

TABLE OF CONTENTS

<u>Chapter/Section</u>	<u>Page</u>
Chapter 1: ALABAMA DIVISION OF CONSTRUCTION MANAGEMENT ORGANIZATION AND AUTHORITY	
A. Abbreviations and Definitions	1 - 1
B. Abolition of the Alabama Building Commission	1 - 2
C. Organization and Operation of the Alabama Division of Construction Management	1 - 3
D. Powers and Duties of the Alabama Division of Construction Management	1 - 3
E. Projects Supervised and Administered by the Alabama Division of Construction Management	1 - 4
F. Organization and Operation of the Technical Staff	1 - 5
G. Alabama Division of Construction Management User Fees	1 - 6
H. This Manual of Procedures	1 - 10
Chapter 2: STATE BUILDING CODE	
A. Adopted Codes and Standards	2 - 1
B. Official Recommendations	2 - 2
C. Future Revisions to the State Building Code	2 - 2
D. Obtaining Copies of the Adopted Codes	2 - 2
E. Jurisdiction of the State Building Code	2 - 3
F. Precedence of Codes	2 - 3
G. Responsibility for Compliance	2 - 4
H. DCM Code Supplements	2 - 4
Labeling of Fire Doors and Frames	2 - 4
Labeling of Storm Shelter Doors, Windows, Shutters and Impact Protective Systems	2 - 5
Chapter 3: SUBMITTAL REQUIREMENTS AND PROCEDURES FOR PLAN REVIEW	
A. Introduction	3 - 1
B. Basic Submittal Rules	3 - 2
C. Schematic Plan Submittal	3 - 5
D. Preliminary Plan Submittal	3 - 6
E. Optional 65% Intermediate Plan Submittal	3 - 8
F. Final Plan Submittal	3 - 10
G. Additional Requirements for Projects of State Agencies & Departments, Public Postsecondary Education, PSCA, and similar authorities	3 - 17

Chapter 4: DESIGN PROFESSIONAL SERVICES

A. Applicability of Chapter	4 - 1
B. Required Employment of Design Professionals	4 - 2
C. Procedures for Selecting Design Professionals	4 - 2
D. Form of Agreement for Design Professional Services	4 - 2
E. Mandated Features of the O/A Agreement	4 - 3
F. Negotiation of the O/A Agreement	4 - 4
G. Preparing the Agreement Form	4 - 9
H. Processing the O/A Agreement	4 - 10
I. Payment for Professional Services	4 - 11
J. Use of DCM Standard Forms	4 - 13

Chapter 4, Supplement: DETERMINATION OF BASIC FEE OR BASIC FEE RATE FOR DESIGN PROFESSIONAL SERVICES

A. Maximum Basic Fee	4S - 1
B. Schedule of Basic Fee Rates	4S - 2
C. Application of Basic Fee Rates	4S - 3
D. Adjustment for Major Renovation	4S - 4

Chapter 5: UNIFORM DOCUMENTS, ROOFING CONSIDERATIONS AND REQUIREMENTS, AND OTHER PRE-BID CONSIDERATIONS FOR PROJECTS OF STATE AGENCIES & DEPARTMENTS, ACCS, NON-ACCS PUBLIC POSTSECONDARY IF ADOPTED BY THE INSTITUTION, PSCA, AND SIMILAR AUTHORITIES

A. Applicability of Chapter	5 - 1
B. Uniform Documents and Standard Forms	5 - 2
C. Roofing Considerations and Requirements	5 - 5
D. Pre-bid Considerations	5 - 8

Chapter 6: BID PROCEDURES AND AWARD OF CONTRACTS FOR PROJECTS OF STATE AGENCIES & DEPARTMENTS, ACCS, NON-ACCS PUBLIC POSTSECONDARY IF ADOPTED BY THE INSTITUTION, PSCA, AND SIMILAR AUTHORITIES

