

SBC Standard Requested Actions Guide

- Choose a **Category** (A-B-C for “new” requests, or D for “revisions”)
- **Numbered** selections may be added or combined
- **Brackets []** indicate options within a selection

A. Approval of a project

- 1) and proceeding with the process to select a designer
- 2) and to issue a Request for [Qualifications] [Proposals]
- 3) utilizing [Best Value] [Construction Manager/General Contractor] alternative delivery method (could be delegated approval)
- 4) utilizing Agency Resources for [design] [construction] [design and construction] (could be delegated approval)
- 5) utilizing an Agency Consultant for design (could be delegated approval)
- 6) utilizing the [Job Order Contract] [Value Added Reseller Contract] to perform [a portion of] the work (could be delegated approval)
- 7) and to request a waiver of T.C.A. §68-120-119

B. Approval of...

- 1) a [utility] grant agreement
- 2) an amendment to a [utility] grant agreement
- 3) a Guaranteed Maximum Price (GMP) to perform the work
- 4) the selection of a Consultant as the result of an RFP
- 5) a [revision to or update to the] Master Plan as approved by THEC and presented by (firm name)
- 6) the Early Design Phase as presented by (firm name)
- 7) the Early Design Phase as recommended by the State Architect

C. Approval to...

- 1) accept gift-in-place construction, with plans and specifications to be approved by the State Architect
- 2) award a contract to the best evaluated proposer for a Construction Manager/General Contractor
- 3) cancel the project
- 4) extend the contract an additional ___ months (could be delegated approval if within norms)
- 5) utilize a previously selected designer

D. Approval of a revision in [project budget], [scope], and [funding] (specific details of funding revisions are covered in the body of the lead sheet)

- 1) in order to award a contract

Standard Comments

- 1) This request adds scope *for (write added scope in italic text)*. The work is anticipated to be accomplished within the existing project funding.
- 2) (Number) bids were received on (date). An increase in funding is needed to award a contract to (company) for the base bid only [alternates?]. There will be no additional designer fees.
- 3) (Number) proposals were received on (date). The Notice of Intent to award was sent on (date) naming (company) as the best evaluated proposer. [The protest period will expire on (date)] **OR** [No protests were received in the protest period].
- 4) Historical Commission Comment for all building demolitions and renovations/additions to structures:
 - a. This structure is less than 50 years old and does not require review by the Tennessee Historical Commission;
 - b. The Tennessee Historical Commission has determined that this project will not adversely affect this State-owned resource and no further action is necessary;
 - c. The Tennessee Historical Commission has determined that the demolition or disposal of this property does adversely affect this State-owned resource and the THC encourages consultation with their office to explore alternatives that would avoid, minimize or mitigate the adverse effect; or
 - d. The Tennessee Historical Commission requests to look at the design drawings of this alteration, prior to issuing for construction, to insure that it is being done in accordance with the provisions of the Secretary of the Interior's Standards for Treatment of Historic Properties.
- 5) For all Projects in existing buildings: When a building is over 50 years old and the SPA feels that a waiver of the T.C.A. §68-120-119 stair nosing requirement is in the best interest of the State.
 - a. A waiver of the stair nosing requirement in T.C.A. §68-120-119 is requested because of the historical significance of this property. The Tennessee Historical Commission has determined that complying with T.C.A. §68-120-119 will/will not adversely affect this State owned resource.
- 6) The Job Order IDIQ Contract is requested because (reason). The anticipated construction cost is (\$amount).
- 7) The use of a Consultant is requested because (reason).
- 8) Additional funding is needed (reason). There will be no additional designer fees.
- 9) The agreement for the current consultant will expire on (date) and a new consultant will be selected. The contract term will be from (date) through (date).
- 10) The agreement for the current contract will be amended to extend the contract to include (date) through (date). This is the ___ year of a maximum of ___ years for this contract. Below are the consultant contracts for this project and those designated with an (*) are to be extended.