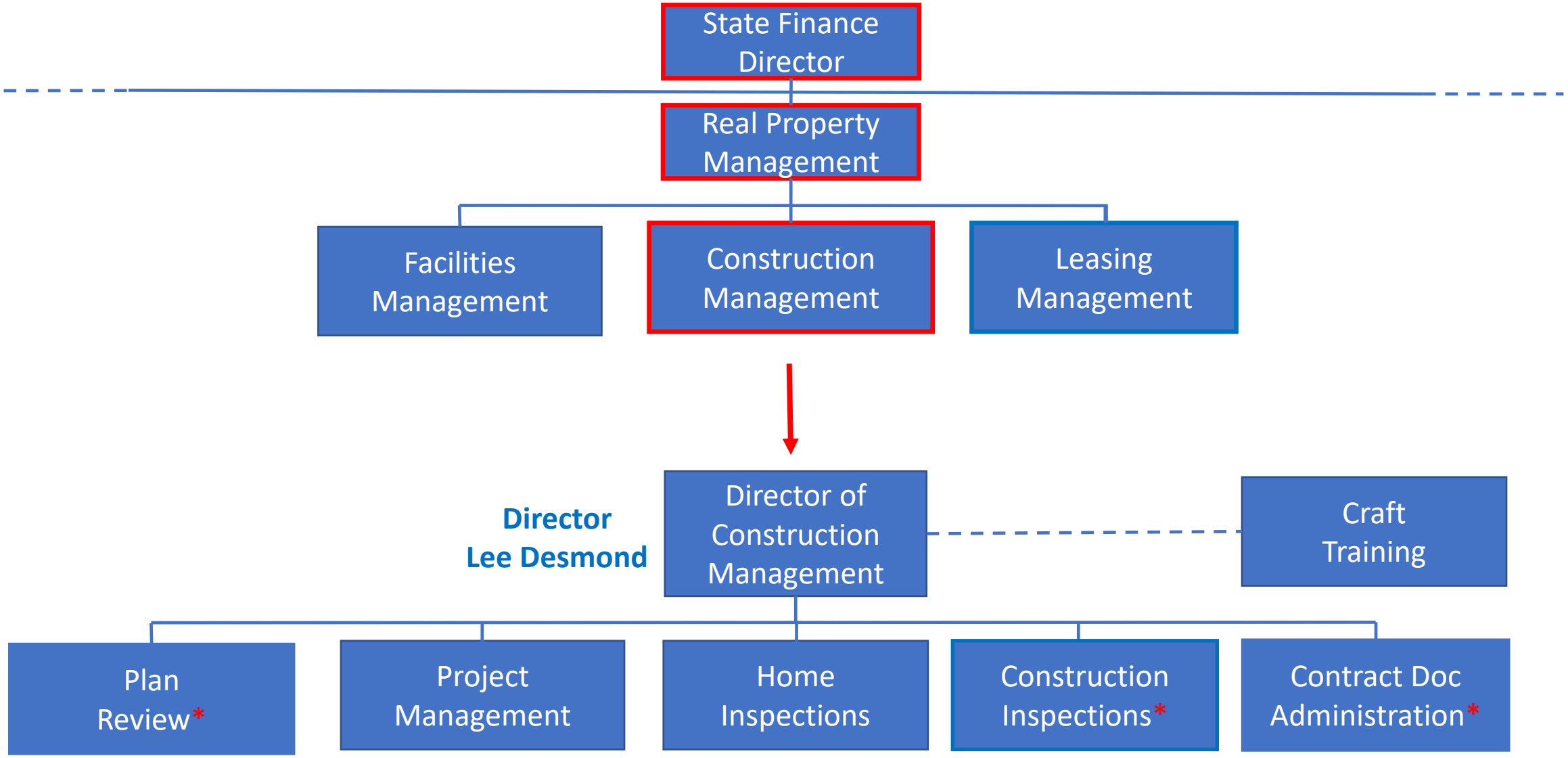
AGENDA

- DCM Overview
  - State Building Code
  - Jurisdiction
- Typical Project Flow with DCM
- Electronic Submissions Overview
- Public Works Overview
- Emergency Projects
- Public Works Less than $100k
- Self-Performance Projects
- T39 Advertising Website
- K-12 Stats
- Questions