A. Applicability of Chapter	6 - 1
B. Advertisement for Bids	6 - 2
C. Pre-bid Conference	6 - 2
D. Receipt and Opening of Bids	6 - 3
E. Certified Tabulation of Bids	6 - 4
F. Bid Errors, Discrepancies, and Mistakes	6 - 4
G. Return of Bid Security	6 - 5
H. Negotiations to Reduce Costs	6 - 5
I. Retention of Proposal Forms	6 - 6
J. Determination of the Lowest Responsible and Responsive Bidder	6 - 6
K. Disqualification of Bidders	6 - 8
L. Award of Contract	6 - 8
M. Projects Costing less than \$50,000	6 - 10

Chapter 7: CONSTRUCTION CONTRACT ADMINISTRATION FOR PROJECTS OF STATE AGENCIES & DEPARTMENTS, ACCS, NON-ACCS PUBLIC POSTSECONDARY IF ADOPTED BY THE INSTITUTION, PSCA, AND SIMILAR AUTHORITIES

A. Applicability of Chapter	7 - 1
B. Introduction	7 - 2
C. Document Requirements	7 - 2
D. Preparation and Execution of the Construction Contract	7 - 4
E. Notice To Proceed	7 - 5
F. Initial Documents Required from Contractor	7 - 6
G. Payments to Contractors	7 - 7
H. Change Orders	7 - 8
I. Claims and Disputes	7 - 11
J. Subcontractors' and Suppliers' Claims of Nonpayment	7 - 11
K. Liquidated Damages	7 - 12
L. Project Closeout	7 - 12
M. Owner's Occupancy and Assumed Responsibilities	7 - 15

Chapter 8: CONSTRUCTION INSPECTION & MONITORING OF PROJECTS OF STATE AGENCIES & DEPARTMENTS, PUBLIC K-12 SCHOOLS, PUBLIC POSTSECONDARY EDUCATION, PSCA, AND SIMILAR AUTHORITIES

A. Applicability of Chapter	8 - 1
B. Introduction	8 - 2
C. Assignment of and Communications with the DCM Project Inspector	8 - 2
D. Statement of Field Observations, DCM Form B-10	8 - 2
E. Scheduled Conferences and Inspections	8 - 3
F. Periodic Inspections and Observations by the Design Professional	8 - 5
G. Engineers' Inspections and Observations	8 - 5
H. DCM Additional Inspections	8 - 6
I. Certificate of Substantial Completion, DCM Form C-13, and General Contractor's Roofing Guarantee, DCM Form C-9	8 - 6

Chapter 9: SPECIAL PROCEDURES & FORMS FOR PUBLIC SCHOOL & COLLEGE AUTHORITY (PSCA) PROJECTS

A. Introduction	9 - 1
B. PSCA Allocation	9 - 2
C. PSCA Project Funding Request	9 - 2
D. Project Co-ownership, PSCA Forms and Project Number	9 - 2
E. Special Provision for Severable Payments	9 - 3
F. Responsibility for Change Order Funding	9 - 3
G. Deductions for Liquidated Damages	9 - 3
H. Adjusting Project Funding	9 - 3
I. Converting Existing Projects to PSCA Projects	9 - 4
J. Purchasing Materials and Equipment with PSCA Funds	9 - 5
K. Listing of Standard PSCA Forms	9 - 5

APPENDICES

- APPENDIX A: SUMMARY OF DCM REQUIREMENTS BY PROJECT TYPE**
- APPENDIX A-1: PRE-ASSEMBLED & PORTABLE BUILDINGS**
- APPENDIX A-2: LEASED OR LEASED-PURCHASED BUILDINGS ON STATE PROPERTY**

- Appendix B: DCM UNIFORM DOCUMENTS AND STANDARD FORMS TO BE USED BY THE DESIGN PROFESSIONAL**

- Appendix C: DCM UNIFORM DOCUMENTS AND STANDARD FORMS TO BE INCLUDED IN THE PROJECT MANUAL**

- Appendix D: DCM RECOMMENDED GUIDELINES FOR SELECTION OF ARCHITECTS, ENGINEERS, LAND SURVEYORS, AND/OR TESTING SERVICES**

- Appendix E: ALABAMA DIVISION OF CONSTRUCTION MANAGEMENT ADMINISTRATIVE CODE**