

ROOFING PROJECT SUBMITTAL AND PROTOCOL GUIDELINES



CRCA
CANADIAN ROOFING
CONTRACTORS ASSOCIATION

IBEC

NRCA



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TABLE OF CONTENTS

4	Introduction	
6	How to Use this Document	
6	Design	
8	Prebid	
9	Bidding Period	
10	Preconstruction	
13	Construction	
14	Closeout	
15	APPENDIX 1	<i>CRCA / IIBEC / NRCA Roofing Project Submittal and Protocol Guidelines Checklist: Contractor</i>
16	APPENDIX 2	<i>CRCA / IIBEC / NRCA Roofing Project Submittal and Protocol Guidelines Checklist: Owner</i>
17	APPENDIX 3	<i>CRCA / IIBEC / NRCA Roofing Project Submittal and Protocol Guidelines Checklist: Specifier</i>
18	APPENDIX 4	<i>CRCA / IIBEC / NRCA Roofing Project Submittal and Protocol Guidelines: Sample Forms</i>

ROOFING PROJECT SUBMITTAL AND PROTOCOL GUIDELINES

Statement of Purpose

Roofing Project Submittal and Protocol Guidelines provides guidance for specifying roofing project submittals and discusses protocols for handling project submittals during projects' design, prebid, bidding, preconstruction, construction, and closeout phases.

Introduction

The Canadian Roofing Contractors Association (CRCA), International Institute of Building Enclosure Consultants (IIBEC), and National Roofing Contractors Association (NRCA) developed and published this cooperative document to provide guidelines for specifying roofing project submittals on a project-specific basis. It also discusses protocols for handling project submittals during the various phases of roofing projects.

In 2004, NRCA and the Roof Consultants Institute (RCI) (now IIBEC) published the first edition of this document. This new edition is intended to update and supersede the 2004 edition, reflect changes in construction and roofing practices and project procedures since the original edition was published and acknowledge the similarities and differences between U.S. and Canadian practices. It also reflects the change of RCI becoming IIBEC.



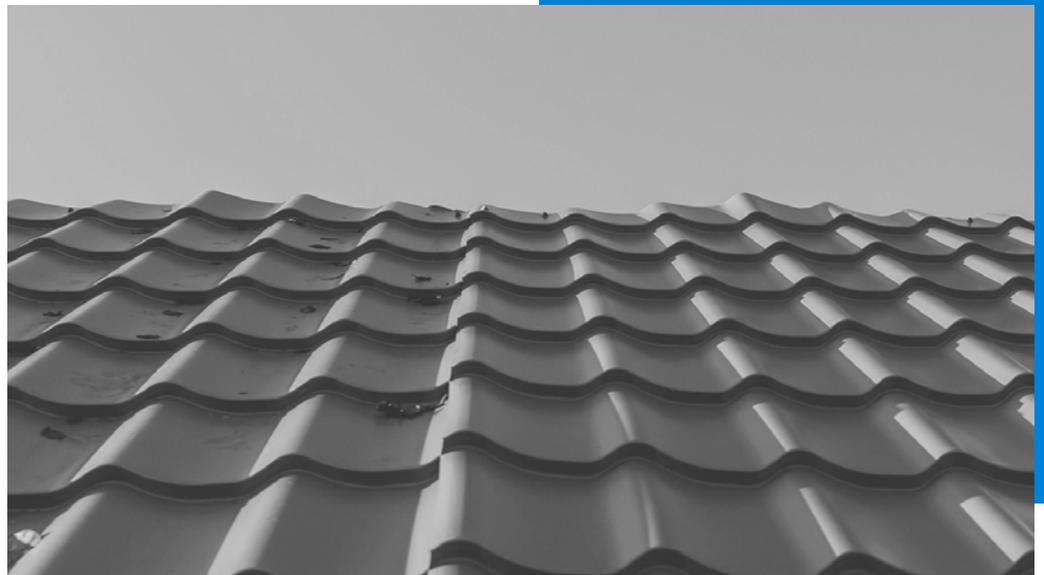


Building owners; owners' representatives; designers and consultants; general contractors and construction managers; material and product manufacturers; and suppliers and contractors, including roofing contractors, often deal with project submittals for their construction projects. These project submittals are sometimes viewed as overly time consuming, complex, and costly to compile and review.

