



Utah State Office of Education

Revised
04/02/2017

250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200

Note: For proper electronic delivery after the form is filled out, save a copy and then submit it via email as an attachment, along with any supporting documentation to:
jenefer.youngfield@schools.utah.gov

Date:

USOE Project #:

SP-11 FORM

SCHOOL CONSTRUCTION BUILDING CERTIFICATE OF VERIFICATION AND PERFORMANCE EVALUATION (CLOSEOUT) FORM

School/Facility Name: Grades Housed:

School Address: Space Net to Gross Ratio:

School District: **or** Check Box if Charter School

Municipality or County Having Jurisdiction:

Project Description: Number of Stories:

Owner of the School or Facility:

Owner's Address:

Superintendent or Executive Officer:

Building Codes and Edition(s) Applicable to the Project:

Construction Classification(s) (1 A, 1 B, II A, II B, III A, III B, IV A, IV B, V A, VB) in accordance with International Building Code (IBC) 2015:

Occupancy Classification: Building Use:

Fire Sprinkled: Yes No Sprinklers Required: Yes No

Occupant Load of Project Area: Occupant Load of Entire Building:

Temporary Certificate of Occupancy - From (Date)- As Applicable:

Temporary Certificate of Occupancy 30 Days 60 Days 90 Days Parcel Size - In Acres:

Final Gross Square Footage (including new and existing):

Final Remodeled Gross Square Footage: Final Cost Per Square Foot (Building Only):

Square Footage Final from Original SP4 & 5 Forms: No Change Increase Decrease

Final Construction Cost: Construction Cost from Original SP Forms: No Change Increase Decrease

Final Cost Per Square Foot (Building & Property, if New):

SP-11 SCHOOL CONSTRUCTION VERIFICATION & PERFORMANCE EVALUATION FORM *Continued . . .*

Total dollar amount of change orders included in final construction cost. Yes No

If change orders amount to 5% or more of the total construction costs, please indicate the reason(s):

Change Order Total:

Total Design Fees for Project:

Purchase Price or Project Lease Terms (Cost) Annually:

Lease Length (Years):

Total Project Furnishings & Equipment Costs:

Total Project Impact Fees:

Type Impact Fees Imposed:

Final Building Occupancy (Numbers):

Final Cost Per Student Square Foot:

Final Student Capacity:

No Change Increase Decrease

Political Subdivision Land Use Review Completed (Name/Date):

Final Fire Inspection (Certificate of Fire Clearance) by State Fire Marshal:

Fire Inspector:

License No./Discipline(s):

Fire Inspections - Utah State Fire Marshal (Individuals(s)):

State Boiler Inspection and Elevator Inspection (when applicable):

Boiler Inspector:

License No./Discipline(s):

Elevator Inspector:

License No./Discipline(s):

Health Department Review (when applicable):

Health Department Inspector:

License Number:

All Required Documentation Has Been Submitted to the Local Jurisdiction (City/County): Yes

I hereby certify information provided herein is true & accurate to the best of my knowledge & that all construction, inspections & testing have been completed in accordance with the state adopted building code; Utah Codes 53A-20 & 58-56; Administrative Rules R156-56, R277-471 & R392-200; ADA; & all other requirements for K-12 public school construction in Utah.

The structure(s) or portions thereof have been inspected for compliance with the requirements of the state adopted building code for the occupancy and the division of occupancy and the use for which it is classified.

School District Board of Education Chair or Charter School Board Chair

Date

Title

and _____
School District Building Official or Charter School Building Officer

Date



PROJECT PERFORMANCE RATING EVALUATION

To be completed by the School District (SDBO) or Charter School (CSBBO)

Date Of Evaluation:

Evaluator's Name(s) and Position(s):

EVALUATION RATING GUIDE	QUALITY OF PRODUCTS OR SERVICES	COST CONTROL	TIMELINESS OF PERFORMANCE	BUSINESS RELATIONS
5 - Exceptional	Contractor or Architect/Engineer (A/E) has demonstrated an exceptional performance level in any of the above four categories that justifies adding a point to the score. Contractor performance clearly exceeds performance levels described as "Very Good"			
4 - Very Good	Contractor/Design Professional is in compliance with contract requirements and/or delivers quality product/service.	Contractor/Design Professional is effective in managing costs and submits current, accurate, and complete billings.	Contractor/Design Professional is effective in meeting milestones and delivery schedule.	Response to inquiries, technical/services/administrative issues is effective.
3 - Satisfactory	Minor inefficiencies/errors have been identified.	Contractor/Design Professional is usually effective in managing cost.	Contractor/Design Professional is usually effective in meeting milestones and delivery schedules.	Response to inquiries technical/service/administrative issues is somewhat effective.
2 - Marginal	Major problems have been encountered.	Contractor/Design Professional is having major difficulty managing cost effectively.	Contractor/Design Professional is having major difficulty meeting milestones and delivery schedule.	Response to inquiries, technical/service/administrative issues is marginally effective.
1 - Unsatisfactory	Contractor/Design Professional is not in compliance and is jeopardizing achievement of contract objectives.	Contractor/design professional is unable to manage costs effectively.	Contractor/Design Professional delays are jeopardizing performance of contract objectives.	Response to inquiries, technical/service/administrative issues is not effective.

