# DESIGN AND CONSTRUCTION DOCUMENTS AND FORMS

**design-bid-build**

1. **AUTHORITY**
2. SC Code § 11-35-2010 (2) provides that the Chief Procurement Officer may adopt contracting documents for use in procurement of design and construction services.
3. SC Code § 11-35-3040 Permits state construction contracts to include provisions for adjustments in prices, time of performance, and appropriate remedies for delay or non-performance, termination for default, and termination for convenience.
4. SC Reg. 19-445.2145(E) sets forth-mandatory contract document for use on design-bid-build projects.
5. **PROFESSIONAL SERVICES**
6. **Land Surveyor Contract**: The Agency may use a letter contract written for each individual project. OSE must approve the format and description of services.
7. **Architect-Engineer**:
8. CONTRACTS GREATER THAN $25,000: The Agency must use AIA Document B101 – 2007 Standard Form of Agreement Between Owner and Architect - South Carolina Division of Procurement Services, Office of State Engineer Version.
9. CONTRACTS FOR $25,000 OR LESS: The Agency should use a letter contract written for each individual project with the SE-240 - South Carolina Small Professional Services Contract Terms and Conditions attached.
10. CONSTRUCTION MANAGER AGENT (CMa): For the CMa, it should use AIA Document C132-2009 – Standard Form of Agreement Between Owner and Construction Manager as Advisor - South Carolina Division of Procurement Services, Office of State Engineer Version.
11. FORMS FOR USE IN PROCURING AND ADMINISTERING PROFESSIONAL SERVICES: The Agency should use the following OSE Forms:
12. SE-210, Invitation for Professional Services
13. SE-212, Notification of Selection for Interview
14. SE-214, Professional Services Selection Committee - Confidentiality & Conflict of Interest Policy
15. SE-215, Professional Services Selection Committee Member – A/E Evaluation
16. SE-217, Professional Services Selection Committee Summary
17. SE-219, Notification of Selection for Contract Negotiation
18. SE-220, Request for Authority to Execute a Professional Services Contract
19. SE-225, Article 12 – Other Conditions or Services – AIA B101-2007
20. SE-230, Transmittal of Small Professional Service Contract – *For Information Only*
21. SE-260, Request for Authority to Amend a Professional Services Contract
22. SE-271, Design Documents Transmittal Form
23. **CONSTRUCTION CONTRACTS GREATER THAN $50,000**: The Agency must use the following:
24. Instructions to Bidders: AIA A701-1997 Instructions to Bidders - South Carolina Division of Procurement Services, Office of State Engineer Version.
25. Contract for Construction: AIA Document A101-2007 Standard Form of Agreement between Owner and Contractor - South Carolina Division of Procurement Services, Office of State Engineer Version.
26. General Conditions of the Contract for Construction: AIA Document A201-2007 General Conditions of the Contract for Construction- South Carolina Division of Procurement Services, Office of State Engineer Version.
27. Forms for construction procurement and administration:
28. OSE Forms:
29. SE-310, Invitation for Construction Services
30. SE-330, Lump Sum Bid Form
31. SE-332, Unit Price Bid Form
32. AIA A701-1997 Instructions to Bidders - South Carolina Division of Procurement Services, Office of State Engineer Version (Combined AIA and OSE form).
33. AIA Document A101-2007 Standard Form of Agreement between Owner and Contractor - South Carolina Division of Procurement Services, Office of State Engineer Version (Combined AIA and OSE form).
34. AIA Document A201-2007 General Conditions of the Contract for Construction- South Carolina Division of Procurement Services, Office of State Engineer Version (Combined AIA and OSE form).
35. Bid Bond – ***Note:*** *Use AIA A310*
36. SE-355, Performance Bond
37. SE-357, Labor & Material Payment Bond
38. SE-360, Request for Concurrence in Posting Notice of Intent to Award
39. SE-370, Notice of Intent to Award
40. SE-380, Change Order to Construction Contract
41. SE-390, Notice to Proceed – Construction Contract
42. AIA Forms:
43. A310-2010, Bid Bond
44. G702-1992, Application and Certificate for Payment
45. G703-1992, Continuation Sheet *(for application for payment)*
46. G706-1994, Contractor’s Affidavit of Payment of Debts and Claims
47. G707-1994, Consent of Surety to Final Payment
48. G714-2001, Construction Change Directive
49. G715-1991, Instruction Sheet and Attachment for ACORD Certificate of Insurance
50. **REQUIRED OSE PERMITS AND CERTIFICATES:** The Agency must use the following OSE Forms:
51. SE-510, Permit to Develop in a Flood Hazard Area *(only required when developing in a flood hazard area)*
52. SE-550, Certificate of Substantial Completion
53. SE-560, Certificate of Final Completion
54. SE-580, Building/Construction Permit
55. SE-585, Certificate of Occupancy/Use
56. **SOLE SOURCE AND EMERGENCY PROCUREMENTS:** The Agency must use the following OSE Forms:
57. MMO/Ose - 102, Justification for Sole Source Procurement
58. MMO/Ose - 103, Justification for Emergency Procurement
59. **OPTIONAL OSE FORMS**
60. **Professional Services** (an Agency planning to use these optional forms in its contract administration should so state in Article 13 to AIA Document B101-2007).
61. SE-290, Professional Services Performance Evaluation
62. SE-295, Assessment of Damages – Professional Services Contract
63. **Construction Services** (an Agency planning to use optional contract administration forms in its contract administration should so state in AIA Document A201-2007 General Conditions of the Contract for Construction- South Carolina Division of Procurement Services, Office of State Engineer Version).
64. SE-311, Invitation for Minor Construction Quotes
65. SE-331, Quote Form
66. SE-350, Questionnaire for Contractors
67. SE-395, Assessment of Contract Liquidated Damages
68. SE-397, Construction Contractor Performance Evaluation

**OSE FORMS**

**DESIGN-BID-BUILD**

(In Alpha-Numeric Order)

1. AIA A701-1997 Instructions to Bidders - South Carolina Division of Procurement Services, Office of State Engineer Version (Combined AIA and OSE form).
2. AIA Document A101-2007 Standard Form of Agreement between Owner and Contractor - South Carolina Division of Procurement Services, Office of State Engineer Version (Combined AIA and OSE form).
3. AIA Document A201-2007 General Conditions of the Contract for Construction- South Carolina Division of Procurement Services, Office of State Engineer Version (Combined AIA and OSE form).
4. SE-210 - Invitation for Professional Services
5. SE-212 - Notification of Selection for Interview
6. SE-214 - Professional Services Selection Committee - Confidentiality & Conflict of Interest Policy
7. SE-215 - Professional Services Selection Committee Member - A/E Evaluation
8. SE-217 - Professional Services Selection Committee Summary
9. SE-219 - Notification of Selection for Contract Negotiation
10. SE-220 - Request for Authority to Execute a Professional Services Contract
11. SE-230 - Transmittal of Small Professional Services Contract - *For Information Only*
12. SE-235 - Professional Services Incidental Services Contract
13. SE-240 - South Carolina Small Professional Services Contract Terms and Conditions
14. SE-260 - Request for Authority to Amend a Professional Services Contract
15. SE-271 - Design Documents Transmittal Form
16. SE-290 - Professional Service Performance Evaluation
17. SE-295 - Assessment of Damages - Professional Service Contracts
18. SE-310 - Invitation for Construction Services
19. SE-311 - Invitation for Minor Construction Quotes
20. SE-330 - Lump Sum Bid Form
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22. SE-332 - Unit Price Bid Form
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