtesy Review.
Privately Funded on Community College Land		✓	✓			Courtesy on request by CC

# **CD – SUBMITTAL Formal Contract**

## **Cost Estimate**

**LCCA**

**Energy Modeling**

**Full Set of Drawings**

**Project Manual:**

**Bid Documents**

**Full Specifications**

**Reports – Soils, Hazardous, Chemical List etc.**

**Designer Responses**

**Other documents the Designer deem necessary**

**REQUIRED DOCUMENTS MISSING IN THE SUBMITTAL IS  
DEEMED AN INCOMPLETE SUBMITTAL AND MAY NOT BE  
LOGED INTO OUR COMPUTER SYSTEM !**

# CD - SUBMITTAL

## Cost Estimate:

Part of submittal package

Current estimate with date

A total for Base Bid

	Owner/Designer	Estimate
Total Funding	\$XXXXXX	
Total Project Construction Cost	\$XXXXXX	\$XXXXXX
Total Contingency Reserve	\$XX	\$XX
Design Fee	\$XXX	\$XXX
Base Bid		
Bid Alternate G <sub>1</sub> :		\$XXX
Bid Alternate M <sub>1</sub> :		\$XXX

# CD - SUBMITTAL

## Multipale phases or packages:

	Owner/Designer	Estimate
Total Funding	\$XXXXXX	
Total Project Construction Cost	\$XXXXXX	\$XXXXXX
Total Contingency Reserve	\$XX	\$XX
Design Fee	\$XXX	\$XXX
Base Bid		
Bid Alternate G1:		\$XXX
Bid Alternate M1:		\$XXX
Phase I Total: \$XXXXXX		
Phase II Total: \$XXXX		
Remaining Available Fund: \$XXXXXX		

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**Other documents the Designer deem necessary**

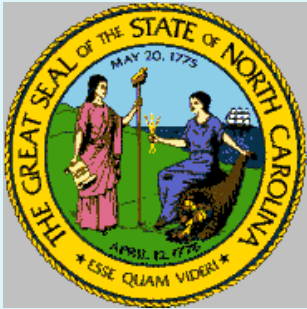
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# CD - SUBMITTAL

## LCCA: Architecture components

North Carolina  
Department of Administration



**LIFE  
CYCLE  
COST  
ANALYSIS**  
for  
**STATE  
FACILITIES**

October 1, 2001

State Construction Office  
Suite 450  
301 North Wilmington Street  
Raleigh, NC 27601-2827  
1.919.733.7962  
1.919.733.6609 FAX  
<http://interscope2.doa.state.nc.us/sco/main.htm>

**Part of submittal package**

**Current with date**

**Properly bound**

**Must be sealed, signed and dated  
(This is a legal document)**

# CD - SUBMITTAL

## LCCA: Architecture components



STATE CONSTRUCTION OFFICE  
DEPT. OF ADMINISTRATION  
RALEIGH, NORTH CAROLINA

LIFE CYCLE COST ANALYSIS  
FOR STATE FACILITIES

**Do Not analyze building thermal insulation**

**Do analyze materials that are subject to wear/tear/repair/cleaning/replacement:**

**Roofing**

**Building exterior finish**

**Window/glazing**


**Interior finish**

DATA FOR ALTERNATIVE NO.			
CONSTRUCTION YEAR			
ECONOMIC LIFE		Years	
INFLATION RATE		%	
CAPITAL INVESTMENT			
CAPITAL		\$	
LOAN/BOND		%	
INTEREST RATE		%	
LOAN/BOND TERM		Years	
ANNUAL OPERATING COSTS AND CONSUMPTION			
ELECTRICITY		\$	KWH
NATURAL GAS		\$	MCF
PROPANE		\$	GAL
FUEL OIL		\$	GAL
COAL		\$	TONS
MAINTENANCE		\$	
NON-RECURRING REPAIR/REPLACEMENT COSTS			
DESCRIPTION	YEAR	COST	\$
			\$
			\$
			\$
			\$
			\$
			\$

# CD - SUBMITTAL

## LCCA: Architecture components

LIFE CYCLE COST ANALYSIS  
FOR STATE FACILITIES



STATE CONSTRUCTION OFFICE  
DEPT. OF ADMINISTRATION  
RALEIGH, NORTH CAROLINA

DATA FOR ALTERNATIVE NO. \_\_\_\_\_ OF \_\_\_\_\_

CONSTRUCTION YEAR  Years

ECONOMIC LIFE  Years

INFLATION RATE  %

CAPITAL INVESTMENT

CAPITAL  \$

LOAN/BOND  %

INTEREST RATE  %

LOAN/BOND TERM  Years

ANNUAL OPERATING COSTS AND CONSUMPTION

ELECTRICITY	<input type="text"/>	\$	KWH
NATURAL GAS	<input type="text"/>	\$	MCF
PROPANE	<input type="text"/>	\$	GAL
FUEL OIL	<input type="text"/>	\$	GAL
COAL	<input type="text"/>	\$	TONS


MAINTENANCE  \$

NON-RECURRING REPAIR/REPLACEMENT COSTS

DESCRIPTION	YEAR	COST	\$
<input type="text"/>			
			\$
			\$
			\$
			\$
			\$
			\$

# CD - SUBMITTAL

## LCCA: Architecture components

LIFE CYCLE COST ANALYSIS FOR STATE FACILITIES					 STATE CONSTRUCTION OFFICE N.C. DEPT. OF ADMINISTRATION RALEIGH, NORTH CAROLINA
YEAR	CAPITAL \$	ENERGY \$	MAINTENANCE \$	REPAIR/REPLACE \$	
1	\$0	\$0	\$0	\$0	\$0
2	\$0	\$0	\$0	\$0	\$0
3	\$0	\$0	\$0	\$0	\$0
4	\$0	\$0	\$0	\$0	\$0
5	\$0	\$0	\$0	\$0	\$0
6	\$0	\$0	\$0	\$0	\$0
7	\$0	\$0	\$0	\$0	\$0
8	\$0	\$0	\$0	\$0	\$0
9	\$0	\$0	\$0	\$0	\$0
10	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>\$20,000</b>	<b>\$20,000</b>	

“**Capitals\$** + **Repair/Replaces\$**” = **Column B** (SIR sheet)

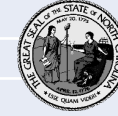
“**Energy\$** + **Maintenance\$**” = **Column C** (SIR sheet)

**Section 2.8.3, at bottom of page 19 of the LCCA  
for STATE FACILITIES**

# CD - SUBMITTAL

## LCCA: Architecture components

### SIR ANALYSIS FOR STATE FACILITIES



STATE CONSTRUCTION OFFICE  
DEPT. OF ADMINISTRATION  
RALEIGH, NORTH CAROLINA

(A) Alternative ID	(B) Life Cycle Investment Cost	(C) Life Cycle Operating Cost	(D) Increased Investment Cost	(E) Operating Cost Savings	(F) SIR	(G) Rank
1			N/A	N/A	N/A	Base Case
2			\$0	\$0	0.00	1
3	\$60,000	\$30,000	\$0	\$0	0.00	1
4			\$0	\$0	0.00	1
5			\$0	\$0	0.00	1
6			\$0	\$0	0.00	1
7			\$0	\$0	0.00	1
8			\$0	\$0	0.00	1
9			\$0	\$0	0.00	1
10			\$0	\$0	0.00	1

“Capital\$ + Repair/Replaces\$” = Column B

“Energy\$ + Maintenances\$” = Column C

# **CD – SUBMITTAL Formal Contract**

**Cost Estimate**

**LCCA**

**Energy Modeling**

**Full Set of Drawings**

**Project Manual:**

**Bid Documents**

**Full Specifications**

**Reports – Soils, Hazardous, Chemical List etc.**

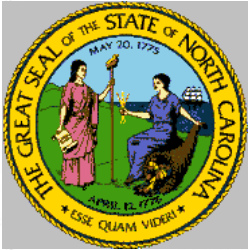
**Designer Responses**

**Other documents the Designer deem necessary**

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# CD - SUBMITTAL

## ENERGY MODELING:



### ENERGY PERFORMANCE MODELING AND REPORTING

by the

Sustainable, Energy Efficient  
Buildings Advisory Committee

in re:

NC GS 143-135.35 thru 143-135.40  
(Senate Bills 668 and 1946)

**Part of submittal package**

**Current with date**

**Properly bound**

**Must be sealed, signed and dated  
(This is a legal document)**

**Contact Mr. Leonard Thagard if  
additional information is needed**

# CD – SUBMITTAL Formal Contract

Cost Estimate

LCCA

Energy Modeling

**Full Set of Drawings**

Project Manual:

Bid Documents

Full Specifications

Reports – Soils, Hazardous, Chemical List etc.