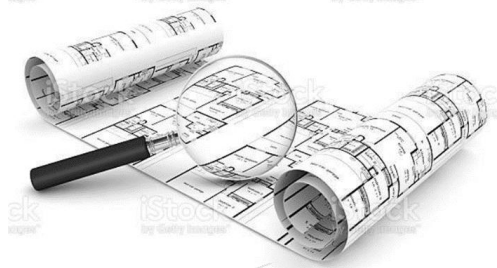
DCM ORGANIZATION

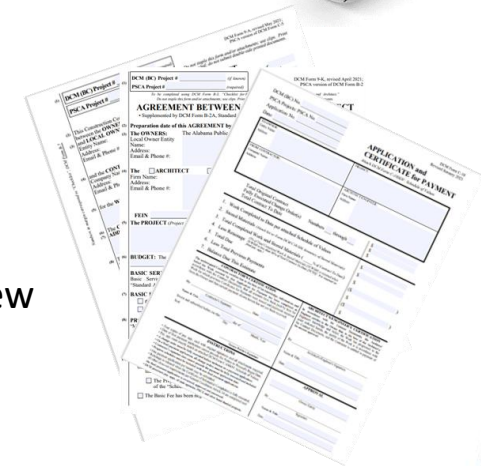


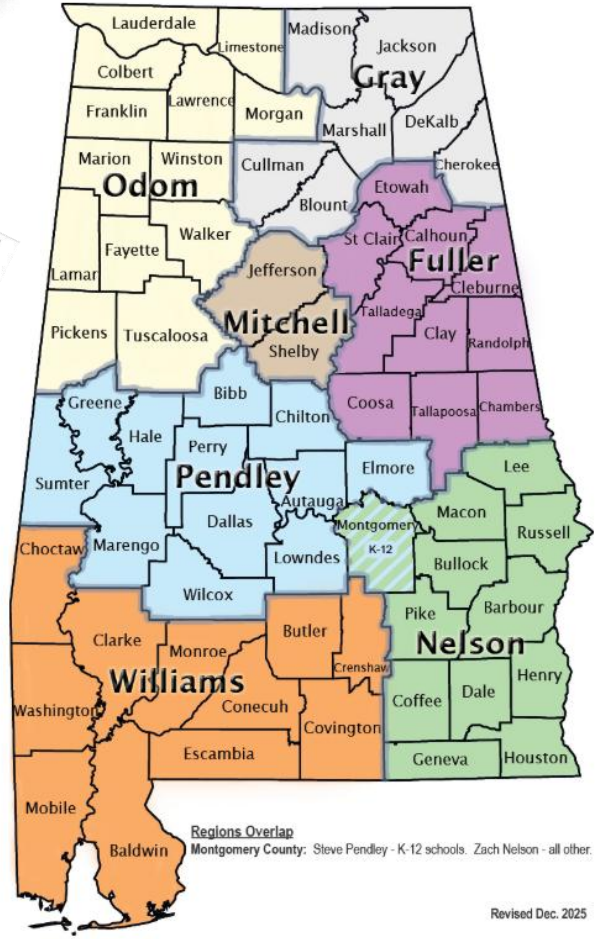
*** Formerly part of the Alabama Building Commission (1945-2015)**

DCM OVERVIEW

- Most Critical Role is to Ensure Compliance with:
  - Building Codes (Fire, Life Safety, Electrical, Mechanical, etc.)
  - Americans with Disabilities Act (ADA) Federal Accessibility Standards
  - Energy Code
  - State Law
- Above is achieved through:
  - **Plan Review** - Review of your Architect's / Engineer's Plans for Code Compliance
    - DCM Plan Reviewers are Code Experts – that's what they do
    - Licensed Architect, Electrical Engineer, Mechanical Engineer, Fire Specialist
  - **Contract Document Administration** - Processing and comprehensive review of construction-related legal documents
    - Owner-Architect Agreements and Amendment
    - Construction Contracts and Change Orders
  - **Construction Inspection** - Inspection of Contractor's Work and Job Site for Safety and Code Compliance
    - DCM Inspectors are Construction Safety and Code Experts – that's what they do
    - Inspectors are assigned by region; live in the customer's area
  - **Guidance in DCM Manual of Procedures (MOP)**
    - Bidding
    - General Conditions – termination, change orders, delays, dispute resolution
    - Standard Articles – extra services, billing/invoicing for services







STATE BUILDING CODE

STATE BUILDING CODE (adopted by DCM for state-wide compliance)

- 2021 - International Building Code, with the following exceptions:
  - Replace the following with the respective section from the 2024 International Building Code – Chapter 2: Definitions – Flammable Gas.
  - Replace the following sections with the respective section from the 2024 International Building Code – Table 307.1(1), 307.4, 307.5, 414.2.5, and Table 414.5.1.
  - Add the following sections from the 2024 International Building Code – 414.2.5.4 and Table 414.2.5(3).
- 2021 – International Existing Building Code
- 2021 - International Plumbing Code
- 2021 – International Fuel Gas Code
- 2021 - International Mechanical Code, with the following exceptions:
  - Replace the following sections with the respective section from the 2024 International Mechanical Code – Table 1103.1, 1104.3.1, 1104.3.2, 1106.3, 1106.4, 1106.4.1 through 1106.4.3, Table 1106.4.2, Table 1107.4, Table 1107.5, 1107.7, 1109.2.2, 1109.2.3, 1109.2.6, 1109.2.7, 1109.3, 1109.3.1, 1109.3.2, 1110.3, and 1110.5.
  - Add the following sections from the 2024 International Mechanical Code – 1101.2.1 and 1110.3.1.
  - Remove the following sections from the 2021 International Mechanical Code – Table 1104.3.2, 1109.4, 1109.4.1, 1109.4.2, 1109.7, 1110.5.1, 1110.5.2, 1110.6, 1110.7.
  - Add the following to the 2021 International Mechanical Code – Chapter 15: Referenced Standards – ASHRAE 15-2022, ASHRAE 34-2022, and ASTM A333-18.
  - Replace the following from the 2021 International Mechanical Code – Chapter 15: Referenced Standards – UL/CSA 60335-2-40 – 2022 and UL/CSA 60335-2-89 – 2021.
- 2020 - National Electrical Code (NFPA 70)
- 2021 - International Fire Code , with the following exceptions:
  - Replace the following with the respective section from the 2024 International Fire Code – Chapter 2: Definitions – Flammable Gas.
  - Replace the following sections with the respective section from the 2024 International Fire Code – 608.17, 608.18, 608.18.1 through 608.18.3, Table 608.18.2, Table 911.1, 3307.2.1, Table 5003.1.1(1), Table 5003.1.1(3), 5003.8.3.5, 5003.11, 5003.11.1, and 5003.11.2.
  - Replace the following sections with the indicated section from the 2024 International Fire Code: 5003.11.3 with 5003.11.1.1 and 5003.11.3.1 through 5003.11.3.11 with 5003.11.1.1.1 through 5003.11.1.1.11.
  - Add the following sections from the 2024 International Fire Code – 5003.8.3.5.4, Table 5003.11.2, and 5003.11.2.1.
- ANSI/ASHRAE/IES Standard 90.1 – 2013 Energy Standard for Buildings except Low–Rise Residential Buildings with exceptions permitted to:
  - 6.5.1 – Economizers,
  - 8.4.2 – Automatic Receptable Control, and
  - 8.4.3 – Electrical Energy Monitoring.
- 2010 - ADA Standards for Accessible Design
  - The requirements of the 2010 ADA Standards for Accessible Design supersede the accessibility requirements contained in the International Building Code and ANSI A117.1.