However, project submittals can be useful to convey information and understanding of roof systems, equipment, materials, and products being installed and specific administrative matters relating to the construction project. Submittals can also provide a baseline for quality control and assurance and assist in resolving issues related to interfaces with adjacent building materials, products, and systems.

This document can be used to assist in a better understanding of the importance and need for project submittals. The guidance presented in this document is based on the practical knowledge of designers, specifiers, consultants, and roofing contractors in the U.S. and Canada.

Their collective knowledge resulted in a consensus expressed in this document. Required project submittals should be specifically identified by the designer and/or specifier in the construction documents. This document is not intended to be specifically referenced in construction documents, nor is it intended to supersede the construction documents or the contract for the work.



How to Use this Document

This document addresses sequential phases of roofing projects and designates areas of responsibility among the building owner, specifier, and contractor. It stresses thorough, continual communication before and during the construction process.

This document divides the roofing process into six categories: design, prebid, bidding period, preconstruction, construction, and closeout. The matrix format for each category displays a line item; area of responsibility among contractor, owner, and specifier; and comments supporting the line item. The bullet points (•) designate the generating entity, and in the case of multiple responsibilities, the primary entity is highlighted with a triangle (▼). "Contractor" refers to the roofing contractor, "owner" refers to the building owner, and "specifier" refers to the roof consultant or design professional.



Design

The design phase generally consists of tasks associated with developing design documents that are suitable for contractor pricing and construction. These documents are most commonly developed by the specifier with input from the owner. While this phase includes many tasks not associated with submittal procedures, the documents generated during the design phase often outline the submittal requirements during the prebid, bid, preconstruction, construction, and closeout phases. The following list outlines commonly found items in documents generated during the design phase that affect the submittal procedures.

Design (continued)

	CONTRACTOR	OWNER	SPECIFIER	COMMENTS
Bid and Construction Documents		●	▼	Construction documents are the graphic (often illustrated) and written documents that provide information on the project design and the requirements during contract administration. These are often very similar to bid documents, which are the documents intended for contractor pricing and contract negotiation. The illustrated portions of these documents are referred to as project drawings, and the written portion of these documents are referred to as project specifications.
Project Drawings		●	▼	The project drawings are a graphic representation of the project work to which the contract is based and often are closely linked to the contents of the project specifications. The project drawings generally show where the project work will take place and how the detailing of the project work is configured. This is commonly done using a combination of plan, section, and detail drawings, which are dimensioned (where appropriate) and drawn to scale.
Project Specifications		●	▼	The project specifications are the written portion of the construction documents and commonly include information on procurement and contracting, general project requirements, existing conditions, and technical aspects of the project. The project specifications generally show who is responsible for various project tasks, what performance requirements and/or products are to be used, and how the project execution will be carried out. Any owner stipulations are also included (e.g., job-site conditions, work protection plans, and temporary relocations/shutdowns). The project specifications can be done in many formats, although standardized formats such as master format, are commonly used. Furthermore, specifications sections can be presented as prescriptive specifications, performance specifications, and proprietary specifications. The general project requirements often include language that outlines the project submittal procedures. Further requirements specific to a given product, material, or assembly are usually listed in the technical specification(s) specific to that product, material, or assembly. Submittal types that are frequently required include material, color, and assembly samples and mockups, shop drawings, product data sheets, safety data sheets, test reports, sample warranties, approval letters from product manufacturers, and closeout documents. Should performance specifications be used (or if there are performance-based products/assemblies specified within a given specification section), additional submittals such as structural calculations signed by a qualified person may be required. This is particularly true in a delegated design situation.
Notification to Bidders		●	▼	Although applicable to private projects, notification to bidders commonly refers to the public advertisement of the bid documents, inviting interested bidders to pursue the project work. Where no public notice is required, notification to bidders can be interpreted as a statement from the specifier and owner to a select number of bidders, soliciting their interest in pursuing the project (commonly three to five bidders, although more may be required based on owner requirements).

● This is the generating entity.

▼ Where two or more entities are designated, this is the primary producer.

