

Guidelines for Informal Projects

These projects are those whose total construction budget is less than \$100,000.

Design Steps

- Generally have only one or two submissions. Submit three copies to the campus, and one copy to DOI.
- Specs are either printed on the drawings or bound in a notebook. UNCP Supplemental General Conditions can be attached to the drawings if specs will fit on drawings.
- Attach Instructions for Bidders. Alter these to reflect designer's name and address where necessary.
- Attach Acceptance Form (no other contract document or bond is needed).

Bidding Steps

- Can advertise locally via calling known contractors. No requirement to publish in the paper.
- Prebid conference required.
- Bid Opening – must have solicited at least three bids, but can open any amount received.

Award Steps

- If project is in budget, University will issue a PO, and execute the Acceptance Form.
- Once Acceptance is executed by both parties, notice to proceed can be given.

Construction Admin Steps

- A Preconstruction conference is required.
- Weekly site visits are encouraged, but not required. Monthly visits and written reports of construction status are required. A minimum of two progress inspections are required.
- A final inspection is required.
- A certificate of compliance must be issued by the designer of record.
- A final report is required (this only has to be submitted to UNCP)