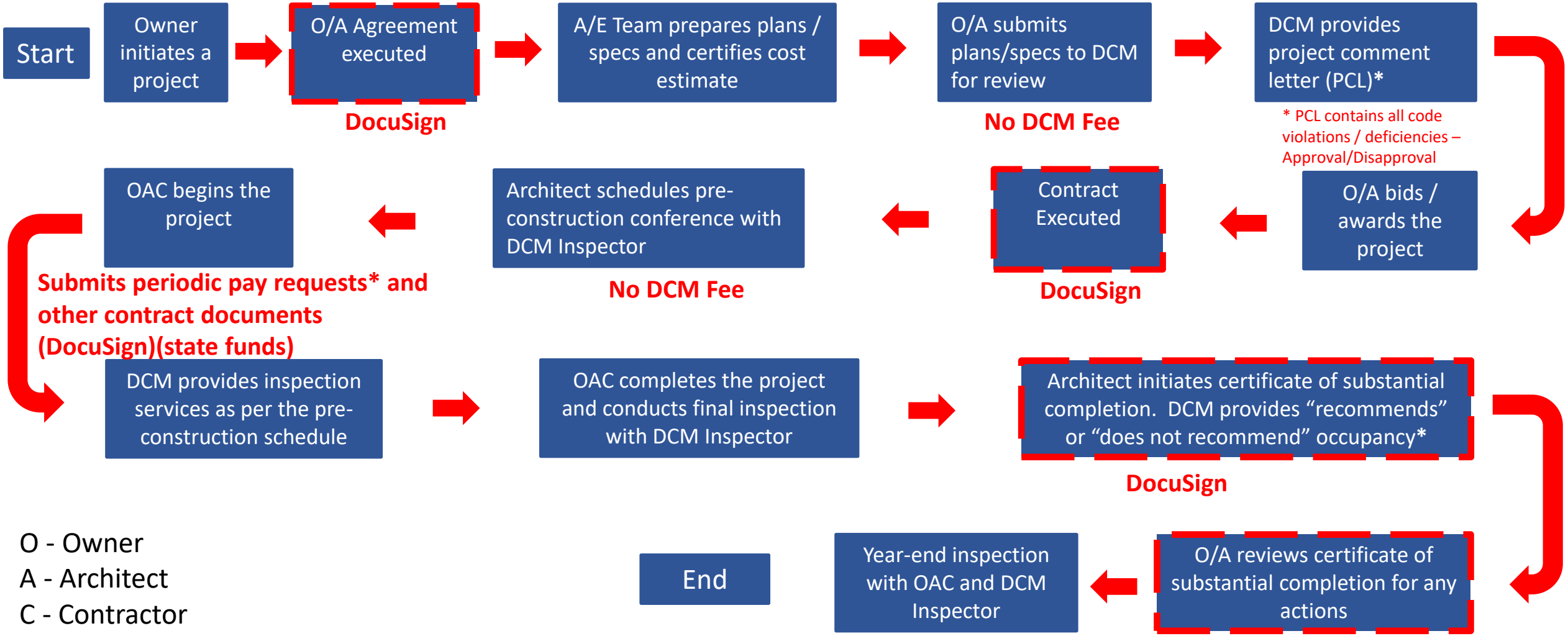
DCM Code Supplements

- 2020 - ICC/NSSA-500 Standard for the Design and Construction of Storm Shelters
- 2019 NFPA 72: National Fire Alarm and Signaling Code (NFPA 72)

DCM JURISDICTION

- State Buildings and Construction
- Schoolhouses
- Hotels / Motels
- Movie Theaters
- Americans with Disabilities Act (ADA) Standards for municipal and county-owned projects

TYPICAL PROJECT FLOW WITH DCM



O - Owner
A - Architect
C - Contractor
DCM - Division of Construction Management

DCM – Electronic Submissions Overview

- DocuSign for signature and tracking of documents - If you do not yet have a DocuSign account, sign up for a free account at to track contract documents @ https://go.docusign.com/o/free
- DocuSign (pay requests) is not available for fully locally funded K-12 public projects
- Facility Force Information Management System (RPM management system)
- Click the appropriate tile answer the questions and the attach any necessary pdf documents

PUBLIC WORKS OVERVIEW

❑ **Code of Alabama of 1975, Title 39,** §39-2-1 (5)

• PUBLIC WORKS. The construction, repair, renovation, or maintenance of **public buildings**, structures, sewers, waterworks, roads, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, repaired, renovated, or maintained on **public property** and to be paid, in whole or in part, with **public funds** or with financing to be retired with public funds in the form of lease payments or otherwise.