Designer Responses

Other documents the Designer deem necessary

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# **CD - SUBMITTAL**

## **DRAWINGS:**

- **Cover Sheet**
- **Drawing Index**
- **Building Code Summary**
- **Life Safety Plan**
- **Reprint of UL Design where necessary**
- **Civil/Landscape Drawings**
- **Architectural Drawings**
- **Structural Drawings**
- **Mechanical Drawings**
- **Electrical Drawings**
- **Other Drawings.**
  - **Staple/Bind the set**
  - **Same size sheets**
  - **SCO ID Number on each sheet**

**(Designer Seal on each sheet of drawing)**

# **CD – SUBMITTAL Formal Contract**

**Cost Estimate**

**LCCA**

**Energy Modeling**

**Full Set of Drawings**

**Project Manual:**

**Bid Documents**

**Full Specifications**

**Reports – Soils, Hazardous, Chemical List etc.**

**Designer Responses**

**Other documents the Designer deem necessary**

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# **FORMAL CONSTRUCTION CONTRACT Project Manual**

- Project Manual Cover**
- Flysheet with Designer Seals (Signatures & Dates on Bid Set only)**
- ✓ **Advertisement for Bids**
- ✓ **Notice to Bidders**
- Table of Contents**
- ✓ **Instruction to Bidders and General Conditions**
- ✓ **Supplementary General Conditions**
- Reports – Soils, Hazardous, Chemical List, etc.**
- ✓ **Technical Specifications**
- ✓ **Form of Proposal**
- MBE Contractor List and Affidavits A-D**
- Form of Bid Bond**
- Form of Construction Contract**
- Form of Performance Bond**
- Form of Payment Bond**
- Sheet for Attaching Power of Attorney**
- Sheet for attaching Insurance Certificates**
- Form of Approval of the Attorney General and the Office of State Budget and Management**

# PROJECT MANUAL ADVERTISEMENT FOR BIDS

## ADVERTISEMENT FOR BIDS

Sealed proposals will be received until Leave Blank !  
(Time)  
on Leave Blank !, in The Board Room of NC Zoo,  
(Date) (Location)  
4321 Zoo Pkwy, Asheboro, NC 56789, for the construction of  
A New Open Air Amphitheatre  
(Project)  
at which time and place bids will be opened and read.

The following ~~Complete plans and specifications for this project can be~~  
~~obtained from the "pre-bid" conference:~~ Clever Architecture LLC, 1234 Side Street, Fantasy Land, NC. (336) 987-6543  
(Designer Name and Address)  
during normal office hours after Hardware Manufacture/Brand April 1, 2014 (Date)  
Lighting - Manufacture/Brand  
Plan Deposit \$250.00  
Fire Alarm System - Manufacture/Brand

The state reserves the unqualified right to reject any and all proposals.

Signed: Mr. Terry Thomas  
(Owner)  
NC Zoo  
4321 Zoo Pkwy, Asheboro, NC 56789

# PROJECT MANUAL NOTICE TO BIDDERS

*(This is a format only and must be edited for the specific project)*

*-----Edit or delete all portions in red or italics -----*

*This format should NOT BE USED as a newspaper notice unless preferred alternates are being considered. The open meeting for preferred alternates may be held separately or in conjunction with the project pre-bid meeting. The pre-bid meeting should be held no later than 14 days prior to project bid date. Newspaper ads should not be "extravagant" to conserve Owner contingency for program.*

## **NOTICE TO BIDDERS**

Sealed proposals will be received by the **NC Zoo, DENR.**  
NC, in the office of **Mr. Terry Thomas, 4321 Zoo Pkwy, Asheboro, NC. Board Room.** up to 3:00 pm  
(Date) , 20\_\_ and immediately thereafter publicly opened and read for the furnishing of labor, material and equipment entering into the construction of

**A New Open Air Amphitheatre**

**Open air seating, stage with support facilities.**

Bids will be received for Contract type -(single prime )-  
prime use only: (General, Plumbing, Mechanical and Electrical). All proposals shall be lump sum

\*Note: Dual bidding requires separate prime bids be received, but not opened, (1) one hour prior to receiving single prime bids. Upon receipt of single prime bids, all bids will be opened and read. See SBC

### **Pre-Bid Meeting**

An open pre-bid meeting will be held for all interested bidders on **March 15, 2014 in the Large Conf. Room**  
**4321 Zoo Pkwy, Asheboro, NC.** The meeting will address project specific questions, issues, bidding procedures and bid forms. *(Include any other information as necessary to facilitate bidders understanding of the work.)*

# PROJECT MANUAL NOTICE TO BIDDERS

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- A. Hardware - Manufacture/Brand
- B. Lighting - Manufacture/Brand
- C. Fire Alarm System - Manufacture/Brand

Complete plans, specifications and contract documents will be open for inspection in the offices of **NC Zoo, DENR and Clever Architecture LLC** and in the plan rooms of the Associated General Contractors, Carolinas Branch, **\_\_(City)\_\_** in the local North Carolina offices of McGraw-Hill Dodge Corporation, and in the Eastern Regional Office of Reed Construction Data in Norcross, GA and in Minority Plan Rooms in **the following locations:**

# **PROJECT MANUAL NOTICE TO BIDDERS**

Hispanic Contractors Association of the Carolinas (HCAC) in Winston-Salem, Charlotte and Raleigh Areas  
– 877-227-1680

NCIMED Plan & Resource Center, 114 West Parrish Street, 6th Floor, Durham, NC 27701, 919-956-8889  
or 919-287-3036

Metrolina Minority Contractors Association, 3124 W. Trade Street, Unit A, Charlotte, NC 28202. Ph. 704-332-5746 Fax: 704-332-5990

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or may be obtained by those qualified as prime bidders, upon deposit of Two Hundred Fifty Dollars (\$ **250.00** ) in cash or certified check. The full plan deposit will be returned to those bidders provided all documents are returned in good, usable condition within ten (10) days after the bid date.

**NOTE:** The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall include either *Affidavit A* or *Affidavit B* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.)

All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades.



# PROJECT MANUAL NOTICE TO BIDDERS

General contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina, will be observed in receiving and awarding general contracts. General contractors submitting bids on this project must have license classification for General Contractor

*(set forth the license classification required by the NC General Contractors Licensing Board under G.S. 87-1)*

NOTE--SINGLE PRIME CONTRACTS: Under GS 87-1, a contractor that superintends or manages construction of any building, highway, public utility, grading, structure or improvement shall be deemed a “general contractor” and shall be so licensed. Therefore a single prime project that involves other trades will require the single prime contractor to hold a proper General Contractors license. **EXCEPT:** On public buildings being bid single prime, where the total value of the general construction does not exceed 25% of the total construction value, contractors under GS87- Arts 2 and 4 (Plumbing, Mechanical & Electrical) may bid and contract directly with the Owner as the SINGLE PRIME CONTRACTOR and may subcontract to other properly licensed trades. [GS87-1.1-Rules .0210](#)

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company, insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal, or in lieu thereof a bidder may offer a bid bond of five percent (5%) of

# PROJECT MANUAL NOTICE TO BIDDERS

the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. Said deposit shall be retained by the owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

A performance bond and a payment bond will be required for one hundred percent (100%) of the contract price.

Payment will be made based on ninety-five percent (95%) of monthly estimates and final payment made upon completion and acceptance of work.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 30 days.

The owner reserves the right to reject any or all bids and to waive informalities.

Designer:

Thomas Clever, RA.

