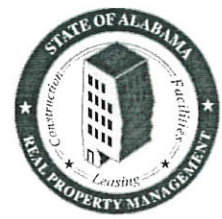




STATE OF ALABAMA
DEPARTMENT OF FINANCE
REAL PROPERTY MANAGEMENT
Division of Construction Management



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July 7, 2020

TO: OWNERS, ARCHITECTS, ENGINEERS AND CONTRACTORS

FROM: MICKEY ALLEN, ASSISTANT FINANCE DIRECTOR *M. Allen*
ALABAMA REAL PROPERTY MANAGEMENT (RPM)

FRANK BARNES, DIRECTOR *Frank Barnes*
ALABAMA DIVISION OF CONSTRUCTION MANAGEMENT (DCM)

RE: MEMO ON DCM's MANUAL OF PROCEDURES AND FORMS UPDATES

DCM's Manual of Procedures and Forms were updated effective January 1, 2020. A transition from the previous 2001/2006 Manual of Procedures and Forms began on January 1, 2020 and includes a seven-month grace period to allow Owners, Designers and Contractors time to incorporate the updated documents into their procedures and provide feedback. During the grace period DCM has continued updating the Manual of Procedures and Forms based on your feedback.

All projects with O/A Agreements dated August 1, 2020 or later must adhere to the requirements of the current, updated Manual of Procedures available on www.dcm.alabama.gov.

All projects with O/A Agreements dated August 1, 2020 or later must use current, updated Forms available on www.dcm.alabama.gov, including but not limited to bid documents, O/A Agreements, Amendments, Construction Contracts and Change Orders. Pre-2020 Forms for such projects will not be accepted. Please make sure you are using the latest updated Forms as well as the latest updated checklists to meet all requirements. Post-January 2020 updates are indicated on DCM's website.

The current Manual of Procedures and Forms may be used for projects with O/A Agreements dated earlier than August 1, 2020, including all pre-2020 projects.

During July of 2020 several updated and new Forms will be posted to DCM's website including an excel version of B-5: Sample Architect's Statement of Services. Designers may modify B-5 or use their own payment application form provided it includes the information requested on DCM's B-5.

All contract documents and attachments must be single-sided on letter-sized paper without staples; use clips. Purpose: quickly and efficiently scan thousands of documents into DCM's database. Scanners compatible with the database do not scan double-sided nor legal-sized paper.

PSCA projects: Local owners must first request PSCA funding for specific projects from their PSCA approval authority entity determined by the PSCA Board of Directors. For example, K-12 BOEs request PSCA funding from the State Department of Education-School Architect's office. Upon PSCA funding approval, each project is assigned a PSCA project number by the PSCA approval authority entity. PSCA Forms available on www.dcm.alabama.gov/forms_PSCA.aspx must be used whether a project is wholly or partially PSCA-funded. The PSCA project number must be on all Forms submitted to DCM including the plan review B-1 coversheet. PSCA funding affects front-end documents which Designers submit to DCM for plan review. See www.dcm.alabama.gov/forms_PSCA.aspx for more information.

After July 31, 2020 please continue to regularly check www.dcm.alabama.gov for Manual of Procedures and Forms updates; such updates will be indicated on the website. By next summer RPM and DCM will have an integrated database and online system whereby Owners, Designers and Contractors can opt in to receive announcements including notifications of updated Manual of Procedures chapters and Forms.

Thank you for your patience and suggestions during this transition period.