❑ **Projects over $100k must be publicly advertised** §39-2-2 (2)a

• State or county - At least once a week for three consecutive weeks in newspaper of general circulation in the county work is to be done

• Sealed bids taken, opened and read at the place, time and date in advertisement

§39-2-2 (a)(1)

PUBLIC WORKS OVERVIEW (cont)

❑ **Exceptions to requirement to publicly advertise(newspaper)**

- Under $100k §39-2-2 (b)(1)
- Professional services such as architectural, engineering, project management, etc. (Title 41)

Must not engage in performance of any of the work through their own or subcontracted forces §39-2-2 (d)(1) – Qualifications based selection criteria

- Projects declared an emergency affecting health, safety or convenience §39-2-2(f)(1) & (2)
- Homeland Security projects §39-2-2(g)
  - ✓ Acknowledged in writing by Ala. Homeland Security Dept.
  - ✓ Having a direct impact on the security/safety of persons or facilities and requiring confidential handling for the protection of such persons or facilities
  - ✓ Contracts let through informal bid, otherwise consistent with the requirements of this title and the requirements of maintaining confidentiality

PUBLIC WORKS OVERVIEW (cont)

❑**Bonds**

- Bid Bond (5%) or $10,000 (lesser) of project budget §39-2-4 (a)
- Performance - penalty equal to 100 percent of the amount of the contract price §39-1-1 (a)
- Payment - amount not less than 50 percent of the contract price §39-1-1 (a)

❑**Insurance**

- Provide evidence of insurance as required by the bid documents §39-2-8
  - ✓ Workers Compensation, Commercial General Liability, Commercial Business Automobile Liability, Commercial Umbrella or Commercial Excess Liability, and Builder's Risk

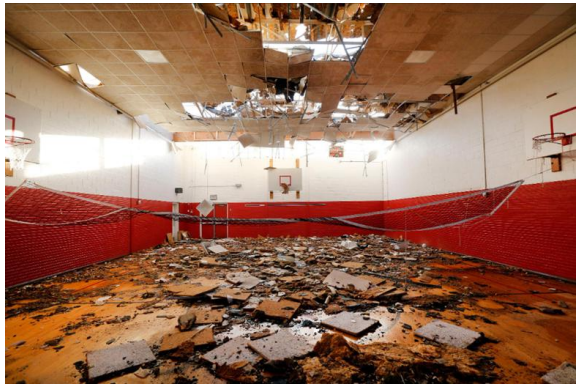
❑**Pre-qualification of bidders**

- Establish written procedures and criteria §39-2-4 (b)

Emergency Projects – DCM Website

Five Steps:

1. Address Immediate Crisis
2. Call Insurance Carrier
3. Declare an Emergency (notify DCM Director)
4. Secure Services of Architect or Engineer (DCM approves final plans)
5. Solicit at Least Three Contractors' Proposals (DCM inspects construction)



Emergency Projects

In case of emergencies caused by fire, water, or wind/tornadoes, what steps should state agencies, public universities, and K-12 schools follow?

1. Address the immediate crisis.
2. Call the insurance carrier.
3. Declare an emergency.
4. Secure the services of an architect or engineer.
5. Solicit at least three contractors' proposals.

Step 1: Address the Immediate Crisis

Property owners may contract a licensed and insured contractor without advertisement for bids (a written quote must still be secured) only to address the immediate crisis which typically involves sealing the building, drying it out and securing the area. This work is limited to stopping damage to assets and securing the area for the health and safety of the public. Owners may authorize such work through a Purchase Order/Priority Authorization (in which case the policies and procedures established by the Alabama Department of Finance-Division of Purchasing must be followed) or other contracting means available to the owner.

Step 2: Call the Insurance Carrier

After contacting a contractor to address the immediate crisis, promptly call the owner's insurance carrier. If the carrier is the Alabama Division of Risk Management (DRM), call 334-223-6146 to report a property claim, and include the DRM claim # on O/A Agreements and B-1 transmittals.

Step 3: Declare an Emergency

- All owner entities: Regardless of the declaration method, the Division of Construction Management (DCM) must be informed of a Declaration of Emergency as soon as possible in order for DCM to correctly administer a declared emergency project.
- K-12 public schools: The local Board of Education's Declaration of Emergency, such as Board meeting minutes, must be sent to DCM Director Lee Desmond at lee.desmond@realproperty.alabama.gov.
- State Agencies and Public Universities: First determine which of the following Sections of the Code of Alabama, 1975, as amended, is applicable to the emergency: Sections 29-2-41.1, 39-2-2(e), and 41-4-136 and the emergency procurement provision contained in Rule 355-4-3-.07. The procedures meet Code of Alabama requirements. Declare an emergency by emailing a copy of the letter to DCM Director Lee Desmond at lee.desmond@realproperty.alabama.gov. The letter must: be addressed to the Governor; reference the applicable Sections of the Code of Alabama; briefly describe the emergency affecting any of the following applicable basis: a threat to public health, safety, under emergency conditions that creates an immediate and serious need and creates an immediate and serious need that cannot be met through normal procurement methods the lack of which would seriously threaten the functioning of state government, the preservation or protection of property, or the health or safety of an individual; note the intent to secure a design professional, or note the name of the Architectural/Engineering firm if one has already been selected; note the intent to solicit construction proposals for repair and/or replacement.

Step 4: Secure the Services of an Architect or Engineer

An emergency declaration allows owners to legally secure the services of an Architect or Engineer (design professional) without a request for qualifications. The design professional will assess the site, recommend any actions to prevent further damage and may also issue plans and specifications to repair damaged areas and replace equipment. Such services require the issuance of an Agreement Between Owner and Architect (O/A Agreement) for the design professional to be paid. The agreement must be limited to addressing the immediate crisis, and repair and/or replacement work in order to meet the emergency and cannot go beyond the scope of such work. The Owner's Declaration of Emergency must be attached to the O/A Agreement. O/A Agreements for fully locally-funded K-12 emergency projects must be submitted to the Alabama State Department of Education (SDE), LEA Auxiliary Services, School Facilities' office for review via a DocuSign link on DCM's Fully Locally-Funded Public K-12 Projects webpage. O/A Agreements and Amendments for State Agencies and PSCA-funded emergency projects must be submitted to DCM for review.