*(Name)*

1234 Side Street, Fantasy Land, NC 56789

*(Address)*

(336) 987-6543

*(Phone)*

Owner:

Terry Thomas

*(Agency/Institution)*

4321 Zoo Pkwy, Ashboro,- NC 56789

*(Address)*

(987) 654-3210

*(Phone)*

# **PROJECT MANUAL INSTRUCTIONS TO BIDDERS AND AND GENERAL CONDITIONS OF THE CONTRACT**

**STANDARD FORM FOR CONSTRUCTION PROJECTS**

**STATE CONSTRUCTION OFFICE  
NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION**

**Form OC-15**

**This document is intended for use on State capital construction projects and shall not be used on any project that is not reviewed and approved by the State Construction Office. Extensive modification to the General Conditions by means of “Supplementary General Conditions” is strongly discouraged. State agencies and institutions may include special requirements in “Division 1 – General Requirements” of the specifications, where they do not conflict with the General Conditions.**

**Twenty Fourth Edition January 2013**

# **PROJECT MANUAL INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS OF THE CONTRACT**

Form OC-15

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Twenty Fourth Edition January 2013

# **PROJECT MANUAL INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS OF THE CONTRACT**

**THREE METHODS TO MODIFYING THE INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS of THE CONTRACT.**

- **DELETION**
- **CHANGING**
- **ADDITION**

**IDENTIFY THE ARTICLE**

**INDICATE: DELETION /CHANGING/ADDING**

## Supplementary General Conditions: (Modification to Instructions to Bidders)

### 6. OPENING OF BIDS

Upon opening, all bids shall be read aloud. Once any bid is opened, there shall not be any withdrawal of bids by any bidder and no bids may be returned by the designer to any bidder. After the bid opening, a bidder may request that his bid be withdrawn from consideration without forfeiture of his bid security in accordance with the provisions of the North Carolina General Statute 143-129.1. After the opening of bids, no bid may be withdrawn, except under the provisions of General Statute 143-129.1, for a period of thirty days unless otherwise specified. Should the successful bidder default and fail to execute a contract, the contract may be awarded to the next lowest and responsible bidder. The owner reserves the unqualified right to reject any and all bids. Reasons for rejection may include, but shall not be limited to, the following:

# PROJECT MANUAL SGC

Supplementary General Conditions: (Modification to Instructions to Bidders)

## **12. SUBSTITUTIONS**

In accordance with the provisions of G.S. 133-3, material, product, or equipment substitutions proposed by the bidders to those specified herein can only be considered during the bidding phase until ten (10) days prior to the receipt of bids when submitted to the Designer with sufficient data to confirm material, product, or equipment equality. Proposed substitutions submitted after this time will be considered only as potential change order.

# PROJECT MANUAL SGC

Supplementary General Conditions: (Modification to General Conditions)

## ARTICLE 1 - DEFINITIONS

i. **Project Expediter**, as used herein, is an entity stated in the contract documents, designated to effectively facilitate scheduling and coordination of work activities. See Article 14(f) for responsibilities of a Project Expediter.

If the construction project is Multi-Prime define who will be designated as the “Project Expediter” in Article 14(f).



# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 5 – SHOP DRAWINGS, SUBMITTALS, SAMPLES, DATA**

c. The Designer shall review required submittals promptly, noting desired corrections if any, and retaining three (3) copies (1 for the Designer, 1 for the Owner and 1 for SCO) for his use. The remaining copies of each submittal shall be returned to the Contractor not later than twenty (20) days from the date of receipt by the Designer, for the Contractor's use or for corrections and resubmittal as noted by the Designer. When resubmittals are required, the submittal procedure shall be the same as for the original submittals.

**Note: The Designer “review” shop drawings etc. not the Owner.**

**Division 1 is not to be used by the Designer to designate responsibility to the Owner. The Designer is contracted by the Owner to perform design work and construction !**

# PROJECT MANUAL SGC

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 7 – OWNERSHIP OF DRAWINGS AND SPECIFICATIONS**

All drawings and specifications are instrument of service and remains the property of the Owner. The use of these instruments on work other than this contract without permissions of the Owner is prohibited. All copies of drawings and specifications other than contract copies shall be returned to the owner upon request after completion of the work.

**Division 1 is not to be used by the Designer to recuperate the cost of expenditure by charging contractor for copies of electronic file to perform shop drawings etc . . . . .  
Designer shall provide, at no cost, electronic copies to the contractor.**

# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 10 - PERMITS, INSPECTIONS, FEES, REGULATIONS**

b. All work under this contract shall conform to the North Carolina State Building Code ~~and other State, local and national codes as are applicable. The cost of all required inspections and permits shall be the responsibility of the contractor and included within the bid proposal.~~ All water taps, meter barrels, vaults and impact fees shall be paid by the contractor unless otherwise noted.

**If the construction project is a Community College Project, the cost of inspections and permits do apply.**

**If the construction project is a State Agency Project  
DELETE the cost of inspections and permits**

# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 10 - PERMITS, INSPECTIONS, FEES, REGULATIONS**

~~e. Projects involving local funding (community colleges) are subject also to county and municipal building codes and inspection by local authorities. The contractor shall pay the cost of these permits and inspections.~~

**If the construction project is a Community College Project this article remain.**

**If the construction project is a State Agency Project DELETE this article.**

# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 14 - CONSTRUCTION SUPERVISION AND SCHEDULE**

~~e. The contractor(s) shall, employ and engineer or a land surveyor licensed in the State of North Carolina to lay out the work and to establish a bench mark in a location where same will not be disturbed and where direct instruments sights may be taken.~~

**If the project is a renovation or remodeling, the employment of an engineer or land surveyor to perform survey may not be necessary.**

# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 14 - CONSTRUCTION SUPERVISION AND SCHEDULE**

f. The designer shall designate a Project Expediter on projects involving two or more prime contracts. The Project Expediter shall be designated in the Supplementary General Conditions. The Project Expediter shall have at a minimum the following responsibilities:

**The General/Mechanical/Plumbing/Electrical/Fire Sprinkler etc. shall be designated as the Project Expediter for the duration of this contract.**

# PROJECT MANUAL SGC

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 14 - CONSTRUCTION SUPERVISION AND SCHEDULE**

g. It shall be the responsibility of the Project Expediter to cooperate with and obtain from several prime contractors and subcontractors on the job, their respective work activities and integrate these activities into a project construction schedule in form of a detailed bar chart or Critical Path Method (CPM), schedule. . . . . The complete Project construction schedule shall be of the type set forth in the Supplementary General Condition or subparagraph ~~(1) or (2) below, as appropriate:~~

# PROJECT MANUAL SGC

Supplementary General Conditions: (Modification to General Conditions)

## ARTICLE 14 - CONSTRUCTION SUPERVISION AND SCHEDULE *continue*

- ~~1. For a project with total contracts of \$500,000 or less, a bar chart schedule will satisfy the above requirement. The schedule shall indicate the estimated starting and completion dates for each major element of the work.~~
- ~~2. For a project with total contracts over \$500,000, a Critical Path Method (CPM) schedule shall be utilized to control the planning and scheduling of the Work. The CPM schedule shall be the responsibility of the Project Expediter and shall be paid for by the Project Expediter.~~

~~Bar Chart Schedule: Where a bar chart schedule is required . . . . .~~

~~CPM Schedule: Where a CPM schedule is required . . . . .~~



# PROJECT MANUAL SGC

Supplementary General Conditions: (Modification to General Conditions)

## ARTICLE 14 - CONSTRUCTION SUPERVISION AND SCHEDULE *continue*

j. The several contractors shall be responsible for their work activities and shall notify the Project Expediter of any necessary changes or adjustments to their work. The Project Expediter shall maintain the project construction schedule, making biweekly adjustments, updates, corrections, etc., that are necessary to finish the project within the Contract time, keeping all contractors and the designer fully informed. ~~Copy of a bar chart schedule annotated to show the current progress shall be submitted by the Contractor(s) to the designer, along with monthly request for payment. For project requiring CPM schedule, the Contractor shall submit a biweekly report of the status of all activities . . . . .~~

**For project with ~~BPM~~ Schedule.. . . .**

# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 19 – CHANGES IN THE WORK**

b. Except in an emergency endangering the life or property . . . . . unless this procedure is followed.