Prebid

	CONTRACTOR	OWNER	SPECIFIER	COMMENTS
Contractor Qualifications*	●			List each manufacturer for which the contractor is approved in reference to the roof system specified. Membership in trade and business organizations should be factored into an overall evaluation. Add individual qualifications to the form as an attachment.
Specifier Qualifications †			●	If preparing a full set of construction documents, assemble them in standardized specification format, such as Construction Specifications Institute (CSI) or Construction Specifications Canada (CSI/CSC) format. Proprietary specifications should receive explicit authorization from the Owner.
Owner Financial Responsibility		●		Use an approved format to represent the owner's intent, funding, and ability to pay for the anticipated work.
Contractor Insurance Requisites	●	▼	●	Establish reasonable insurance requirements for general liability, workers compensation, auto, and umbrella coverages. Delete unnecessary insurance coverages if allowable for a reroofing project (for example, builders risk, underground excavation). If workers' compensation is required, ensure it covers all employees and specialty and subspecialty contractors as necessary. Note: Workers' compensation for all employees is not statutory in all states. It is required in all provinces; request clearance letters as required by the jurisdiction.
Hazardous Material Survey		●		Have a completed hazardous material survey completed on relevant areas of the project for existing buildings.
Bond Rating		●		If required, include the rating requirements for the bonding surety.
Bid Documents			●	Design the full scope of work, and allow for special conditions discovered by the contractor. Prepare, for example, insulation and sheet-fastening requirements. When providing a tapered design, show slope requirements and cricket and saddle sizing, and determine the maximum depths that will suit all flashing conditions. Comply with state, provincial, and municipal statutory requirements with regard to design and accreditation.
Owner Stipulations		●	▼	These should be included in specifications or made available to bidders to obtain more equitable bids and reduce unforeseen conditions just before construction starts. These items include but are not limited to scheduling, timing, phasing, special site safety issues, and security.
Notifications*		●	▼	To optimize response, consider 10-14 days lead time for prebid meeting scheduling so appropriate personnel can attend. Reserve short-term response requests for emergency situations. Stipulate whether attendance is mandatory.
Project Drawings			●	Include total site drawings, project area design drawings and all appropriate details.

* For sample forms that may be useful related to this task, see Appendix 4: Sample Forms.

† Examples of the specification formats are CSI, CSI/CSC, AIA, IIBEC, and others.

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Bidding Period

	CONTRACTOR	OWNER	SPECIFIER	COMMENTS
Proposal Form	●	●	▼	This typically is provided by the specifier; it could also be owner-generated. This form should be completed by the bidding contractor(s). The form should designate the time, place, method of delivery, and receiver of bid package.
Prebid Meeting Minutes			●	They should confirm the list of attendees, pertinent discussion points, and any changes to the bid process agreed to by the attendee. Any changes should be confirmed through addenda.
Bid Guarantee*	●			A bid bond or guarantee may be required. This should be provided by the contractor in the form designated.
Addenda			●	Formalize changes to the bid documents and send addenda to all plan and document holders of record. All document holders of record should receive addenda a minimum of two working days before bid date and time.
Bid Tabulation			●	Public disclosure is generally prescribed by statutory requirements. Private disclosure should be a courtesy but is at the discretion of the owner.
Change Request	▼		●	Properly submitted, timely requests are an important consideration for potential changes. Changes may include materials, systems, or project conditions. Any approved changes in the bid documents should be documented by addenda.
Job-site Conditions*		●		The following should be identified and verified by the owner before the proposal is submitted: <ul style="list-style-type: none"> • Hours of operation • Security issues • Site setup location(s), access • Noise, vibration and other considerations • Material storage-rooftop and ground
Utility Location*		●		If buried or concealed, utility lines can create a cost and safety issue for a project. The owner should identify relevant items and communicate these conditions to the specifier, and all conditions should be identified in the bid documents. Markings at the site by utility companies should be provided by the owner unless the bid documents indicate differently. Location of hidden electrical conduits attached to underside of deck.
Request for Information*	●			For clarification of design intent.

* For sample forms that may be useful related to this task, see Appendix 4: Sample Forms.