The following additional terms are applicable only to state agencies whose professional services contracts are reviewed by Contract Review Permanent Legislative Oversight Committee:

- If the emergency is based on public health or safety, a contract may be let for the time period necessary to alleviate the emergency without Legislative Oversight Committee review.
- Contracts based upon economic welfare emergencies that last 60 days or less do not require Legislative Oversight Committee review.
- Contracts based upon economic welfare emergencies lasting more than 60 days must be reviewed by Legislative Oversight Committee.

Note: Any construction which affects code compliance beyond addressing the immediate crisis requires plans and specifications to be issued by a duly licensed Architect or Engineer; such plans and specifications must be submitted to DCM for plan review.

Step 5: Solicit at Least Three Contractors' Proposals

An emergency declaration allows owners and design professionals to legally solicit proposals from at least three different contractors for any repair and/or replacement work, without advertisement for bid. When bids are solicited without advertisement, include the Owner's Declaration of Emergency and an Invitation to Bid (see DCM Form C-1A: Sample Invitation To Bid) instead of the Advertisement For Bids in any project manual. Documentation must show a minimum of three proposals were sought even if a lesser number respond; a tabulation of bids must be issued. Repair and/or replacement work requires the issuance of a construction contract for a contractor to be paid. Designers shall attach the bid tab and the Owner's Declaration of Emergency to the prepared construction contract documents. Contracts for state agencies and PSCA-funded emergency projects must be submitted to DCM for review. Contracts for fully locally-funded K-12 emergency projects must be submitted to the SDE LEA Auxiliary Services, School Facilities' office for review via a DocuSign link on DCM's Fully Locally-Funded Public K-12 Projects webpage. The contract must be limited to repair and/or replacement work in order to meet the emergency and cannot go beyond the scope of such work.

Additional Information

- When a declared-emergency project is within DCM's jurisdiction the only exceptions to normal project requirements are the request for qualifications of design professionals and the advertisement for bids. All other project requirements in the DCM Manual of Procedures must be met; for example, if a declared emergency project is over $50,000.00, sealed proposals are required and must be publicly opened and read.
- All repair and/or replacement plans and specifications with code compliance items for state agencies, PSCA-funded projects and all public and private K-12 projects are submitted to DCM for plan review which requires payment of plan review fees. O/A Agreements and contracts for state agencies and PSCA-funded projects are submitted to DCM for review which requires payment of contract document administration fees. Repair and/or replacement work for state agencies, PSCA-funded projects and locally-funded K-12 projects requires a DCM Inspector-facilitated pre-construction conference, and the construction is inspected by DCM Inspectors; such services require payment of the permit fee. See DCM Manual of Procedures, Forms and User Fees. Exception: fully locally-funded K-12 and four-year public University projects for capital improvements, HVAC or roofing, with both an estimated cost of $750,000.00 or Less and a contract awarded on or after 10/01/22, are exempt from DCM Fees; such projects are still subject to DCM plan reviews and inspections.
- A Sales and Use Tax Certificate of Exemption for a Government Entity Project administered by the Alabama Department of Revenue must be acquired separately by the Owner, General Contractor and Subcontractors per Act 2013-205 for each government entity owned project. The only projects under DCM's jurisdiction to which this does not apply are privately owned hotels/motels and movie theaters.
- For further guidance see Code of Alabama, 1975, as amended, Sections 29-2-41.1, 39-2-2(e), 41-16-23, 41-4-136 and the emergency procurement provision contained in Rule 355-4-3, and/or contact DCM staff.

DCM Manual of Procedures Chapter 6

Declared Emergency Projects: All owner entities: DCM must be informed of a Declaration of Emergency in order to correctly support such projects. Email the declaration to the DCM Director at lee.desmond@rpm.alabama.gov. One of the two following categories must be stated in the Declaration.

1. **Immediate Harm to Person or Property:** In case of an emergency for which a delay in remedying would cause immediate harm to a person or public property contracts may be let to the extent necessary to meet the emergency without public advertisement or bidding. §39-2-2(f)(1)
2. **Public Health, Safety, or Convenience:** In case of an emergency affecting public health, safety, or convenience, as declared in writing by the awarding authority setting forth the nature of the danger to the public health, safety, or convenience which would result from delay, contracts may be let to the extent necessary to meet the emergency without public advertisement. This category of emergency declaration allows owners and design professionals to legally solicit proposals from at least three different contractors for any repair and/or replacement work, without advertisement for bid. §39-2-2(f)(2)

When bids are solicited without advertisement, include the Owner's Declaration of Emergency, if applicable, and an Invitation to Bid (see DCM Form C-1A: Sample Invitation to Bid) instead of the Advertisement For Bids in any project manual. Documentation must show a minimum of three proposals were sought even if a lesser number respond; a tabulation of bids must be issued.

Public Works Projects $100k or less

Public Works Projects Costing $100,000.00 or Less

Definition of Public Works: The construction, installation, repair, renovation, or maintenance of public buildings, structures, sewers, waterworks, roads, curbs, gutters, sidewalks, bridges, docks, underpasses, and viaducts as well as any other improvement to be constructed, installed, repaired, renovated, or maintained on public property and to be paid, in whole or in part, with public funds or with financing to be retired with public funds in the form of lease payments or otherwise. Code of Alabama, 1975, as amended, §39-2-1(6)

Projects within DCM's Jurisdiction: Any construction regardless of funding source on: state-owned property, public and private kindergarten through twelfth grade (K-12) schools, public universities, hotels/motels, and movie theaters.

Step 1: Project Verification

Verify with DCM Technical Staff, beginning with a call or email to Bob ÓReilly, Architect, 334-242-4803 or bob.o'reilly@rpm.alabama.gov, whether or not a project requires review and/or administration (including plan review, contract document and inspections approvals) by DCM.