A field order, transmitted by fax, electronically, or hand delivered , may be used where the change involved impacts the critical path of work. A formal change order shall be issued as expeditiously as possible.

**Contact your assigned SCO Monitor.**

**Submit your Change Order through the SCO Monitor for your project**

# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 23 - TIME OF COMPLETION, DELAYS, EXTENSION OF TIME**

a. The time of completion is stated in the Supplementary General Conditions and in the Form of Construction Contract. The Project Expediter, upon notice of award of contract, shall prepare a construction schedule to complete the project within the time of completion as required by Article 14.

“The contractor shall commence work to be performed under this contract on a date to be specified in written Order to Proceed and shall complete all work within **XXX consecutive calendar days.**”

**Time of completion should not be in days, weeks, months or set date. The purpose of consecutive calendar days permits flexibility.**

# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 23 - TIME OF COMPLETION, DELAYS, EXTENSION OF TIME**

b. The contractors shall commence work to be performed under this agreement on a date to be specified in a written Notice to Proceed from the designer and shall fully complete all work hereunder within the time of completion stated. Time is of the essence and the contractor acknowledges the Owner will likely suffer financial damage for failure to complete the work within the time of completion. For each day in excess of the above number of days, the contractor(s) shall pay the owner the sum stated as liquidated damages reasonably estimated in advance to cover the losses to be incurred by the owner by reason of failure of said contractor(s) to complete the work within the time specified, such time being in the essence of this contract and a material consideration thereof.

For each day in excess of **XXX** days, the contractor(s) shall pay the owner the sum of **\$\$\$\$\$\$** as liquidated damages to cover the losses incurred by the owner by reason of failure of said contractor(s) to complete the work within the time specified, such time being in the essence of this contract and a material consideration thereof.

**Liquidated damages shall be reasonable and estimated in advance to cover any loss or damages to the Owner should there be delay of completion or occupancy of the project.**

# **PROJECT MANUAL SGC**

Supplementary General Conditions: (Modification to General Conditions)

## **ARTICLE 38 – USE OF PREMISES**

d. No firearms, any type of alcoholic beverages, or drugs (other than those prescribed by a physician) will be permitted at the job site.

**e. Contractor shall provide a sign indicating NO FIREARMS are permitted on this construction site.**

**Add signage to SGC or Division 1 of the Project Manual. Ensure the location of this sign is visible to all who entered the construction site.**

# PROJECT MANUAL FORM OF PROPOSAL



"MY COLLEAGUE IS JUST CALCULATING WHETHER TO ALLOW EIGHT WEEKS OR TEN...."

# PROJECT MANUAL FORM OF PROPOSAL

*(This is a format only and must be edited for the specific project)*

*This form must be edited for Single Prime, Separate Prime or Dual Bidding*

*All items in red (italics) require editing or deletion for the bid documents*

*Please review SCO Manual Chapter 400 for Bidding types and procedures.*

## FORM OF PROPOSAL

*(Project)* **New Open Air Amphitheatre**

*(Location)* **DENR.**

*(SCO ID#)* **0499-01B**

Contract:

Bidder:

Date:

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bid . . . codified as N.C. Gen. Stat. § 143-129(j).

# PROJECT MANUAL FORM OF PROPOSAL

The Bidder proposes and agrees if this proposal is accepted to contract with

*(Trustees of Community College) or (State of North Carolina through the NC (Agency, DENR Department or Institution))*

in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of

*(Title or Brief Description of Work Scope)*

in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of the State of North Carolina, and the

*(Agency, Department or Institution and Designer)*



# PROJECT MANUAL FORM OF PROPOSAL

The Bidder,  
with a definite understanding that no money will be allowed for extra work except as  
set forth in the General Conditions and the contract documents, for the sum of:

**SINGLE PRIME CONTRACT:**

---

Base Bid: \_\_\_\_\_ Dollars(\$) \_\_\_\_\_

General Subcontractor:  
\_\_\_\_\_ Lic \_\_\_\_\_

Plumbing Subcontractor:  
\_\_\_\_\_ Lic \_\_\_\_\_

Mechanical Subcontractor:  
\_\_\_\_\_ Lic \_\_\_\_\_

Electrical Subcontractor:  
\_\_\_\_\_ Lic \_\_\_\_\_

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsible or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor.

# PROJECT MANUAL FORM OF PROPOSAL

SEPARATE PRIME CONTRACTS: (For Separate or Building only)

GENERAL CONTRACTOR CONTRACT:

Base Bid:

\_\_\_\_\_ Dollars(\$)

PLUMBING CONTRACT:

Base Bid:

\_\_\_\_\_ Dollars(\$)

HEATING VENTILATION AND AIR CONDITIONING CONTRACT:

Base Bid:

\_\_\_\_\_ Dollars(\$)

ELECTRICAL CONTRACT:

Base Bid:

\_\_\_\_\_ Dollars(\$)

Under separate prime contracts, the \_\_\_\_\_ shall act as project expediter for all prime contracts under the \_\_\_\_\_ General Conditions.

# PROJECT MANUAL FORM OF PROPOSAL

## ALTERNATES:

Should any of the alternates described in the contract documents be accepted, the amount written below shall be the amount to be "added to" or "deducted from" the base bid amount (without "Add" or "Deduct" as appropriate.)

*(Note to designer: The alternates are preferred and are not to be used unless most advantageous to the Owner.)*

## GENERAL CONTRACT:

Alternate No. G-1 (Brief Description)

(Add) ~~(Deduct)~~

Dollars(\$)

## PLUMBING CONTRACT:

Alternate No. P-1 (Brief Description)

(Add) ~~(Deduct)~~

Dollars(\$)

## HVAC CONTRACT:

Alternate No. H-1 (Brief Description)

(Add) ~~(Deduct)~~

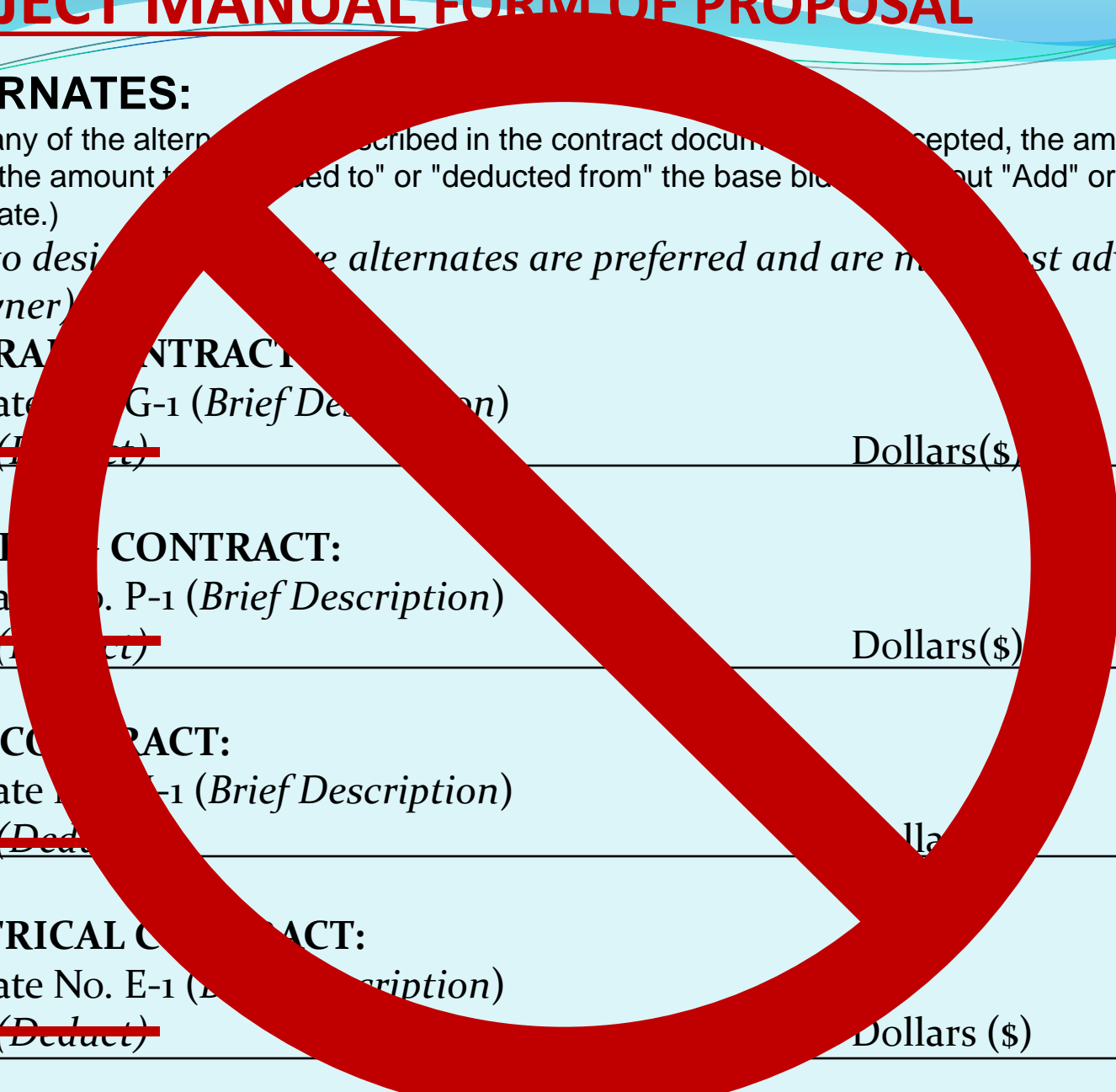
Dollars(\$)