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Preconstruction

	CONTRACTOR	OWNER	SPECIFIER	COMMENTS
Performance and Payment Bonds*	●			The contractor should submit executed documents as required by the bid documents.
Builders Risk Insurance		●		Verify in bid documents whether coverage is supplied by the owner. If it is supplied by the contractor, verify cost of coverage is included in low bidder's price before awarding the contract. The cost of the premium may also be considered as a unit cost by the contractor and paid through a contingency allowance if it is included in the contract documents (for example, the owner has the option of obtaining coverage through the contractor or at his own cost).
Project-specific Conditions	●		▼	Review all project-specific conditions such as deck repair and replacement before awarding work to ensure the contractor has included these costs in bid submission.
Cut Sheets	▼		●	Roof system and product literature submittals should clearly identify all products by underlining or highlighting them on all copies of submittals. Bid documents should indicate what products require submittals.
Color Palates	▼	●	●	Bid documents should clearly identify whether requested colors are from standard color palates or from special or custom runs. Owners should confirm final colors.
Mock-ups	▼		●	The size and scope of mockups, if required, should be identified in the bid documents.
Samples	▼		●	Consider submittal of samples only when unique materials or finished products are used or acquisition of samples serves some other communication function.
Shop Drawings	▼		●	If the contractor intends to provide a design identical to that shown on the bid documents, the contractor should consider submitting a letter that clearly states his intentions to meet specific details as an alternative to redrawing details. Tapered insulation and metal profiles should be verified by the contractor's drawings. Drawings should show tie-ins with adjacent non-roof materials (such as, air barrier, masonry, and the like).
Attachment	▼		●	If bid documents do not provide attachment or adhesive patterns that meet specified design intentions, it is important the pattern be identified as a submittal by the contractor based on the wind uplift calculations by the designer and the manufacturer's recommended attachment pattern. As an option, fastener type and necessity for a material sample may be handled as a system or product cut sheet.
Certificate of Insurance	●			Required coverage verified by a certificate of insurance should be provided on specified or appropriate forms.
Safety Data Sheets (SDSs)	●			A copy of SDSs for every product and material used on the project site must be kept in the project file and corresponding copies must be available at the project site to meet statutory occupational health and safety requirements. Also include SDSs for any other consumable material, such as fuel for equipment. Electronic access to SDSs is acceptable, but the SDSs must be readily retrievable
Safety Procedures	▼	●		A copy of the contractor's safety program and procedures must be a matter of record, and, if required, a copy should be kept in the project file and available at the project site. The owner's requirements in addition to statutory requirements should be acknowledged in the submittal.

Preconstruction (continued)

	CONTRACTOR	OWNER	SPECIFIER	COMMENTS
Building Permits	▼	●		Ensure all statutory permits and mandatory authorizations are secured and properly posted at the project site. Contract documents must specify the responsible party or parties for obtaining the necessary permits. There may be additional requirements for public notice of projects, depending on the jurisdiction.
Sample Warranty	●			If specified, a sample of the contractor's warranty and manufacturer's system warranty should be submitted for review and compliance before commencement of the project (see "Manufacturer's Acknowledgement and Notification", below). Contractor's warranty period cannot exceed any mandated period by the jurisdiction.
Construction Schedule	●			The schedule may be submitted in text or graph form depending on bid document requirements. Include intended workday starting and ending times. Update the schedule as changes occur during the progress of the project.
Schedule of Values *	●			Break out materials and labor, and identify all specialty contractor work. The form should be identified in the bid documents.
Request for Substitutions	●			Substitution procedures should be clearly identified in the bid documents and approved by the specifier. Careful consideration should be given to any type of substitution and its impact on a manufacturer's tested or warrantable system.
Request for Information	●			For clarification of design intent.
Manufacturer's Acknowledgement and Notifications	●			Manufacturers' lists of approved contractors that can provide a warrantable roof system are dynamic and ever-changing. Confirmation should be required in the form of documentation from the roof system manufacturer acknowledging the project and the manufacturer's intent to issue a warranty through the successful contractor.
Pre-Construction Meeting Minutes	●	●	▼	An individual must be designated to record and circulate minutes to all stakeholders for review. These minutes should confirm the list of attendees, pertinent discussion points, and any proposed changes to the contract documents.
Site/Project Directory	●	●	▼	All parties and contact information for the project team should be identified and submitted on a directory.
Existing Conditions Summary	▼	●	●	Documentation of pre-existing conditions can be in text, photographic, or video form subject to the requirements of the bid documents. The contractor should investigate the project site thoroughly and submit documentation on items such as leaks, landscape, and interior and exterior damage. Pre-existing conditions, to the fullest extent possible, should be addressed in the bid process.
Special Timing Summary	▼	●		The construction schedule should identify pre-existing and special timing issues; however, those that put a burden on building occupants and other project trades (for example, HVAC equipment shutdown) should be monitored, reviewed, and updated throughout the progress of the project.
Site Setup	▼	●		Staging areas and traffic pathways should be reconfirmed. Contract documents must specify restricted areas of the site. These requirements should be reviewed and documented at the prebid meeting. Give careful consideration of underground utility lines and lightweight asphalt and concrete designs that may not accommodate the weight of supply vehicles (for example, trucks and other heavy equipment).