- If a project is verified by Technical Staff that it does not require review or administration by DCM, consult with the Alabama Department of Finance-Division of Purchasing or use other contracting means available to the owner.

Step 2: Procedure Requirements and Exceptions

If a project with a construction budget of $100,000.00 or less is verified by DCM Technical Staff as required to be reviewed and/or administered by DCM, then all requirements of the DCM Manual of Procedures must be met, including but not limited to, front-end documents with plan review submittals, contract document submittals (except in the case of construction self-performance), inspections and fees, with the following exceptions:

1. **Advertisement for Bids and Sealed Bids:** An Awarding Authority/Owner may let contracts for public works involving $100,000.00 or less with or without advertising, and with or without sealed bids. §39-2-2(b)(1). Although an advertisement for bid is not required by state law for public works projects costing $100,000.00 or less, the Alabama Division of Construction Management requires solicitation of at least three bids for such projects to assure that fair and reasonable prices are being paid. Documentation must show that a minimum of three proposals were sought even if a lesser number respond. Designers shall include the bid tab with the prepared construction contract documents.
2. **Bid Bonds:** Bid Bonds are not required for contracts in amounts of less than $100,000.00. DCM Manual of Procedures - Chapter 6.D.2
3. **Performance & Payment Bonds:** Performance & Payment Bonds are not required for contracts in amounts of less than $100,000.00. §39-1-1(e)
4. **General Contractor's License:** A General Contractor's License is not required for contracts in amounts of less than $100,000.00. Act 2024-277
5. **Project Sign:** A project sign is not required to be erected on fully locally-funded State Agency projects for contracts in amounts of less than $100,000.00, nor on fully locally-funded Public Higher Education projects for contracts in amounts of less than $100,000.00. Regardless of cost, a project sign is not required on fully locally-funded K-12 school projects unless requested by the Owner. A project sign is required on all PSCA-funded projects regardless of cost. DCM Form C-8, Article 51.

- No public bid opening required
- No formal advertising required
- Solicit 3 bids
- No bid bonds required
- No Performance or Payment bonds required
- GC license not required
- The contract shall be awarded to the lowest responsible and responsive bidder
- Contractor must provide evidence of insurance as required
- Awarding authority warranty requirements

Self-Performance Projects

Construction Self-Performance Projects

Projects within DCM's Jurisdiction: Any construction regardless of funding source on: state-owned property, public and private kindergarten through twelfth grade (K-12) schools, public universities, hotels/motels, and movie theaters.

When a project is within DCM's jurisdiction and the owner intends to self-perform the construction work, follow the steps below.

Step 1: Project Verification

Verify with DCM Technical Staff, beginning with a call or email to Bob ÓReilly, Architect, 334-242-4803 or bob.o'reilly@rpm.alabama.gov, whether or not a project requires review and/or administration (including plan review, contract document and inspections approvals) by DCM.

- If a project is verified by Technical Staff that it does **not** require review or administration by DCM, consult with the Alabama Department of Finance-Division of Purchasing or use other contracting means available to the owner.

Step 2: Procedure Requirements

If an intended construction self-performance project is verified by DCM Technical Staff as required to be reviewed and/or administered by DCM, then a construction self-performance letter must be issued and requirements of the DCM Manual of Procedures must be met including contract document administration, plan review submittals and approvals, bidding, inspections, and User Fees.

Contract Document Administration (CDA)

- Agreements between Owners and Architects (O/A Agreements) and Amendments issued for construction self-performance projects of state agencies, Public School and College Authority (PSCA)-funded projects must be submitted to DCM for review. The CDA-OA fee applies.
  - Reminder: If a state agency is subject to Contract Review Permanent Legislative Oversight Committee (CRPLOC), prior to submission of an O/A Agreement or an Amendment (adding money or time extensions) to DCM, it must first be sent by the owner to CRPLOC per CRPLOC procedures. If you are unsure whether or not a state agency is subject to CRPLOC, please consult the state agency's legal counsel.
  - Note: Designers submit fully locally-funded K-12 school contract documents to the Alabama State Department of Education (SDE), LEA Auxiliary Services, School Facilities for full review, via DocuSign links available from the Engage Portal, and DCM receives a copy.
- Designer's Statement for Services for construction self-performance projects of state agencies and PSCA-funded projects must be submitted to DCM for review and processing. DCM does not review nor process fully locally-funded K-12 school project payment applications.
- If a construction contract is issued during the course of a construction self-performance project, DCM's CDA procedures and CDA-CC fee applies to the construction contract.

Plan Review

- All projects within DCM's jurisdiction: Any construction plans and specifications including front-end documents must be issued by a design professional and must be submitted to DCM for review and approval, along with applicable Plan Review fees which for construction self-performance projects are based on the Owner's expected outlay for labor and materials. All DCM front-end documents are recommended for inclusion in specifications in case a project which starts as construction self-performance develops into a project with a construction contract. Exception: fully locally-funded K-12 and four-year public University projects for capital improvements, HVAC or roofing, with an estimated cost of $750,000.00 or Less are exempt from DCM Fees; such projects are still subject to DCM plan review.

- See DCM website: https://dcm.alabama.gov/forms_self-perform.aspx
- Owner functioning as general contractor(GC) with oversight of design professional
- Performs work with organic employees or contracts various trades contractors
- Step 1 Project Verification: verify scope of work / intent with DCM to determine level of involvement with DCM
- Step 2 Procedural Requirements:
  a. Select A/E to support the Owner executing project
  b. Issue a self-performance letter to DCM (see template)
  c. Submits plans / specs / contract documents to DCM for Plan Review
  d. Submit contract documents as required by school's plan of executing project

Self-Performance Projects (cont.)