## ELECTRICAL CONTRACT:

Alternate No. E-1 (Brief Description)

(Add) ~~(Deduct)~~

Dollars (\$)



# PROJECT MANUAL FORM OF PROPOSAL

## UNIT PRICES

Unit prices quoted and accepted shall apply throughout the life of the contract unless otherwise specifically noted. Unit prices shall be applied, as appropriate, to compute the total value of changes in the bid quantity of the work all in accordance with the contract documents.

## GENERAL CONTRACT:

No. 1 (*Brief Description*) \_\_\_\_\_ (Unit) \_\_\_\_\_ Unit Price (\$) \_\_\_\_\_

## PLUMBING CONTRACT:

No. 1 (*Brief Description*) \_\_\_\_\_ (Unit) \_\_\_\_\_ Unit Price (\$) \_\_\_\_\_

## HVAC CONTRACT:

No. 1 (*Brief Description*) \_\_\_\_\_ (Unit) \_\_\_\_\_ Unit Price (\$) \_\_\_\_\_

## ELECTRICAL CONTRACT:

No. 1 (*Brief Description*) \_\_\_\_\_ (Unit) \_\_\_\_\_ Unit Price (\$) \_\_\_\_\_

The bidder further proposes and agrees to execute the contract on a date to be specified in a written order of the designer and shall fully comply with the time specified in the Supplementary General Conditions Article 23. Applicable liquidated damages are stated in the Supplementary General Conditions Article 23.

# PROJECT MANUAL FORM OF PROPOSAL

## UNIT PRICES - EXAMPLE

A base bid quantity for bidders to bid on the same amount. The base bid quantity is to be established by the Designer.

Common example:

Excavation – Rocks (cubic yard)

Fill - Engineering Fill (cubic yard)

Wood – 2x10 (board feet)

Cement Plaster – wall (square feet)

## GENERAL CONTRACT:

No. G.1 - Rock excavation. 5 c (Unit)      Unit Price (\$)

---

# PROJECT MANUAL FORM OF PROPOSAL

## INFORMAL CONSTRUCTION CONTRACT

### INSTRUCTIONS FOR DESIGNERS

Construction, renovation and repair projects whose total construction contract amount does not exceed \$500,000 do not come under the formal bidding and documentation requirements of GS 143-128.2 and GS 143-129 . . . . .

Note:

This informal format must be edited for use. Portions in *italics*, or **red**, requirement edits and unneeded SGC articles must be removed before issuance of these documents.

Community College projects, or other public entity other, may use this form but must delete the State of North Carolina as the Owner.

Do not include these Instructions in the Bid Document

# PROJECT MANUAL FORM OF PROPOSAL

## INFORMAL CONTRACT

For

- ➔ (Agency/Institution)
- ➔ (Project Name)
- ➔ (Location)
- ➔ (Project ID# - if applicable)

## SCOPE OF WORK

- ➔ (Brief outline of work required)

## NOTICE TO BIDDERS

Sealed proposals for this work will be received by:

- ➔ (Person to receive)
- ➔ (Agency/Institution)
- ➔ (Physical address – Office, Building, Room)
- ➔ (Mailing Address)
- ➔ (Telephone/Fax)

**Not the Designer's  
office !**

up to 3:00 pm, on (Date) Leave blank and immediately thereafter publicly opened and read aloud. Complete plans and specification and contract documents can be obtained from

(Designer, address, telephone)

# PROJECT MANUAL FORM OF PROPOSAL

## SUPPLEMENTARY GENERAL CONDITIONS

### TIME OF COMPLETION

The Contractor shall commence work to be performed under this Contract on a date to be specified in written order from the Designer and shall fully complete all work hereunder within ( XXX ) consecutive calendar days from the Notice to Proceed for base bid contract. For each day in excess of the above number of days, the Contractor shall pay the Owner the amount of XXX Dollars ( \$ \$\$\$\$ ) as liquidated damages reasonably estimated in advance to cover the losses to be incurred by the Owner should the Contractor fail to complete the Work within the time specified. . . . .

### **NOTE:**

The following is a listing of several possible additions and clarifications that may occasionally occur as a Supplementary General Conditions (SGC) of the project. It is the owner/designer's responsibility to ascertain what applies to this project and delete/edit this SGC accordingly.

### ~~ROOFING GUARANTEE (If applicable, use the following Text)~~

~~The following paragraph is hereby added and shall become a part of the Guarantee of the GC of the Contract. The substitution of an equal or longer term manufacturer's warranty in lieu of this requirement will not be accepted.~~

~~The Roofing Contractor shall warrant the materials and workmanship of the roofing system against leakage and against defects due to faulty materials, workmanship and contract negligence for a period of two (2) years following acceptance of the project by the Owner.~~

~~The Roofing System Manufacturer shall inspect the installation and warrant the materials and workmanship of the roofing system against leakage for a minimum period of ten (10) years following acceptance of the project by the Owner.~~



# PROJECT MANUAL FORM OF PROPOSAL

## SUPPLEMENTARY GENERAL CONDITIONS

### **UTILITIES**

*Owner may provide certain utilities such as power or water with connections and extensions by the Contractor. Use of existing toilets, parking, access, etc. may be described.*

### **SECURITY**

*Some state schools and correctional facilities have specific rules and requirements relative to security, storage, etc.*

### **USE OF SITE**

*May be restricted. Works hours may be limited. Parking permits may be required.*

### **ALTERNATE BIDS**

*Should be used to control project cost. Base bid 90% of budget with add alternates to 110% of budget makes contract award possible without negotiation.*

### **UNIT PRICES**

*For unknown conditions or amounts of work. Always provide and estimated amount for inclusion in the Base Bid then a unit price to adjust the actual amount up or down.*

# PROJECT MANUAL FORM OF PROPOSAL

## SUPPLEMENTARY GENERAL CONDITIONS

### ~~PERFORMANCE AND PAYMENT BONDS (IF REQUIRED BY OWNER, USE THIS TEXT)~~

~~Contractor shall furnish a Performance Bond and Payment Bond executed by a surety company authorized to do business in North Carolina. The bonds shall be in the full contract amount. Bonds shall be executed in the form bond with these specifications (Form 307 and 308). An authorized agent of the bonding company who is licensed to do business in North Carolina shall countersign all bonds.~~

