

UI BOILERPLATE INSTRUCTIONS and CHECKLIST

This document is intended to provide information, instructions and checklist reminders to the Design Consultant regarding the preparation of the standard University of Idaho boilerplate / front-end documents to the project manual.

DO NOT INCLUDE THIS DOCUMENT IN THE BOILERPLATE / PROJECT MANUAL.

General Notes and Instructions:

1. The UI Standard Boilerplate documents shall be assembled in the **exact** order as shown on the “0-3 Contents” document. No additions, deletions or re-ordering are allowed unless otherwise authorized by the UI Project Manager.
2. The boilerplate electronic file names contain a numerical prefix (also shown below) that should sort the documents into the correct order. (Verify order with the list shown in “0-3 Contents”, which shall take precedence.)
3. All AIA documents are included **by reference**. It is not necessary for the Design Consultant to insert or modify the actual AIA documents and should not do so.
4. Unless otherwise authorized by the UI Project Manager or the instructions contained herein, Design Consultants shall not alter the page layout, text style, text size, etc..., of the boilerplate documents to avoid errors in page formatting and to preserve continuity between UI projects.
5. In reference to General Note No. 4 directly above, the Design Consultant may switch to preferred and/or office standard text style, size, format and header / footer designs and content in the Technical Specifications, starting with “Division 1 – General Requirements”.
6. There is a “Version” date number listed after the file name in the bottom left corner of the footer in each document. (Exceptions: cover page, title page, WH-5 tax form, and section dividers.) The Design Consultant shall verify that all the boilerplate documents contain the same “version” date to ensure that all the documents are properly referencing each other. The Design Consultant shall check for updated versions before starting each project. The most recent boilerplate documents can be found at the UI Facilities website:
<https://www.uidaho.edu/infrastructure/facilities/info-requests/forms>
7. If the Design Consultant notices any errors, omissions, or irregularities in the boilerplate documents, please notify UI Architectural & Engineering Services so the documents can be reviewed, corrected and updated as necessary.
8. If blank pages are required to properly separate forms or sections during the printing of the specifications, then the Design Consultant shall include “THIS PAGE LEFT BLANK ON PURPOSE” on the otherwise blank page in large and clearly identifiable text.
9. The boilerplate documents may contain numerous sections of text that are highlighted in yellow, indicating items that need to be revised by the Design Consultant. After updating, please remove the yellow highlighting. Likewise, remove any red, bold text that may be providing instructions or reminders for the Design Consultant.

0-1 Cover Page

Notes:

- This is the front cover sheet for the Project Manual and should contain, at minimum, the project name, the building name and UI building number (if applicable), “University of Idaho”, campus location, the UI project number, issuing date, and prime consultant name.
- The Design Consultant may customize the color and thickness of the cover page as well as the formatting, text size, text font, arrangement and information to be included on the cover as necessary or as per design / graphic preference.
- The Design Consultant may include their company or firm logo(s) on the Cover Page.
- The Design Consultant may, if desired, include pictures or project renderings on the cover as approved by the UI Project Manager.
- The Design Consultant shall not use any official University of Idaho word marks and/or logos (current or past) on the cover, in the specifications, or on the drawings unless otherwise approved by the UI Project Manager and the UI Brand Resource Center. Use of licensed University of Idaho Athletics logos or wordmarks (current or past) is not allowed unless otherwise authorized.

0-2 Title Page

- Update building name, project title and UI project number.
- Insert name of UI project manager.
- Update prime Design Consultant name and contact information.
- Update sub-consultant names and contact information. (Remove if not applicable.)
- Update Pre-Bid and Bid dates; insert calendar days for Substantial Completion.
- Include signed State of Idaho professional Architect / Engineer stamp in space provided.

0-3 Contents

- Update UI CP Number (CP#####) in bottom right corner of footer.
- Revise section numbers and titles under “III - Technical Specifications” as necessary.

Notes:

- If there are no specification sections required for the project under one of the standard specification divisions, then insert “Not Used” under that division.
- If multiple Project Manual volumes are required on larger projects, the Design Consultant will revise the Contents accordingly to identify volumes.

1-0 DIVIDER - Bidding Requirements

Insert as provided.

1-1 Advertisement for Bids

- Update UI CP Number (CP#####) in bottom right corner of the footer.
- Update Name of project and UI CP # at top of Ad for Bid.
- Update the Issue Date.
- Insert Name of UI Project Manager assigned to project.
- Update Bid Opening day of week, date, and time.
- Insert information regarding where and how the Design Consultant has arranged for plans and specifications to be obtained and/or distributed to prospective bidders.
- Insert short summary description of the project as appropriate to describe the work.
- Update the Cost Estimate. (Based on construction cost.)
- Update contract time calendar days after NTP. (Match other sections of the boilerplate.)
- Update Pre-Bid Conference day of week, date, and time.