Bidding

- An owner must advertise for sealed bids before entering into any contract for a public works project in excess of $100,000.00. §39-2-2(a)
- Any person or entity being paid $100,000.00 or more for construction work in Alabama on one project must have an Alabama General Contractor's License. Act 2024-277
- If a public works project under DCM's jurisdiction has a construction budget of $100,000.00 or less, see Public Works Projects Costing $100,000.00 or Less webpage for allowed DCM Manual of Procedures exceptions.
- If an owner intends to hire licensed and insured contractors (instead of the owner's staff self-performing all work) note that although an advertisement for bids is not required by state law for public works projects costing $100,000.00 or less, the Alabama Division of Construction Management requires solicitation of at least three bids for such projects to assure that fair and reasonable prices are being paid. Documentation must show that a minimum of three proposals were sought even if a lesser number respond. The bid tab must be included with either the self-performance letter or any subsequent prepared construction contract documents.
- If no bids or only one bid is received, or if all bids received are unreasonable, see Code of Alabama, 1975, as amended, Section 39-2-6(b-d) for guidance.
- Municipal and County School Boards may purchase HVAC materials or equipment only through a purchasing cooperative of the Alabama Department of Examiners of Public Accounts, but the installation labor must be considered separately. The installation labor may be self-performed, and if the owner intends to hire licensed and insured contractors see the above five Bidding bullet points in this section. Send a copy of all such paperwork to DCM including the estimated Project Cost (owner's expected outlay for labor and materials) so that the project can be accurately documented.

Construction Self-Performance Letter, Insurance & Inspections

- The construction self-performance letter must be on the owner's letterhead, addressed to DCM Director Lee Desmond, and include the following: DCM project # if known, project name and location, the estimated Project Cost (owner's expected outlay for labor and materials), a description of the project scope, and the name of the architectural or engineering firm involved with the project. Emal letter directly to lee.desmond@rpm.alabama.gov and to kristie.hutto@rpm.alabama.gov. Additionally, the bid tab and Permit fee are due with DCM's receipt of the construction self-performance letter (exception: fully locally-funded K-12 and four-year public University projects for capital improvements, HVAC or roofing, with an estimated cost of $750,000.00 or Less are exempt from DCM Fees; such projects are still subject to DCM inspections). A construction self-performance project's Permit fee is based on Owner's expected outlay for labor and materials. If the Permit fee was paid online, email the letter, bid tab, and payment receipt to kristie.hutto@rpm.alabama.gov. If a physical check is issued to pay the Permit fee, mail the letter, bid tab, check and completed Permit Fee Worksheet to DCM's office. Download a construction self-performance letter template.
- Owners must consult their insurance carrier and verify the insurance carried is adequate for the proposed project to cover all parties.
- Inspections by a DCM Inspector are required. The Permit fee must be paid before scheduling the required pre-construction conference with a DCM Inspector. Benchmarks must then be met for required inspections as listed in the Pre-Construction Conference Checklist. Exception: fully locally-funded public K-12 and four-year public University projects for capital improvements, HVAC or roofing, with an estimated cost of $750,000.00 or Less are exempt from DCM Fees; such projects are still subject to DCM inspections.

Sales and Use Tax Certificate of Exemption

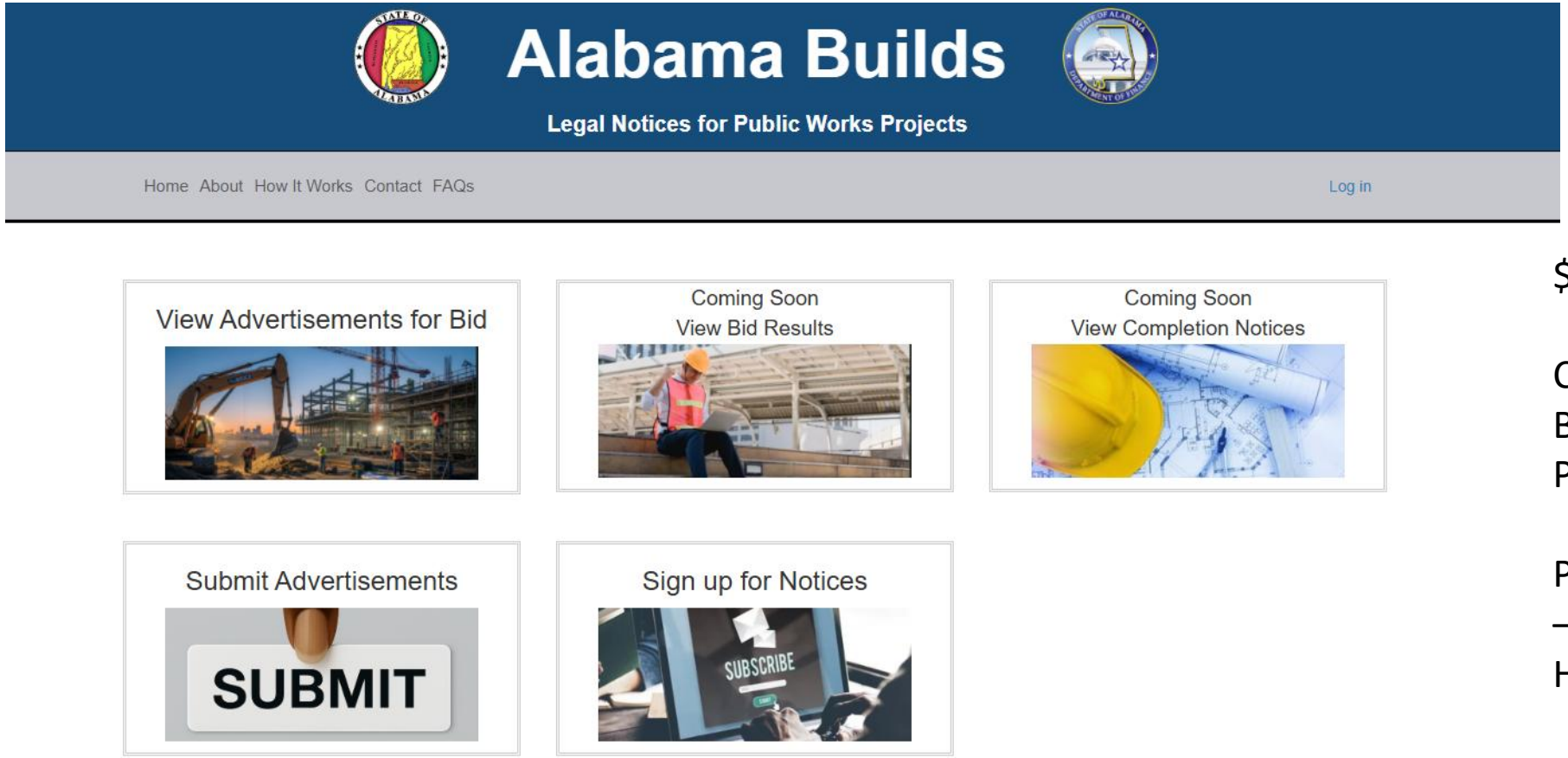
- A Sales and Use Tax Certificate of Exemption for a Government Entity Project administered by the Alabama Department of Revenue must be acquired separately by the Owner, General Contractor and Subcontractors per Act 2013-205 for each government entity owned project. The only projects within DCM's jurisdiction to which this does not apply are privately owned hotels/motels and movie theaters.