**DELETE**

# **CD – SUBMITTAL Formal Contract**

**Cost Estimate**

**LCCA**

**Energy Modeling**

**Full Set of Drawings**

**Project Manual:**

**Bid Documents**

**Full Specifications**

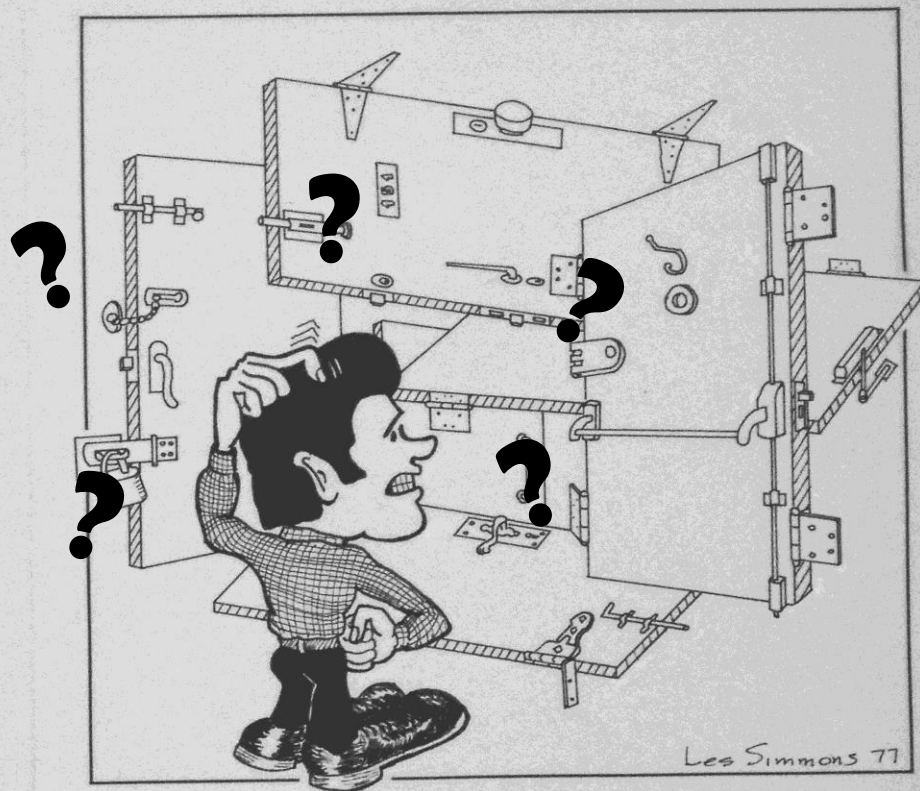
**Reports – Soils, Hazardous, Chemical List etc.**

**Designer Responses**

**Other documents the Designer deem necessary**

**REQUIRED DOCUMENTS MISSING IN THE SUBMITTAL IS  
DEEMED AN INCOMPLETE SUBMITTAL AND MAY NOT BE  
LOGED INTO OUR COMPUTER SYSTEM !**

# TECHNICAL SPECIFICATIONS



# **TECHNICAL SPECIFICATIONS**

## **MISSING SPECIFICATION SECTION(S)**

### **LACK OF COORDINATION**

**Between spec sections and Table of Contents**

**Between spec and drawings**

### **INCONSISTENCY**

**Calling out Built-Up Roof, Bituminous Roof, 3-Ply Roof**

### **USING ANOTHER SPECS FOR THE PROJECT**

**Project located in a different location**

### **NOT SPECIFIC TO CURRENT PROJECT**

**Description of work is very different**

### **INCOMPLETE SPECIFICATION**

**Selection not complete in MasterSpec**

### **MIXING SPECIFICATION FORMAT**

**Old Specs, CSI 16 Divisions, CSI 48 Divisions**

# TECHNICAL SPECIFICATIONS *continue*

Cash allowances are not used in public work, as there is no “competitive bidding” process as required by statute.

Neither Federal Specifications (FS) nor Military Specification (MS) are to be used or referenced. SCO and many contractors do not have or maintain those specifications. Reference standards such as UL, FM, NFPA, etc. are appropriate

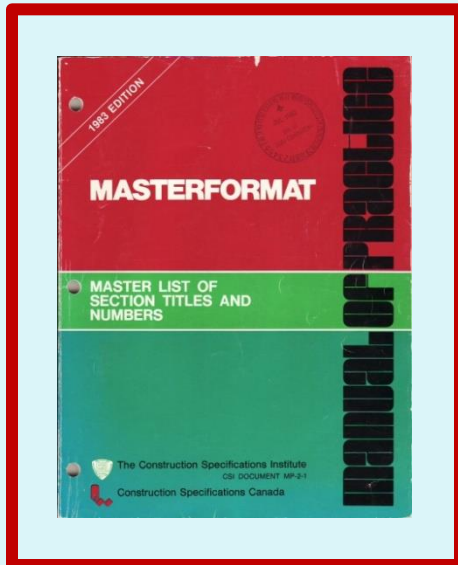
~~Mortar; Sand, Lime, Cement~~  
Is this a specification ?

# TECHNICAL SPECIFICATIONS

**THREE (3) VERSIONS OF THE SPECIFICATIONS ARE USE:  
THE OLD SPECIFICATION WITH EACH LINE NUMBERED.**

- 65 Roof Curbs: Fabricated from same material as roof panels, minimum 0.048 inch thick; with bottom of
- 66 skirt profiled to match roof panel profiles, and welded top box and integral full-length cricket.
- 67 Fabricate curb sub-framing of minimum 0.0598-inch thick, angle-, C-, or Z- shaped steel sheet.
- 68 Fabricated curb and sub-framing to withstand indicated loads, of size and length indicated. Finish roof
- 69 curbs to match metal roof panels.

**CSI 16 DIVISIONS  
1995 to 2003**



**CSI 48 DIVISIONS  
2004/current**



# TECHNICAL SPECIFICATIONS

**MASTER SPECIFICATIONS (MASTERSPEC):  
CSI 48 DIVISIONS – 2004/current**

**3 VERSIONS OF GENERAL CONSTRUCTION MASTERSPECS:**





# CD – SUBMITTAL Formal Contract

Cost Estimate

LCCA

Energy Modeling

Full Set of Drawings

**Project Manual:**

Bid Documents

Full Specifications

Reports – Soils, Hazardous, Chemical List etc.

**Designer Responses**

Other documents the Designer deem necessary

**REQUIRED DOCUMENTS MISSING IN THE SUBMITTAL IS  
DEEMED AN INCOMPLETE SUBMITTAL AND MAY NOT BE  
LOGED INTO OUR COMPUTER SYSTEM !**