MAIN/PRIME DESIGN PROFESSIONAL (architect/engineer) RATING SECTION:

DESIGN PROFESSIONAL PERFORMANCE RATINGS OVERVIEW: The Main or Prime Design Professional would be the firm/individual the school district or charter school has contracted/procured construction services with.

NOTE: the performance evaluation process may not include areas for all non-prime design professionals to be rated. Those that should be rated would be those having the most do to with this construction project. If you feel the project is substantial enough to require more than three Sub-Prime Design Professionals be evaluated, you may submit another SP-11 form.

Name of Design Professional Being Evaluated:

Title of Design Professional Being Evaluated:

Firm of Individual Being Evaluated:

Role(s) the firm/individual fulfilled for the project?

Type Firm/Company Evaluation is for:

- Corporation
- Partnership
- LLC
- Individual or Proprietorship
- Other

Phone Number:

Please check the box this rating is for.

NOTE: One firm rated per section.

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Architect | <input type="checkbox"/> Mechanical Engineer | <input type="checkbox"/> Electrical Engineer | <input type="checkbox"/> Structural Engineer |
| <input type="checkbox"/> Civil Engineer | <input type="checkbox"/> Landscape Architect | <input type="checkbox"/> Geotechnical Engineer | <input type="checkbox"/> Kitchen Consultant |

Other Please Specify:

Rate The Following	Rating 1-5 (5=Highest)	Comments
Quality of Products or Services	<input style="width: 40px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Cost Control	<input style="width: 40px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Timelines of Performance	<input style="width: 40px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Business Relations	<input style="width: 40px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Main/Prime Architect Avg.

PROJECT PERFORMANCE RATING EVALUATION *continued...*

FIRST NON-PRIME/SUB DESIGN PROFESSIONAL (architect/engineer) RATING SECTION:

Type Firm/Company Evaluation is for:

Name of Design Professional Being Evaluated:

Title of Design Professional Being Evaluated:

Firm of Individual Being Evaluated:

Role(s) the firm/individual fulfilled for the project?

Phone Number:

- Architect
 Mechanical Engineer
 Electrical Engineer
 Structural Engineer
 Civil Engineer
 Landscape Architect
 Geotechnical Engineer
 Kitchen Consultant
 Other *Please Specify:*

- Corporation
 Partnership
 LLC
 Individual or Sole Proprietor
 Other

Rate The Following	Rating 1-5	Comments
Quality of Products or Services	<input type="text"/>	<input type="text"/>
Cost Control	<input type="text"/>	<input type="text"/>
Timelines of Performance	<input type="text"/>	<input type="text"/>
Business Relations	<input type="text"/>	<input type="text"/>
First Non-Prime Architect Avg.	<input type="text"/>	

SECOND NON-PRIME/SUB DESIGN PROFESSIONAL (architect/engineer) RATING SECTION:

Type Firm/Company Evaluation is for:

Name of Design Professional Being Evaluated:

Title of Design Professional Being Evaluated:

Firm of Individual Being Evaluated:

Role(s) the firm/individual fulfilled for the project?

Phone Number:

- Architect
 Mechanical Engineer
 Electrical Engineer
 Structural Engineer
 Civil Engineer
 Landscape Architect
 Geotechnical Engineer
 Kitchen Consultant
 Other *Please Specify:*

- Corporation
 Partnership
 LLC
 Individual or Sole Proprietorship
 Other

Rate The Following	Rating 1-5	Comments
Quality of Products or Services	<input type="text"/>	<input type="text"/>
Cost Control	<input type="text"/>	<input type="text"/>
Timelines of Performance	<input type="text"/>	<input type="text"/>
Business Relations	<input type="text"/>	<input type="text"/>
Second Non-Prime Architect Avg.	<input type="text"/>	

THIRD NON-PRIME/SUB DESIGN PROFESSIONAL (architect/engineer) RATING SECTION:

Type Firm/Company Evaluation is for:

Name of Design Professional Being Evaluated:

Title of Design Professional Being Evaluated:

Firm of Individual Being Evaluated:

Role(s) the firm/individual fulfilled for the project?