Preconstruction (continued)

	CONTRACTOR	OWNER	SPECIFIER	COMMENTS
Material Storage *	●			The contractor should submit a plan for the location and quantities of material to be stored on the roof and ground. Additional weight and unbalanced loads may create damaging effects to structural systems.
Protection	▼	●		The contractor should submit procedures for protecting the building interior and exterior, grounds and stored materials, and completed work. The plan should follow generally accepted industry guidelines and bid document requirements. Special requests for protection should be submitted by the contractor for consideration.
Occupant Notification		●		The owner should notify building occupants of anticipated construction operations.

* For sample forms that may be useful related to this task, see Appendix 4: Sample Forms.

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Construction

	CONTRACTOR	OWNER	SPECIFIER	COMMENTS
Progress Meeting Minutes	●	●	▼	The minutes should confirm the list of attendees, pertinent discussion points, and any proposed changes to the contract documents. Contract documents should specify who has the responsibility to record and provide the minutes.
Substitutions	●			The contractor should identify why the substitution is requested and define product quality, cost, and how the project may be affected.
Unit Prices	▼	●	●	Unit prices help address unforeseen conditions. Unit prices should be documented and verified daily and billed monthly. Verification can be accomplished by photographs or joint personnel site surveys.
Change Order*	▼	●	●	Requests and written authorization should be expedited to minimize workflow interruptions.
Schedule Updates	●			Revise and update the schedule as changes occur during progress of the project.
Application for Payment Summary	▼	●	●	The application should be verified before finalizing and submitting it. The summary should include but may not be limited to payroll, partial waivers, percent completion, on-site or stored material, etc. Research whether prompt payment legislation is applicable.
Observation Reports			●	Keep communication open, and relay information to the designated contractor representative. Discuss items on-site before committing to written records.
Daily Reports	●			Keep communication open, and relay information to the crew. Discuss items on-site before committing to written records.
Final Punch List	●	●	▼	The final punch list should be completed before demobilization; complete punch list items per project requirements.
Manufacturer Notification	●			Changes should be acknowledged, and the warranty requested.
Request for Information	●			For clarification of design intent.

* For sample forms that may be useful related to this task, see Appendix 4: Sample Forms.

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Closeout

	CONTRACTOR	OWNER	SPECIFIER	COMMENTS
Record Drawings	●		▼	The contractor should indicate changes and progress during the project by marking up the specifier's issued drawings. The specifier should prepare record drawings from these marked-up drawings.
Landfill Manifest	●			If required by the contract documents, the specifier should provide or approve an appropriate form. The contractor should execute and include the landfill manifest with the closeout documents.
Executed Warranties	●			Warranties generally include a roofing material manufacturer's warranty, contractor's warranty, any equipment warranty, and possibly lightning protection or roof anchor recertification. If required by the contract documents, roof access shall be placarded indicating the roof is under warranty.
Certificate of Substantial Completion*			●	The specifier will provide the owner with a certificate indicating the contractor's work is substantially complete and the contractor is entitled to payment in full from the owner upon acceptance of all waivers and required closeout documents. Research whether prompt payment legislation is applicable.
Final Waivers*	●			Appropriate forms should be noted in the contract documents.
Consent of Surety	●			Appropriate forms should be noted in the contract documents, as well as any revisions and alterations agreed to by all parties during the contract acceptance procedure.
Final Inspection			●	A representative from the owner, contractor, and specifier should be present. Allow time during the final inspection for immediate minor repairs. The final punch list should have been previously delivered to the contractor so items could have already been corrected.
Repair/Service Agreement	●			The terms of the agreement should be specified (for example, length of agreement, areas covered, owner's responsibilities, owner's inspection checklist, contractor's responsibilities, and contractor's inspection checklist).
Testing Certificates	▼	●		Certificates should be part of the roof system historical record. These should be completed and maintained with record drawings, warranty information, and the repair or service agreement. If required, items may include gas line service, roof drain function, electrical line service, and lightning protection function.

