



THE UNIVERSITY OF AKRON PRE-CONSTRUCTION MEETING INSTRUCTIONS

University of Akron Project: _____

University of Akron Project Number: _____

University of Akron Project Manager: _____

Associate: _____

Construction Manager: _____

Attached are instructions and forms you are required to submit for this project.

- NOTE: ALL SUBMITTALS MUST BE IN THE FOLLOWING ORDER: FROM THE CONTRACTOR TO THE CONSTRUCTION MANAGER (IF ANY), TO THE ASSOCIATE (IF ANY), TO THE UNIVERSITY OF AKRON PROJECT MANAGER.

- The forms are found on the Capital Planning Website:
<http://www.uakron.edu/capplan/contractor-pay-applications/index.dot>.
Form 330-02 – Contractor Payment Request_ Short UAcp.xlsx is a spreadsheet with **Step by Step Instructions** to be completed, printed out fit to page, signed and submitted, for signatures, **prior to application for payment**. Capital Planning will approve the Schedule of Values and return the forms to the contractor. The following line items should be listed in the Contractor(s) Schedule of Values, followed by their specific trade line items.
 1. Bond
 2. Insurance
 3. General Conditions
 4. Project Coordination
 5. Mobilization
 6. Close-out Items
 7. Allowance Schedule Consultant (if applicable)
 8. Allowance Project Identification (if applicable)

- **The approved forms must be used when preparing your applications for payment. NO EXCEPTIONS.**

- The following documents shall be provided to A/E within (10) days of the date of the Notice to Proceed
 - Schedule of Values (Tab A-Summary and Tab B – Schedule of Values Summary)
 - Edge Form (Tab H)
 - Stored Materials Form (Tab F)

- Subcontractors Form (Tab G)
 - Preliminary Schedule of shop drawings and submittals
 - Qualifications & comprehensive resumes of each proposed project manager(s) and superintendent(s)
 - Proposed Construction Schedule
- **Form 340-04 – Change_Order_Form_UAcpfm.xlsx** is the spreadsheet to use for all change orders. Change order numbers are to be assigned accordingly:

Example: The Change Directive 001 is prepared and submitted to all contractors. The contractors respond. Change Directive 001 then becomes Changer Order 001-XX. To further define Change Order 001 by trade, the following two digits are to replace “XX”:

General	01
Plumbing	02
HVAC	03
Electrical	04
Fire Protection	05
Asbestos	06

Therefore, if the general and plumbing contractor responded to Change Directive 001, the Change Orders would be 001-01 for the general and 001-02 for the plumbing contractors respectively.

The contractor is required to prepare four (4) copies of all change orders with backup. The contractor signs all four, keeps one copy for their file and submits three copies to the Construction Manager. The Construction Manager signs all three copies, keeps one copy for their file and submits two copies to the Associate. The Associate signs both copies, keeps one copy for their file and submits one copy to the University of Akron. The copy the University receives will be circulated for signatures and the original retained by the University. The University will mail all parties a copy of the approved change order. **Only the front page of the approved change order with signatures will be mailed.** (note: if there is not a Construction Manager or Associate on the project, only send one complete change order to the University for approval)

- Instructions for Application for Payment
 - All applications for payment must be completed in the spreadsheet **Form 330-02 – Contractor Payment Request_UAcpfm.xlsx**.
 - The first tab is the Instructions Tab and will lead you through the spreadsheet step by step.
 - All applications for payment must be approved by the Construction Manager (if any) and the Associate (if any) prior to being submitted to the University. The Associate will forward all approved requests to Capital Planning. If there is not a Construction Manager or Associate on the project, mail your application for payment to the following address:
 - The University of Akron
 - Capital Planning
 - Lincoln Building, 3rd Floor

Akron, Ohio 44325-0405

If requested, pencil copies need to be approved in advance. This procedure can be expedited during a weekly progress meeting. You can also scan the signed documents and submit them using the email addresses of the respective parties.

- The contractor is required to prepare four (4) copies of the application for payment. The contractor signs all four, keeps one copy for their file and submits three copies to the Construction Manager. The Construction Manger signs all three copies, keeps one copy for their file and submits two copies to the Associate. The Associate signs both copies, keeps one copy for their file and submits one copy to the University of Akron. The copy the University receives will be circulated for signatures and the original retained by the University.
- The contractor must submit a certified payroll report with each pay request which includes labor. **One (1) certified payroll report is required for each week of work reflected on the pay request. Any pay request which does not include labor requires a certified payroll report indicating the period covered by the pay request, specifically noting that “no labor was performed during this period”.**
- The contractor shall request payment for change orders which have been approved and for which work was performed during the time covered by the pay request.
- If the contractor is requesting payment for materials delivered on the project site or other approved storage site, the contractor shall prepare and submit Tab F.
- **Retainage is to be held on pay request in the amount of eight (8) percent of labor and material stored on/off site.**
- In order to request final payment, the pay request must include, in addition to required payroll reports, **Form 390-04 - Payment Release Affidavit_UAcpfm.docx** to certify compliance with prevailing wage and payment to Subcontractors and Material Suppliers. Also, required is **Form 390-01- Certification of Contract Completion_UAcpfm.docx**.
- **All questions regarding applications for payment should be directed to the Project Manager listed on the first page.**