# **DESIGNER RESPONSES**

**Responses on Design Firm's letterhead!**

**Who are you? (Arch, Struct, PME Eng)**

**Will Comply**

**Complied**

**See submittal**

**Understood**

**Acknowledge**

**I have done my best!**

**My specification has been increased to 150 pages!**

**Drawings not revised even though the response indicates it had.**

**Indicate where the revision occurred, drawing sheet #, details reference etc. are changed**

# TENT/MEMBRANE PERMIT



# TENT/MEMBRANE PERMIT *CONTINUE*

Tent/Membrane Permit	
<p>The NC Fire Prevention Code requires tents other membrane structures to be evaluated for fire and life safety with a permit issued prior to an event. For all State-owned property the State Construction Office is responsible for that evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, SCO will issue a permit in the form of a signed approval letter/E-mail. Applicants should submit the completed application with required attachments to SCO at least 30 days prior to the event. E-mail to: sco.permits@doa.nc.gov</p>	
<b>SECTION I. Event Information</b>	
Applicant's Name: _____	Department: _____
Phone Number: _____	E-Mail Address: _____
Event Address/Location: _____	
Name/Type of Event: _____	
Set Up Date: _____	Event Date(s) and Time(s): _____
<b>SECTION II. Tent/Membrane Structure Checklist</b>	
Indicate if application is for: <input type="checkbox"/> Tent or <input type="checkbox"/> Membrane Structure	
Size of Tent/Membrane Structure _____	
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
Is tent >400 sq ft, with sides or without sides >700 sq ft? If yes, permit is required.	
<input type="checkbox"/>	<input type="checkbox"/>
Is tent/ membrane structure certified as either flame resistant material or treated with flame retardant? (Attach Certificate provided by manufacturer or vendor and material labeled.)	
<input type="checkbox"/>	<input type="checkbox"/>
Is this an air supported structure? If yes, additional information is required see the NC Fire Code.	
<input type="checkbox"/>	<input type="checkbox"/>
Are 20 ft fire lanes provided to the tent? Is Fire Dept vehicle access provided to within 150 ft of all points on perimeter of the tent/membrane structure?	
<input type="checkbox"/>	<input type="checkbox"/>
Is 20 ft separation provided between structure and other tents, membrane structures, lot lines, building lines, parked vehicles, or internal combustion engines? For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the tent.	
<input type="checkbox"/>	<input type="checkbox"/>
Does the tent have flaps or sides?	
<input type="checkbox"/>	<input type="checkbox"/>
If the tent does have flaps or sides, are there at least two marked exits that are each at least 72" wide? (For occupancies >199 see the NC Fire Code) Are any curtains at exits a color that contrast with the tent, free sliding on a metal support that is a minimum of 80 inches above the floor? Do any curtains at exits completely open so no part obstructs the exit? Are lit exit signs with battery backup provided for tents with flaps or sides?	
<input type="checkbox"/>	<input type="checkbox"/>
Are aisles free of obstructions and are the aisle clearances at least 44" provided in public areas?	
<input type="checkbox"/>	<input type="checkbox"/>
Is smoking prohibited in tent and NO SMOKING signs posted?	
<input type="checkbox"/>	<input type="checkbox"/>
Are open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas charcoal or other cooking devices maintained at least 20 ft away from tent? (This does not include operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard.)	
<input type="checkbox"/>	<input type="checkbox"/>
Is all cooking and heating equipment more than 10 ft from exits and combustible material?	
<input type="checkbox"/>	<input type="checkbox"/>
Has combustible vegetation been removed to a distance of 30 ft from the area to be occupied by the tent/membrane structure?	
<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate restroom accommodations provided for the event? Indicate where: _____	
<input type="checkbox"/>	<input type="checkbox"/>
Are accessibility features, including an accessible walking surface, provided to accommodate persons with a disability? Note that grass is NOT an accessible walking surface.	
<input type="checkbox"/>	<input type="checkbox"/>
Will tent/membrane structure be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing? Ropes, guy wires, etc. must be readily visible to minimize trip hazard.	
<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers located within 75 ft of all points within the tent?	
<b>SECTION III. ATTACHMENTS</b>	
<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Flame Resistance	
<input type="checkbox"/>	<input type="checkbox"/>
Indicate occupant load based on following SF per person -5 SF standing, 7 SF seated, or 15 SF seated with tables. If occupant load >50 provide dimensioned floor plan showing seating, tables, exit aisles, exit locations, exit widths and equipment in tent. Occupant Load _____	
<input type="checkbox"/>	<input type="checkbox"/>
Dimensioned site plan showing tent location, 20 ft separation from other structures, and Fire Department vehicular access to within 150 ft.	

# TENT/MEMBRANE PERMIT CONTINUE

## Tent/Membrane Permit

The NC Fire Prevention Code requires tents other membrane structures to be evaluated for fire and life safety with a permit issued prior to an event. For all State-owned property the State Construction Office is responsible for that evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, SCO will issue a permit in the form of a signed approval letter/E-mail. Applicants should submit the completed application with required attachments to SCO at least 30 days prior to the event. E-mail to [sco.permits@doa.nc.gov](mailto:sco.permits@doa.nc.gov)

### SECTION I: Event Information

Applicant's Name: <u>Jo Jo</u>	Department: <u>ABC</u>
Phone Number: <u>919-919-9191</u>	E-Mail Address: <u>jojo@something.net</u>
Event/Address Location: <u>Large Plaza</u>	
Name/Type of Event: <u>Giveaway Party</u>	
Set Up Date: <u>5-5-2014</u>	Event Dates(s) & Time(s): <u>9:00 am 5-5-2014 to 9:00 am 5-7-2014</u>

### SECTION II. Tent/Membrane Structure Checklist

Indicate if application is for:  Tent or  Membrane Structure

Size of Tent/Membrane Structure

# TENT/MEMBRANE PERMIT CONTINUE

## SECTION II. Tent/Membrane Structure Checklist

Indicate if application is for:  Tent or  Membrane Structure

Size of Tent/Membrane Structure

YES NO

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is tent >400 sq ft with sides or without sides >700 sq ft? If yes, permit is required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is tent/membrane structure certified as either flame resistance material or treated with flame retardant? (attach Certificate provided by manufacturer or vendor and material labeled.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this an air supported structure? If yes, additional information is required see NC Fire Code section 2403.10.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are 20 ft fire lanes provided to the tent? Is Fire Department vehicle access provided to within 250 ft of all points on perimeter of the tent/membrane structure?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are 20 ft separation provided between structure and other tents, membrane structures, lot lines, building lines, parked vehicles, or internal combustion engines? For the purpose of determining required distances, <u>support ropes and guy wires shall be considered as part of the tent.</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the tent have flaps or sides?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the tent does have flaps or sides, are there at least two marked exits that are each at least 72" wide? (For occupancies >199 see NC Fire Code) Are any curtains at exits a color that contrast with the tent, free sliding on a metal support that is a minimum of 80 inches above the floor? Do any curtains at exits completely open so no part obstruct the exit? Are lit exit signs with battery backup provided for tent with flaps or sides?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are aisle free of obstructions and are the aisle clearance at least 44" provided in public areas?

# TENT/MEMBRANE PERMIT CONTINUE

## SECTION II. Tent/Membrane Structure Checklist

YES NO

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is smoking prohibited in tent and NO SMOKING signs posted?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are open flames and other devices emitting flame, fire, heat or any flammable or combustible liquids, gas charcoal or other cooking devices maintained at least 20 ft away from tent? (This does not include operations such as warming of foods and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is all cooking and heating equipment more than 10 ft from exits and combustible materials?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has combustible vegetation been removed to a distance of 30 ft from the area to be occupied by the tent/membrane structure?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are appropriate restroom accommodations provided for event? Indicate where:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are accessibility features, including an accessible walking surface, provided to accommodate persons with a disability? <u>Not that grass is NOT an accessible walking surfaces.</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will tent/membrane structure be maintained in good condition and adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing? Ropes, guy wires, etc. must be readily visible to minimize trip hazard.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers located within 75 ft of all points within the tent?

# TENT/MEMBRANE PERMIT CONTINUE

## SECTION III. ATTACHMENTS

YES NO



Certificate of Flame Resistance



Indicate occupant load based on following SF per person – 5 sq ft standing, 7 sq ft seated, or 15 sq ft seated with tables. If occupant load >50 provide dimensioned floor plan showing seating, tables, exit aisles, exit locations, exit widths and equipment in tent. Occupant Load:



Dimension Sit Plan showing tent location, 20 ft separation from other structures, and Fire Department vehicular access to within 150 ft.

Tent/Membrane Permit

October 31, 2012



# TENT/MEMBRANE PERMIT *CONTINUE*

## TENTS WITH and WITHOUT SIDES

### WITHOUT SIDES



### WITH SIDES

# TENT/MEMBRANE PERMIT *CONTINUE*

## HC ACCESSIBLE and NOT ACCESSIBLE TENTS



HC Accessible



Not HC Accessible



# TENT/MEMBRANE PERMIT CONTINUE



Not HC Accessible  
20'-0"



Support ropes/guy wires

# INFORMAL CONSTRUCTION CONTRACT *CONTINUE*

## Attachment

### Certificate of Flame Resistance



REGISTERED  
FABRIC  
NUMBER

F76001

Issued by

**GOOD PRODUCTS Ltd**  
**321 Side Street**  
**Somewhere, NC, 27000**

Date Manufactured

9/10/2012

*This is to certify that the materials described  
are inherently flame retardant.*

Name **ABC Rental**  
Address **123 Main Street**  
City **Anywhere**

State **NC** Zip **27609**

**Certification is hereby made that:**

*The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-99, ULC214, MVSS302.*

Method of Application: *The Flame Retardency of this Fabric is Inherent and Permanent.*