Phone Number:

- Architect
 Mechanical Engineer
 Electrical Engineer
 Structural Engineer
 Civil Engineer
 Landscape Architect
 Geotechnical Engineer
 Kitchen Consultant
 Other *Please Specify:*

- Corporation
 Partnership
 LLC
 Individual or Sole Proprietorship
 Other

Rate The Following	Rating 1-5	Comments
Quality of Products or Services	<input type="text"/>	<input type="text"/>
Cost Control	<input type="text"/>	<input type="text"/>
Timelines of Performance	<input type="text"/>	<input type="text"/>
Business Relations	<input type="text"/>	<input type="text"/>
Third Non-Prime Architect Avg.	<input type="text"/>	

PROJECT PERFORMANCE RATING EVALUATION *continued...*

CONTRACTOR PERFORMANCE RATINGS OVERVIEW:

The Main or Prime Contractor would be the firm/individual the school district or charter school has contracted/procured construction services with.

NOTE: the performance evaluation process does not include areas for all Sub-Contractors to be rated. The Sub-Contractors that should be rated would be those having the **most** do to with this construction project. If you feel the project is substantial enough to require more than three Sub-Contractors be evaluated, you may submit another SP-11 form. Project Superintendent would be the individual supervising the project for the Contractor or Sub-Contractor. Construction Manager would be the individual representing the Construction firm, at a level of administration above the Project Superintendent.

MAIN/PRIME CONTRACTOR RATING SECTION:

Type Firm/Company Evaluation is for:

Name of Contractor's Project Superintendent Being Evaluated:

Title of Contractor's Employee Being Evaluated:

Firm of Individual Being Evaluated:

Role(s) the firm/individual fulfilled for the project?

Phone Number:

- Corporation
- Partnership
- LLC
- Individual or Sole Proprietorship
- Other

Please check the box this rating is for. NOTE: One firm rated per section.

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Earthwork Contractor | <input type="checkbox"/> Landscape Contractor | <input type="checkbox"/> Utilities/Site Work |
| <input type="checkbox"/> Masonry Contractor | <input type="checkbox"/> Roofing Contractor | <input type="checkbox"/> Framing Contractor | <input type="checkbox"/> Concrete Contractor |
| <input type="checkbox"/> Metalwork/Structural | <input type="checkbox"/> Plumbing Contractor | <input type="checkbox"/> Mechanical Contractor | <input type="checkbox"/> Electrical Contractor |
| <input type="checkbox"/> Security Contractor | <input type="checkbox"/> Communications | <input type="checkbox"/> Energy Contractor | <input type="checkbox"/> Millwork Contractor |
| <input type="checkbox"/> Other | Please Specify: <input type="text"/> | | |

Rate The Following	Rating 1-5	Comments
Quality of Products or Services	<input type="text"/>	<input type="text"/>
Cost Control	<input type="text"/>	<input type="text"/>
Timelines of Performance	<input type="text"/>	<input type="text"/>
Business Relations	<input type="text"/>	<input type="text"/>
Main/Prime Contractor Avg.	<input type="text"/>	

FIRST SUB-CONTRACTOR RATING SECTION:

Type Firm/Company Evaluation is for:

Name of Contractor's Project Superintendent Being Evaluated:

Title of 1st Sub-Contractor Being Evaluated:

Firm of Individual Being Evaluated:

Role(s) the firm/individual fulfilled for the project?

Phone Number:

- Corporation
- Partnership
- LLC
- Individual or Sole Proprietorship
- Other

Please check the box this rating is for. NOTE: One firm rated per section.

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Earthwork Contractor | <input type="checkbox"/> Landscape Contractor | <input type="checkbox"/> Utilities/Site Work |
| <input type="checkbox"/> Masonry Contractor | <input type="checkbox"/> Roofing Contractor | <input type="checkbox"/> Framing Contractor | <input type="checkbox"/> Concrete Contractor |
| <input type="checkbox"/> Metalwork/Structural | <input type="checkbox"/> Plumbing Contractor | <input type="checkbox"/> Mechanical Contractor | <input type="checkbox"/> Electrical Contractor |
| <input type="checkbox"/> Security Contractor | <input type="checkbox"/> Communications | <input type="checkbox"/> Energy Contractor | <input type="checkbox"/> Millwork Contractor |
| <input type="checkbox"/> Other | Please Specify: <input type="text"/> | | |