* For sample forms that may be useful related to this task, see Appendix 4: Sample Forms.

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Appendix 1

CRCA/IIBEC/NRCA Roofing Project Submittal and Protocol Guidelines Checklist: Contractor

Prebid <ul style="list-style-type: none"><input type="checkbox"/> Contractor Qualifications	<ul style="list-style-type: none"><input type="checkbox"/> Contractor Insurance Requisites
Bidding Period <ul style="list-style-type: none"><input type="checkbox"/> Proposal Form<input type="checkbox"/> Bid Guarantee	<ul style="list-style-type: none"><input type="checkbox"/> Change Request
Preconstruction <ul style="list-style-type: none"><input type="checkbox"/> Bond Rating<input type="checkbox"/> Project-specific Conditions<input type="checkbox"/> Color Palates<input type="checkbox"/> Samples<input type="checkbox"/> Attachment<input type="checkbox"/> Safety Data Sheets (SDSs)<input type="checkbox"/> Building Permits<input type="checkbox"/> Construction Schedule<input type="checkbox"/> Request for Substitutions<input type="checkbox"/> Preconstruction Meeting Minutes<input type="checkbox"/> Existing Conditions Summary<input type="checkbox"/> Site Setup<input type="checkbox"/> Protection	<ul style="list-style-type: none"><input type="checkbox"/> Builders Risk Insurance<input type="checkbox"/> Cut Sheets<input type="checkbox"/> Mockups<input type="checkbox"/> Shop Drawings<input type="checkbox"/> Certificate of Insurance<input type="checkbox"/> Safety Procedures<input type="checkbox"/> Sample Warranty<input type="checkbox"/> Schedule of Values<input type="checkbox"/> Manufacturer's Acknowledgement and Notification<input type="checkbox"/> Site/Project Directory<input type="checkbox"/> Special Timing Summary<input type="checkbox"/> Material Storage
Construction <ul style="list-style-type: none"><input type="checkbox"/> Progress Meeting Minutes<input type="checkbox"/> Unit Prices<input type="checkbox"/> Schedule Updates<input type="checkbox"/> Daily Reports<input type="checkbox"/> Manufacturer Notification	<ul style="list-style-type: none"><input type="checkbox"/> Substitutions<input type="checkbox"/> Change Order<input type="checkbox"/> Application for Payment Summary<input type="checkbox"/> Final Punch List
Closeout <ul style="list-style-type: none"><input type="checkbox"/> Record Drawings<input type="checkbox"/> Executed Warranties<input type="checkbox"/> Consent of Surety<input type="checkbox"/> Testing Certificates	<ul style="list-style-type: none"><input type="checkbox"/> Landfill Manifest<input type="checkbox"/> Final Waivers<input type="checkbox"/> Repair/Service Agreement

Appendix 2

CRCA/IIBEC/NRCA Roofing Project Submittal and Protocol Guidelines Checklist: Owner

Prebid <ul style="list-style-type: none"><input type="checkbox"/> Owner Financial Responsibility<input type="checkbox"/> Bond Rating<input type="checkbox"/> Notifications	<ul style="list-style-type: none"><input type="checkbox"/> Contractor Insurance Requisites<input type="checkbox"/> Owner Stipulations
Bidding Period <ul style="list-style-type: none"><input type="checkbox"/> Proposal Form<input type="checkbox"/> Utility Location	<ul style="list-style-type: none"><input type="checkbox"/> Job-site Conditions
Preconstruction <ul style="list-style-type: none"><input type="checkbox"/> Safety Procedures<input type="checkbox"/> Preconstruction Meeting Minutes<input type="checkbox"/> Existing Conditions Summary<input type="checkbox"/> Site Setup<input type="checkbox"/> Occupant Notification	<ul style="list-style-type: none"><input type="checkbox"/> Building Permits<input type="checkbox"/> Site/Project Directory<input type="checkbox"/> Special Timing Summary<input type="checkbox"/> Protection
Construction <ul style="list-style-type: none"><input type="checkbox"/> Progress Meeting Minutes<input type="checkbox"/> Change Order<input type="checkbox"/> Final Punch List	<ul style="list-style-type: none"><input type="checkbox"/> Unit Prices<input type="checkbox"/> Application for Payment Summary
Closeout <ul style="list-style-type: none"><input type="checkbox"/> Testing Certificates	

