

APPENDIX C

DCM UNIFORM DOCUMENTS AND STANDARD FORMS TO BE INCLUDED IN THE PROJECT MANUAL

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

- State Agencies & Departments
- Public Universities, when documents are adopted by the Institution with permission of DCM Director
- Alabama Community College System projects with Notices-To-Proceed issued prior to August 1, 2021.
- Public School & College Authority (PSCA)-funded projects (including Alabama Community College System projects with Notices-To-Proceed issued prior to August 1, 2021)
- Public K-12 (forms have been provided for many years by DCM at the request of the Alabama State Department of Education)
- 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.

Below is a listing of the documents, forms, and user fees and where to refer in this manual for a discussion of each.

<u>DCM Standard Forms, Uniform Documents & User Fees</u>		<u>Reference</u>
DCM Form B-1A:	Transmittal of AL Vendor Disclosure Statement	Chapter 5B
DCM Form B-7:	Checklist for Preparation and Approval of Construction Contracts and Bonds	Chapter 7D
DCM Form B-8:	Pre-Construction Conference Checklist	Chapter 8E
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	Chapters 5B, 8G & 8I
DCM Form C-1:	Sample Advertisement for Bids	Chapters 5B & 6B
DCM Form C-1A:	Sample Invitation to Bid	Chapters 5B & 6B
DCM Form C-2:	Instructions to Bidders	Chapter 5B
DCM Form C-3:	Proposal Form	Chapter 5B

DCM Form C-3A:	Accounting of Sales Tax	Chapter 5B
DCM Form C-4:	Bid Bond	Chapter 5B
* DCM Form C-5:	Construction Contract	Chapters 5B & 7D
* DCM Form C-6:	Performance Bond	Chapter 5B
* DCM Form C-7:	Payment Bond	Chapter 5B
DCM Form C-8:	General Conditions of the Contract	Chapter 5B
DCM Form C-9:	General Contractor's Roofing Guarantee	Chapter 5B & C
DCM Form C-10:	Application and Certificate for Payment	Chapters 5B & 7G
DCM Form C-10SOV:	Schedule of Values	Chapter 5B & 7F
DCM Form C-10SM:	Inventory of Stored Materials	Chapter 5B
DCM Form C-11:	Sample Progress Schedule and Report	Chapters 5B & 7F
* DCM Form C-12:	Contract Change Order	Chapters 5B & 7H
DCM Form C-13:	Certificate of Substantial Completion	Chapters 5B, 7L & 8I
DCM Form C-14:	Sample Form of Advertisement for Completion	Chapters 5B & 7L
DCM Form C-15:	Detail of Project Sign	Chapter 5B
DCM Form C-17:	Contractor's Statement of Responsibility for Construction of Tornado Storm Shelter	Chapters 5B & 7F
DCM Form C-18:	Contractor's Affidavit of Payment of Debts & Claims	Chapters 5B & 7L
DCM Form C-19:	Contractor's Affidavit of Release of Liens	Chapters 5B & 7L
DCM Form C-20:	Consent of Surety to Final Payment	Chapters 5B & 7L
DCM User Fees:	Insert applicable Permit Fee & Contract Document Administration Fee worksheets (available at www.dcm.alabama.gov/user_fees.aspx) into project Manual. Include payment responsibility for each fee as determined by the owner for each project.	Chapter 1G

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

Note: On DCM's website www.dcm.alabama.gov, flat non-fillable and non-password-protected pdfs are available as downloadable zip files on the State Agency, PSCA and K-12 Project Forms webpages for use by spec. writers for project manuals (public K-12 project Forms have been provided for many years by DCM at the request of the Alabama State Department of Education). These zip files include the full list of "front-end" documents and forms (DCM and non-DCM documents and forms) to be included in project manuals.