

**APPENDIX C
SKILL CENTER MAJOR PROJECT CHECKLIST**

2/10/2010

PROJECT PHASE	SC-FORMS
INITIAL REQUEST	PROJECT REQUEST
PREDESIGN	OFM Predesign
	Project Budget in C-100 Format
	Implementation Approach (Alt. Public Works)
	Host SD Board of Directors & Admin Council Approval of Predesign
	Host Dist. Authorized District Personnel (Resolution)
	Preliminary WSSP Checklist or LEED scorecard
	Construction Management Plan
	Project Quarterly Cashflow Schedule
DESIGN	FORM SC-7 APPLICATION TO PROCEED WITH BID OPENING
	Statement of Compliance w/ SEPA WAC 197-11
	Project Budget in C-100 Format
	Final CM Plan / Lead Individual Qualifications
	CONTRACTS:
	Architect's Contract
	Construction Management Contract
	Ed. Specs. Contract, if separate from A/E
	Value Engineering Contract
	Constructability Review Contract
	Building Commissioning Contract
	Energy Contract, if separate from A/E
	If GC/CM:
	Host S.D. approval to use GC/CM.
	Proposed Bid Package Plan
	Host SD. Resolution to comply with 39.10.
	Ad & Affidavit of Pub for GC/CM Services
	CPARB Approval letter.
	LETTERS OF APPROVAL FROM:
	Fire Marshal's Approval
	Electrical Approval
	Health Department Approval
	On-Site Sewage Approval (DOE/DOH/County)
	Bldg. Official of Juris. Approval
	G.A. Energy Report Approval
	Arch. Cert. of Compliance w/State Bldg. Code
	ARCHITECTURAL ITEMS:
	Architect's Area Analysis
	Post to McGraw Hill/Dodge Plans
	Wage Rates (Chapter 39.12 RCW)
Nondiscrimination (Chapter 49.60 RCW)	
Hours of Labor (Chapter 49.28 RCW)	
Contractor's Bond (Chapter 39.08 RCW)	
Contractor's Reg. (Chapter 18.27 RCW)	
Prov. for Physically Hdcp. (Chapter 70.92 RCW)	
VALUE ENGINEERING and CONSTRUCTABILITY REVIEW:	
Host S.D. VE Implementation Report	
Host S.D. Board of Directors Approval of V/E	
Host S.D. Certification that a CR Report was Completed	

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PROJECT PHASE	SC-FORMS
B I D A W A R D / C O N S T R U C T I O N	SC-9 APPLICATION FOR AUTHORIZATION TO SIGN CONTRACTS
	Project Budget in C-100 Format
	Advertisements for Bid (Two are required)
	Bid Tabulation
	Host District Rec. for Bid Award Including Alternates or MACC (GC/CM)
	Successful Bidder's Form of Proposal or MACC Agreement
	Names/Addresses of Bidders or GC/CM
	Project Monthly Cashflow Schedule
	Host S.D. Board of Directors Approval of C/R
	Resolution of Intent to Construct Project
	Certification that S.D. Submitted Information Required by RCW 39.35D
	Design phase WSSP or LEED scorecard
	Sustainable Building Strategy
	Energy Model Summary
	Cost Estimates of Incremental Increase
CLOSE-OUT	SC-11 APPLICATION FOR RELEASE OF RETAINAGE
	SAME AS D-11 IN SCHOOL CONSTRUCTION ASSISTANCE PROGRAM