Pre-Construction Checklist

Revised – April 22, 2013

All requirements listed must be ***complied with prior to construction on projects commencing*** in *which the total accumulative estimated cost is in excess of $99,999,* ***and/or*** *those federally funded that must be reported to the USOE,* ***and/or the Certificate of Occupancy will be issued by USOE, to avoid loss of funding*** *relative to the total cost of the construction project and/or the total MSP* ***(NOTE: any exemption of reporting to USOE does not eliminate the need to obtain required inspections and reviews). The USOE project number can only be issued upon submittal of all project items listed below.*** Submittals should be sent to Jenefer Youngfield (jenefer.youngfield@schools.utah.gov) at the USOE.

- The **SP-4** form (***Preliminary Information on Proposed School Facilities Construction***)
- The **SP-5** form (***Final Plan Data on Proposed School Facilities Construction***);
- **Project construction documents** (plans & specifications) **CD** mailed to 250 E 500 S, PO Box 144200, SLC, UT 841124-4200;
- **Comply with** all requirements set forth in Utah Code **53A-20** (http://le.utah.gov/~code/TITLE53A/53A20.htm) and **Administrative Rule R277-471 (**http://www.rules.utah.gov/publicat/code/r277/r277-471.htm**)** and all other applicable federal, state, and local, laws, codes rules and guidelines (including ADA);
- Comply with all requirements set forth in the **School Construction Resource Manual found at:** (http://www.schools.utah.gov/finance/Facilities.aspx);
- Provide evidence of compliance with the most restrictive/restrictive between **ADA (Americans with Disabilities Act – 2010), ANSI and the International Building Code** relative to **accessibility, ensuring that all remodels, renovations, etc., rectify deficiencies outlined in ADA Transition Plans**;
- Provide a copy of **the building plan review completed** by an International Code Council **(ICC) certified commercial building plans examiner**, including name, date, certification number, and all communication related to the review;
- Provide a copy of **the plan review** of new or renovated school kitchen facilities, and as applicable restroom facilities, that have been **completed by the local health department authorities**, including all communication related to the review;
- Provide evidence* that a **structural peer review** of the plans has been **completed by an independent third party structural engineer licensed in Utah**, including the name of the engineer, date, including all communication related to the review;
- Provide evidence* that an **energy code plan review** has been completed by an **ICC certified commercial energy plans examiner**, including name, date, certification number, with all communication related to the review;
- Provide evidence* that the **State Fire Marshal's office has reviewed and approved the construction documents**, including the date, name of the reviewer, with all communication related to the review;
- Provide a **list of all ICC commercial inspectors, including special inspectors**, **and testing companies** (all of which must be currently licensed in Utah), with their certification(s), license number(s), and license expiration date(s), **who will be providing the inspections.** This list should be submitted to Jenefer Youngfield, at USOE, when the SP-4 and SP-5 forms are submitted, but must be submitted prior to construction commencing;
- Provide evidence (for example: a letter from the jurisdiction, a city council or planning meeting agenda or minutes, with the project identified, etc.) showing that the **local municipality or county has reviewed and approved the project within parameters set in statute** (10-9a-305 Utah Code for municipalities and 17-27a-305 for counties). **Note:** ***ensure all inspections and testing reports are submitted to the local jurisdiction monthly throughout the project.***
- Provide evidence* of **compliance with** state (63G-12 Utah Immigration Accountability and Enforcement Act) and federal **requirements for verification of contractors and subcontractors - U.S. citizenship of employees** (http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD)
- Provide evidence* of **compliance** with the **Excluded Parties List System** for any projects federal funding is being used (www.epls.gov) (this can be a letter or affidavit from the design professionals or construction firms contracted with);
- **Comply with all applicable Utah State and LEA Purchasing requirements** including: **proper procurements advertisement(s) –** a copy of the **RFP** (Request for Proposal - for contractors) – a copy of the **SOIQ** (Statement of Interest of Qualifications - for architects, engineers, etc.), Administrative Rules R23 and R33, R277-471, Utah Codes 53A-20 and R63G, and all other applicable processes. Codes and rules can be reviewed at: http://www.rules.utah.gov/publicat/code.htm#toc, and http://www.le.state.ut.us/~code/code.htm;
- **Comply with** requirements set forth in **Utah Code 76-10-912**, regarding the antitrust laws found at: http://www.le.utah.gov/UtahCode/getCodeSection?code=76-10-912**;**
- ***This is now optional, suggested & minimum guideline, as standard soils reports are substantially more extensive.*** Evidence that geologic & seismic hazards have been considered at proposed site: the Utah Geological Survey (UGS) as performed an initial "screening" of the site for geological hazards; a qualified geo-technical consultant has conducted a technical investigation & a complete site-specific geologic-hazards evaluation; the consultant's report has been submitted and UGS has performed an evaluated and provided recommendations.

**** Provide evidence -- indicates that the actual documentation is required to be submitted to USOE.***