



Pre-Construction Checklist

Revised – April 2, 2011

- ▶ Submit the **SP-4** form (Preliminary Information on Proposed School Facilities Construction in either the [Excel](#) or [pdf](#) format) and the **SP-5** form (Final Plan Data on Proposed School Facilities Construction in either [Excel](#) or [pdf](#) format), and supporting construction documents (plans and specifications) on a CD to the Utah State Office of Education (USOE), to the attention of Jenefer Youngfield (jenefer.youngfield@schools.utah.gov), prior to construction commencing. *This is requirement must be complied with prior to proceeding with **any** construction project in excess of \$99,999, to avoid loss of funding in relationship to the total cost of the construction project and/or the total MSP. (NOTE: **this exemption of reporting does not eliminate the need to obtain required inspections and reviews**). All projects using federal funds, USOE monitors and/is responsible to reimburse for, must be reported to USOE.*
- ▶ Provide evidence* that a building plan review has been completed by a certified commercial building plans examiner, including name, date, certification number, comments and responses for comments from review;
- ▶ Provide evidence* that a plan review of new or renovated school kitchen facilities has been completed by local health department authorities with comments and responses for comments from the kitchen plan review;
- ▶ Provide evidence* that a structural peer review of the plans has been completed, including the name of the independent third party structural engineer, date, comments and responses for comments from the review;
- ▶ Provide evidence* that an energy code review has been completed by a certified commercial energy plans examiner, including name, date, certification number, comments and responses for comments from review;
- ▶ Provide evidence* that the State Fire Marshal's office has reviewed the plans, including the date, name of the reviewer, comments and responses for each comment from the fire review.
- ▶ Provide a list of all inspectors, including special inspectors, with their certifications, license numbers, and license expiration date, who will be providing the inspections—this list must also be provided to Jenefer Youngfield, at USOE, when SP-4 and SP-5 forms are submitted.
- ▶ Comply with all Utah State Purchasing guidelines, including: R33-5-526 thru 550, R33-5-560 thru 650, R53A-20-101 R63G-6-701 thru 704 through the links listed: <http://le.utah.gov/~code/TITLE53A/53A20.htm> and <http://www.le.state.ut.us/UtahCode/selection.jsp?code=63G-6>
- ▶ Comply with all requirements set forth in Administrative Rule R277-471 <http://www.rules.utah.gov/publicat/code/r277/r277-471.htm>
- ▶ Comply with all requirements set forth in the School Construction Resource Manual <http://www.schools.utah.gov/finance/facilities/>
- ▶ Comply with guidelines set forth in Utah Code 76-10-912, regarding the antitrust laws <http://www.le.utah.gov/UtahCode/getCodeSection?code=76-10-912>
- ▶ Provide evidence* 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). <http://www.le.utah.gov/UtahCode/getCodeSection?code=10-9a-305>
<http://www.le.utah.gov/UtahCode/getCodeSection?code=17-27a-305>
- ▶ Provide evidence* of compliance with state and federal requirements for verification of contractors and subcontractors - U.S. citizenship of employees.
- ▶ Provide evidence* of compliance with the Excluded Parties List System for any projects federal funding is being used (www.epls.gov).
- ▶ Provide evidence* that proper procurements advertisement(s), RFP (Request for Proposal - for contractors), SOIQ (Statement of Interest of Qualifications - for architects), selections committees have been adhered to.
- ▶ ***This item is now optional, but a suggested minimum guideline.*** Evidence that geologic and seismic hazards have been considered at the proposed site for new construction: [Utah Geological Survey \(UGS\)](#) has performed an initial "screening" of the site for geological hazards; a qualified geo-technical consultant has conducted a technical investigation and a complete site-specific geologic-hazards evaluation; the geo-technical consultant's report has been submitted to UGS for review; UGS has evaluated the adequacy of the report and provided a review letter with a checklist with recommendations either approval or further identified work;

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