

APPENDIX B

DCM UNIFORM DOCUMENTS AND STANDARD FORMS TO BE USED BY THE DESIGN PROFESSIONAL

This appendix lists uniform documents, standard forms and user fees for design professionals for projects supervised and administered by the Technical Staff. Uniform documents, standard forms and user fee worksheets to be included in the project manual are listed in Appendix C. Documents and forms are available on DCM's website, www.dcm.alabama.gov. The projects to which this appendix applies includes projects of:

- State Agencies & Departments
- Public School & College Authority (PSCA)-funded (except for ACCS projects started on or after August 1, 2021)
- Alabama Building Renovation Finance Authority (ABRFA)
- Alabama Corrections Institution Finance Authority (ACIFA)
- Alabama Mental Health Finance Authority (AMHFA)
- Other "authorities" established by legislative acts to fund specific construction or improvement programs and which are assigned by legislative act or state Directors to DCM for administration and supervision.
- Alabama Community College System projects started on or after August 1, 2021: only DCM Forms B-1 and B-14 are applicable. Except for use of DCM Forms B-1, B-14 and C-17, no other DCM standard forms and uniform documents can be used for ACCS projects started on or after August 1, 2021.

Listing of documents and forms and where to refer in this manual for a discussion of each:

<u>Uniform Documents, Standard Forms and User Fees</u>		<u>Reference</u>
DCM User Fees:	Plan Review & Contract Document Administration Fees	Chapter 1G
DCM Form B-1:	Transmittal of Plan and/or Specifications	Chapter 3B
DCM Form B-1A:	Transmittal of Alabama Vendor Disclosure Statement	Chapter 4
* DCM Form B-2:	Agreement Between Owner and Architect	Chapter 4
DCM Form B-2A:	Standard Articles of the Agreement Between Owner and Architect (O/A Agreement)	Chapter 4
DCM Form B-3:	Checklist for Preparation of O/A Agreement	Chapter 4G
* DCM Form B-4:	Amendment to O/A Agreement	Chapter 4D
DCM Form B-4A:	Sample Table of Authorized Projects Under the Agreement	Chapter 4D
DCM Form B-5:	Architect's Statement for Services	Chapter 4I
DCM Form B-6:	Sample Certified Tabulation of Bids	Chapter 6E
DCM Form B-7:	Checklist for Preparation & Approval of Contract & Bonds	Chapter 7D
DCM Form B-8:	Pre-construction Conference Checklist	Chapter 8E
DCM Form B-9:	Project Data Form	Chapter 7D
DCM Form B-10:	Statement of Field Observations	Chapter 8D
DCM Form B-11:	Change Order Justification	Chapter 7H
DCM Form B-12:	Change Order Checklist	Chapter 7H
DCM Form B-13:	Final Payment Checklist	Chapter 7G
DCM Form B-14:	Certification of Structural Observations	Chapter 5B, 8G & 8I

* Denotes forms for which substitute, PSCA versions are listed in Chapter 9 and must be used on PSCA-funded projects instead of their standard counterparts. The standard forms without PSCA versions must also be used on PSCA-funded projects.