Notes:

- Verify all dates, times, and other Ad-for-Bid Information with the UI Project Manager.
- The UI is required to have the Ad-for-Bid approved and signed by the Vice President of Finance and Administration. (Allow 10-days for this process.)
- The Design Consultant will provide the edited Ad-for-Bid to the UI Project Manager, who will then coordinate the approval / signature process with Finance and Administration. The UI Project Manager will then supply a signed copy of the Ad-for-Bid back to the Design Consultant for inclusion in the published project manual. OR, the UI Project Manager may elect to fill out the Ad-for-Bid for the Design Consultant.

1-2 Notice to Contractors

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

1-3 Instructions to Bidders; AIA A701 – 1997 (By Reference)

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

1-4 UI Supplementary Conditions to AIA A701 – 1997

- Update UI CP Number (CP#####) in bottom right corner of the footer.
- Delete the version of Paragraph 5.4.1 that does not apply. (Based on whether the project includes federal funding. Federal funding is not common on UI projects. Verify with UI PM.)
- Delete the highlighted wording in the third paragraph of 5.5.1 that does not apply. (Based on whether the project includes federal funding. Federal funding is not common

on UI projects. Verify with UI PM.)

1-5 Substitution Request Form

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

1-6 Bid Proposal

- Update UI CP Number (CP#####) in bottom right corner of the footer.
- Update Project Name and UI CP Number where highlighted.
- Update Bid Opening day of week and date.
- Update Contract Calendar days in both words and numbers.
- Update Liquidated Damage in both words and numbers. This needs to match the amount entered in paragraph 9.11.1 in the Supplemental Conditions to the Contract.
- Insert Unit Pricing if required. If not required, delete reference to Unit Pricing. (Unit pricing is not common and will typically be removed.)
- Update and revise Bid Alternate information as required. If there are no bid alternates, delete this reference entirely.

Notes:

- The Design Consultant may, depending on revisions to the Unit Pricing and Bid Alternates, need to modify spacings between paragraphs in order to clean up the Bid Proposal appearance. (For instance, it is preferable for all the “Idaho Naming Law” information to appear on one page, which then will help neatly align the last page of the proposal.)

1-7 Contractor’s Affidavit Concerning Alcohol and Drug-Free Workplace

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

1-8 Bid Bond; AIA A310 – 2010 (By Reference)

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

1-9 Power of Attorney

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

2-0 DIVIDER - Contract Requirements

Insert as provided.

2-1 Agreement between Owner and Contractor; AIA A101 – 2017 (By Reference)

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

2-2 UI Supplementary Conditions to AIA A101 - 2017

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

2-3 General Conditions of the Contract for Construction; AIA A201 – 2017 (By Reference)

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

2-4 UI Supplementary Conditions to AIA A201 – 2017

- Update UI CP Number (CP#####) in bottom right corner of the footer.
- At paragraph 4.1.1.1, insert name of prime Design Consultant where highlighted.
- At paragraph 8.2.3, insert contract calendar days from NTP where highlighted.
- At paragraph 9.11.1, insert Liquidated Damages amount where highlighted.

2-5 Public Works Contract Report, WH-5

Insert as provided.

(This is a pdf form as provided by the State of Idaho, and therefore has no bottom footer.)

2-6 Referenced Forms:

- Contractor's Affidavit Concerning Taxes
- UI Request for Certificate of Insurance
- Certificate of Insurance; AIA G715 – 2017 (By Reference)
- Performance Bond and Payment Bond; AIA A312 – 2010 (By Reference)
- Certificate of Substantial Completion; AIA G704 – 2017 (By Reference)
- Affidavit of Payment of Debts and Claims; AIA G706 – 1994 (By Reference)
- Contractor's Affidavit of Release of Liens; AIA G706A – 1994 (By Reference)
- Consent of Surety Company to Final Payment; AIA G707 – 1994 (By Reference)

- Update UI CP Number (CP#####) in bottom right corner of the footer.

Otherwise, insert as provided.

2-7 Enumeration of Contract Drawings and Specifications

- Update UI CP Number (CP#####) in bottom right corner of the footer.
- Update Building Name and Number, Project Name, and UI CP Number (CP#####).
- The Design Consultant shall update the “List of Drawings” section to include a schedule of all Construction Document drawings to include Architectural, Civil, Structural, Mechanical, Electrical, etc ...
- The Design Consultant shall update the “List of Specifications” section to include a schedule of all technical specification sections starting with Division 1, General Requirements. This list should match the Design Consultant’s edited list of technical specifications shown in the “(0-3) Contents” document.
- E-mail electronic or pdf copy of the completed Enumeration of Contract Drawings and Specifications to the UI Project Manager and the AES Construction Contracts Supervisor so it can be used as an Exhibit in the Owner / Contractor Agreement.

3-0 DIVIDER – Technical Specifications

Insert as provided.

Note:

Technical Specifications to be provided by Design Consultant. Consultant shall review the University of Idaho Design Guidelines and Construction Standards before generating the Technical Specifications.

END OF BOILERPLATE INSTRUCTIONS