Project Completion

- If a project is finished as a construction self-performance project, the two front-end documents which must be submitted to DCM at project close-out are the completed Certificate of Substantial Completion and the proof of Advertisement for Completion. The Certificate of Substantial Completion PowerForm must be used for such projects; activate the Certificate PowerForm after Substantial Completion is declared Accepted at a Final Inspection meeting and you have received the DCM Inspector's Final Inspection report. Do not initiate the Certificate PowerForm prior to those two events.
- Final Reconciliation of User Fees: At the close of construction, the final reconciliation process recalculates each applicable basic User Fee using the actual final construction cost to determine whether any amount is due from/to the owner. As soon as the final construction self-performance Project Cost (owner's outlay for labor and materials) is determined, the owner or the design professional must report the amount to DCM via the Engage Portal before the year-end inspection.

- Step 2 Procedural Requirements(cont.):
  - e. Solicit bids per State bid law as required
  - f. Ensure insurance requirements are in place to cover all parties
  - g. Conduct preconstruction conferences as needed.
  - h. Use sales tax exemptions as required / allowed
  - i. Conduct project inspections with appropriate parties and DCM

T39 Advertising Website



www.AlabamaBuilds.gov

$25.00 fee per advertisement

Currently posting Advertisements for Bid and/or Advertisements for Prequalification

Publication in newspaper(s) required – publication on website is “Safe Harbor” and to expand notification.

191 unique persons/entities receiving notification daily of new advertisements

DCM K-12 Stats (FY24)

Plan Review

Plan Review Submittal Type	Total Submittals Reviewed	DCM Average Review Length Calendar Days
Schematic:	48	6.6
1st Revised Schematic:	3	3.7
Preliminary:	61	4.8
1st Revised Preliminary:	0	0
Optional 65% Intermediate:	2	2.0
Final:	529	14.4
1st Revised Final:	58	13.1
2nd Revised Final:	1	19.0
3rd Revised Final:	0	0
4th Revised Final:	0	0
Other:	1,935	8.3
Total Submittals:	2,637	9.6

Table 1 ***Plan Review Submittals.*** Data from Alabama Department of Finance, Real Property Management, Division of Construction Management Plan Review Report 10/01/23 - 09/30/24 Excel document.

For public K-12 projects, Plan Reviewers provided a total of 5,171 plan review comments. Of those, 2,429 comments specifically identified building code violations within the following critical categories: disabled accessibility (ADA), fire safety, life safety, and health safety. See Table 2 *Plan Review Building Code Comments* below for a summary of these findings.

Plan Review Submittals	ADA Code comments	Fire Safety Code comments	Life Safety Code comments	Health Code comments	Other Code comments	Total Code comments
2,637	211	1,077	986	155	2,741	5,170

Table 2 ***Plan Review Building Code Comments.*** Data from Alabama Department of Finance, Real Property Management, Division of Construction Management Plan Review Report 10/01/23 - 09/30/24 Excel document.

Contract Documents

Contract Document Submittal Type	Total Submittals Reviewed (Electronic)	DCM Average Processing Time in Calendar Days (Electronic)
Owner / Architect Contract Agreements:	15	12
Owner / Architect Contract Amendments:	103	4.5
Construction Contracts:	59	6.5
Construction Contract Change Orders:	62	10
Construction Contract PSCA Funding Modifications:	61	10
Total Submittals:	**300**	**7.5**

Table 3 ***Contract Document Submittal Data*** from Alabama Department of Finance, Real Property Management, Division of Construction Management, Contract Documents Report 10/01/23 - 09/30/24 Excel document.

Payments

Project Payment Invoice Type	Invoices Processed (Hardcopy / Electronic)	DCM Average Processing Time in Calendar Days (Hardcopy / Electronic)
Professional Services	12 / 207	8 / 1
Contractor	25 / 481	7 / 1
Total	**37 / 688**	**7 / 1**

Table 4 ***Project Payment Invoices*** from Alabama Department of Finance, Real Property Management, Division of Construction Management, Invoices and Payment Applications Report 10/01/23 - 09/30/24 Excel document.

QUESTIONS?