

**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
- 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.

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 electronic 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-5A: Architect's Sample Statement for Services for electronic transmission	Chapter
	4IDCM Form B-6: Sample Certified Tabulation of Bids	Chapter 6E
	DCM Form B-7: Checklist for Preparation & Approval of electronic 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: Electronic 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.

◆ Denotes the only forms required when the Awarding Authority is a Private Entity for projects on State Property.