Rate The Following	Rating 1-5	Comments
Quality of Products or Services	<input type="text"/>	<input type="text"/>
Cost Control	<input type="text"/>	<input type="text"/>
Timelines of Performance	<input type="text"/>	<input type="text"/>
Business Relations	<input type="text"/>	<input type="text"/>
First Sub-Contractor Avg.	<input type="text"/>	

PROJECT PERFORMANCE RATING EVALUATION *continued...*

SECOND SUB-CONTRACTOR RATING SECTION:

Type Firm/Company Evaluation is for:

Name of Contractor's Project Manager Being Evaluated:

Name of Contractor's Project Superintendent Being Evaluated:

Firm of Individual Being Evaluated:

Phone Number:

- Corporation
- Partnership
- LLC
- Individual or Sole Proprietorship
- Other

Role(s) the firm/individual fulfilled for the project?

Please check the box this rating is for. NOTE: One firm rated per section.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Earthwork Contractor | <input type="checkbox"/> Landscape Contractor | <input type="checkbox"/> Utilities/Site Work |
| <input type="checkbox"/> Masonry Contractor | <input type="checkbox"/> Roofing Contractor | <input type="checkbox"/> Framing Contractor | <input type="checkbox"/> Concrete Contractor |
| <input type="checkbox"/> Metalwork/Structural | <input type="checkbox"/> Plumbing Contractor | <input type="checkbox"/> Mechanical Contractor | <input type="checkbox"/> Electrical Contractor |
| <input type="checkbox"/> Security Contractor | <input type="checkbox"/> Communications | <input type="checkbox"/> Energy Contractor | <input type="checkbox"/> Millwork Contractor |
| <input type="checkbox"/> Other Please Specify: | <input type="text"/> | | |

Rate The Following	Rating 1-5	Comments
Quality of Products or Services	<input type="text"/>	<input type="text"/>
Cost Control	<input type="text"/>	<input type="text"/>
Timelines of Performance	<input type="text"/>	<input type="text"/>
Business Relations	<input type="text"/>	<input type="text"/>
Second Sub-Contractor Avg.	<input type="text"/>	

THIRD SUB-CONTRACTOR RATING SECTION:

Type Firm/Company Evaluation is for:

Name of 3rd Sub-Contractor Project Manager Being Evaluated:

Name of 3rd Sub-Contractor Project Superintendent Being Evaluated:

Firm of Individuals Being Evaluated:

Phone Number:

- Corporation
- Partnership
- LLC
- Individual or Sole Proprietorship
- Other

Role(s) the firm/individual fulfilled for the project?

Please check the box this rating is for. NOTE: One firm rated per section.

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Earthwork Contractor | <input type="checkbox"/> Landscape Contractor | <input type="checkbox"/> Utilities/Site Work |
| <input type="checkbox"/> Masonry Contractor | <input type="checkbox"/> Roofing Contractor | <input type="checkbox"/> Framing Contractor | <input type="checkbox"/> Concrete Contractor |
| <input type="checkbox"/> Metalwork/Structural | <input type="checkbox"/> Plumbing Contractor | <input type="checkbox"/> Mechanical Contractor | <input type="checkbox"/> Electrical Contractor |
| <input type="checkbox"/> Security Contractor | <input type="checkbox"/> Communications | <input type="checkbox"/> Energy Contractor | <input type="checkbox"/> Millwork Contractor |
| <input type="checkbox"/> Other Please Specify: | <input type="text"/> | | |

Rate The Following	Rating 1-5	Comments
Quality of Products or Services	<input type="text"/>	<input type="text"/>
Cost Control	<input type="text"/>	<input type="text"/>
Timelines of Performance	<input type="text"/>	<input type="text"/>
Business Relations	<input type="text"/>	<input type="text"/>
Third Sub-Contractor Avg.	<input type="text"/>	

NOTE: COMPILATION OF OVERALL RATING SCORES WILL BE CALCULATED AUTOMATICALLY, BASED ON RATINGS PROVIDED.

Utah State Office of Education

250 East 500 South, PO Box 144200

Salt Lake City, Utah 84114-4200

801-538-7668

<http://www.schools.utah.gov/finance/Facilities.aspx>

Note: For proper electronic delivery after the form is filled out, save a copy and then submit it via email as an attachment, along with any supporting documentation to: jenefer.youngfield@schools.utah.gov

I verify this form was completed by the designated School District Building Official/Charter School Board Building Officer.