

## INSTRUCTIONS FOR USE OF CITY STANDARD FRONT END CONSTRUCTION CONTRACT DOCUMENTS

The Consultant must use the City Standard Front End Construction Contract Documents Templates as a basis for all City Engineering projects. General instructions for use are:

1. The Consultant must verify they are using the latest version of these Construction Contract Documents in effect at the time of bid issue. The Documents have the City issue date in the lower right corner, which should not be edited. The latest versions may be downloaded from the City Engineering Services website under For Architects and Engineering Firms > Standards and Construction Contracts > Front End Contract Docs.
2. All edits to the Templates must be made in Microsoft Word using REVIEW > TRACK CHANGES with 'show revisions in line' (not in balloon mode) and submitted to the City Project Manager with all edits clearly identified via Track Changes in color in both electronic and hard copy format. The paper copy must be submitted in color so that all edits are clearly identified.
3. The Front End Document Templates are to be edited according to the project, and the Consultant should ensure that all project specific items have been addressed prior to submittal to Engineering Services. In general, the edits expected are those to:
  - a. Fill in the blanks where they are provided.
  - b. Comply with all Notes to Specifier.
  - c. Delete all Notes to Specifier.
  - d. Delete brackets, and customize bolded defaults as applicable to the project.
  - e. Use caution in removing text that would affect paragraph numbers or information which may be referenced elsewhere. In general, the City preference is to leave the administrative items in place and add "NONE", "NA", or "NOT REQUIRED" by the heading if an item does not apply to this project (for example the Field Office in 01 50 00 Item 2.01).
  - f. Where "**List for each project**" is indicated, please delete "**List for each project**" and insert the applicable information or insert "NONE".
  - g. Where a sub-item is shown in the template for which there are no listings, please delete the "**List as necessary**" and insert "NONE". For example, see 00 52 23 Item 9.01 A.4.b.
  - h. All documents should be configured to begin on the face of a new page. Please do not begin a new Section on the back page of a previous Section.

All other Edits, in particular changes to the general administrative language, should be made only with good cause, and with a comment explaining why. Section 00 72 00 General Conditions is not to be edited by the Consultant under any circumstance.

4. The Consultant will be responsible for "accepting all changes" after all reviews are complete and before submitting the final signed and sealed Bid Documents. No tracking will be evident on final version and all "Notes to Specifier" will be deleted. **Do not accept any Track Changes until all project documents have completed the City review process.**