Description of item certified: **FUTURE MID 50X15 BLACKOUT WHITE**

**The Flame Retardant Process Used WILL NOT Be Removed By Washing.**  
**GOOD PRODUCTS Ltd.**

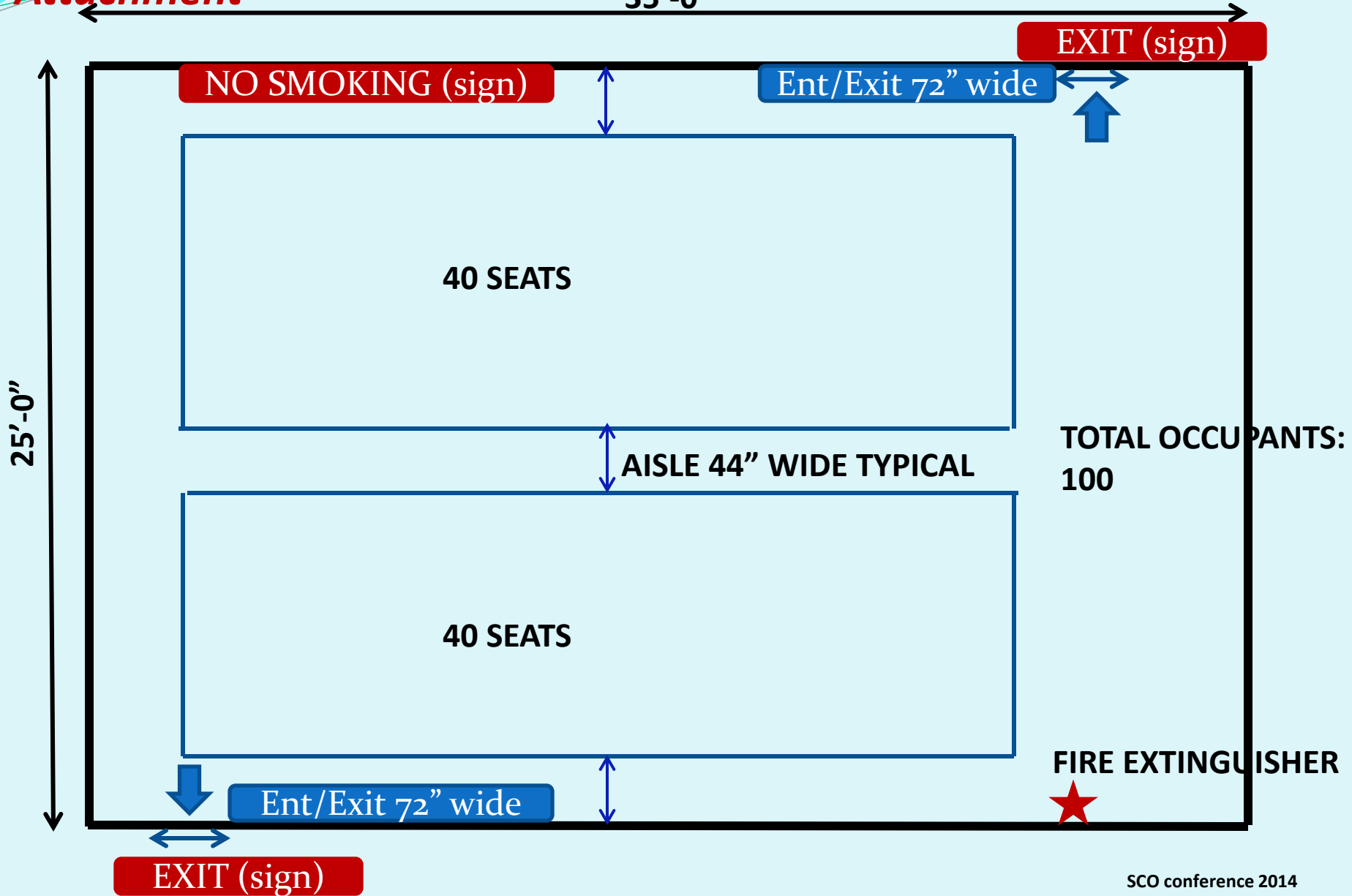
MODEL **TU501505C**

SERIAL # **123627B**

# TENT/MEMBRANE PERMIT CONTINUE

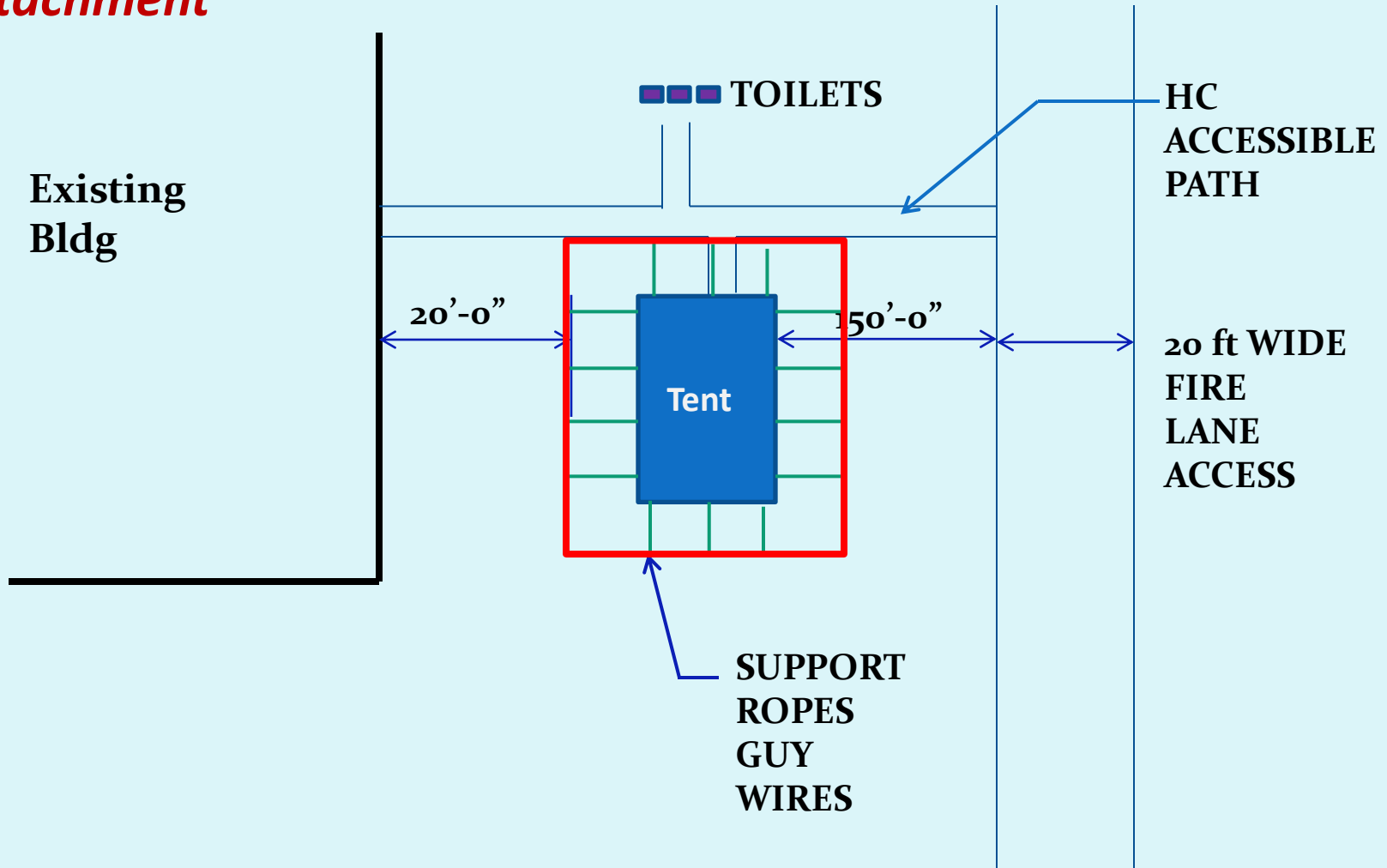
Attachment

35'-0"



# TENT/MEMBRANE PERMIT CONTINUE

## Attachment



Main Road

SITE PLAN

NORTH





# Thank you!

## ? Questions ?

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**SCO Website – <http://www.nc-sco.com>**