

Bidding & Contract

Requirements and Guidelines

- [Bid Opening Guidelines](#)
- [Minority Business Participation Guidelines](#)
- [Informal Contract and General Conditions](#)

Prequalification:

- [State of NC Prequalification Policy](#)
- [General Contractor Prequalification Form](#)
- [General Contractor Prequalification Matrix](#)

Bidding & Contract Forms

- [Advertisement for Bids](#)
- [Bid Bond Form](#)
- [Bid Summary Sheet](#)
- [Draft Request for Award Letter](#)
- [Construction Contract Forms & Bonds](#)
- [Construction Contract Checklist](#)
- [County Sales & Use Tax Report Summary Totals](#)
- [Minority Business Participation Form](#)
- [Notice to Bidders 2010](#)
- [Proposal Form 2006 \(Revised 10/2013\)](#)

Construction Manager At Risk (CMAR) Forms

- [CMR Contract Checklist](#)
- [Advertisement](#)
- [RFP Data Sheet](#)
- [Prequalification for First –Tier Subcontractors under CM at Risk](#)
 - [CMR First Tier-Prequalification Matrix](#)
 - [Sample form of Parent Company Guarantee](#)
 - [Sample Surety Letter](#)
 - [Sample of Certificate of Insurance](#)
- [Qualifications Questionnaire](#)
- [Section I Proposals, Evaluation, Selection and Award](#)
- [Section II General Provisions](#)
- [Section III The General Conditions of the Contract, Form OC-15/CM](#)
- [Appendix A. Form of Contract - Pre-Construction Services](#)
- [Appendix B. Form of Contract - Preliminary Guaranteed Maximum Price](#)
- [Appendix C. Form of Contract - Fixed Guaranteed Maximum Price](#)
- [Appendix D. Performance & Payment Bond Forms](#)
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- [Appendix F. HUB Plan](#)
- [Appendix G. RFP Affidavits](#)
- [Appendix H. Rules Implementing Mediated Settlement](#)

Construction Administration

Requirements and Guidelines

- [Preconstruction Conference Meeting Requirements & Agenda](#)
- [MBE Recruitment & Selection](#)
- [Site Preparation & Grading Criteria](#)
- [Dispute Resolution](#)
- [Change Orders Manual \(Electronic Ed.\)](#)
- [Construction Administration List of Required Documents](#)
- [Items Covered at Monthly Meetings](#)

Forms

- [Appendix "E" MBE Documentation for Contract Payments](#)
- [Change Order](#)
- [Vendor Payment Form \(Electronic Ed.\)](#)
- [Field Order](#)
- [Fire Alarm System Checklist](#)
- [Monthly Construction Progress Report](#)
- [Project Schedule Summary](#)
- [Weekly Inspection Form](#)
- [Blank W-9](#)
- [OSC Electronic Pay Form](#)
- [Designer Invoice Form](#)

Project Close-out

- [Contractor's Evaluation Manual \(Electronic Ed.\)](#)
- [Designer's Evaluation Manual \(Electronic Ed.\)](#)

Forms

- [Affidavit of Payment of Debts and Claims](#)
- [Affidavit of Release of Liens](#)
- [Certificate of Compliance and Certificate of Completion](#)
- [Consent of Surety to Final Payment](#)
- [Completion Agreement Form](#)
- [Final Inspection for Owner Occupancy](#)
- [Final Inspection for Beneficial Occupancy \(Partial Utilization\)](#)