Appendix 3

CRCA/IIBEC/NRCA Roofing Project Submittal and Protocol Guidelines Checklist: Specifier

Prebid <ul style="list-style-type: none"><input type="checkbox"/> Specifier Qualifications<input type="checkbox"/> Bid Documents<input type="checkbox"/> Notifications	<ul style="list-style-type: none"><input type="checkbox"/> Contractor Insurance Requisites<input type="checkbox"/> Owner Stipulations<input type="checkbox"/> Project Drawings
Bidding Period <ul style="list-style-type: none"><input type="checkbox"/> Proposal Form<input type="checkbox"/> Addenda<input type="checkbox"/> Change Request	<ul style="list-style-type: none"><input type="checkbox"/> Prebid Meeting Minutes<input type="checkbox"/> Bid Tabulation
Preconstruction <ul style="list-style-type: none"><input type="checkbox"/> Project Specific Conditions<input type="checkbox"/> Color Palates<input type="checkbox"/> Samples<input type="checkbox"/> Attachment<input type="checkbox"/> Site/Project Directory	<ul style="list-style-type: none"><input type="checkbox"/> Cut Sheets<input type="checkbox"/> Mock-ups<input type="checkbox"/> Shop Drawings<input type="checkbox"/> Preconstruction Meeting Minutes<input type="checkbox"/> Existing Conditions Summary
Construction <ul style="list-style-type: none"><input type="checkbox"/> Progress Meeting Minutes<input type="checkbox"/> Change Order<input type="checkbox"/> Observation Reports	<ul style="list-style-type: none"><input type="checkbox"/> Unit Prices<input type="checkbox"/> Application for Payment Summary<input type="checkbox"/> Final Punch List
Closeout <ul style="list-style-type: none"><input type="checkbox"/> Record Drawings<input type="checkbox"/> Final Inspection	<ul style="list-style-type: none"><input type="checkbox"/> Certificate of Substantial Completion<input type="checkbox"/> Ready for Take-over

Appendix 4

CRCA/IIBEC/NRCA Roofing Project Submittal and Protocol Guidelines: Sample Forms

Prebid <ul style="list-style-type: none">● IIBEC Form 001 Transmittal● AIA Document A305 Contractor's Qualification Statement● CCDC 23-2018 A guide to calling bids and awarding contracts	<ul style="list-style-type: none">● NRCA Commercial Roofing Contractor Qualification Statement.● CCDC 11-2016 Contractor's Qualification Statement
Bidding Period <ul style="list-style-type: none">● IIBEC Form 200 Invitation to Bid● IIBEC Form 201 Prebid Conference Log● IIBEC Form 202 Request for Information● IIBEC Form 203 Addendum● IIBEC Form 204 Substitution Request	<ul style="list-style-type: none">● AIA document A310 Bid Bond● CCDC 220 – 2002 Bid Bond● CCDC 01055 Site Conditions● CCDC 01 71 00 Existing Utilities and Structures
Preconstruction <ul style="list-style-type: none">● IIBEC Form 301 Notice of Award● IIBEC Form 302 Notice to Proceed● IIBEC Form 305 Submittal Log● IIBEC Form 306 Preconstruction Meeting Form	<ul style="list-style-type: none">● AIA Document A312 Performance Bond and Payment Bond● CCDC 222 Labour and Material Payment Bond● AIA Document G703 Continuation Sheet● CCDC 24 (CCDC 2 GC 5.2)● Form D015.● CCDC 2● CCDC 2 (GC 3.11 Use of the Work)
Construction <ul style="list-style-type: none">● IIBEC Form 401 Substitution Request (after the bid)● IIBEC Form 402 Construction Change Directive● IIBEC Form 403 Change Order Proposal● IIBEC Form 404 Change Order● IIBEC Form 405 Schedule of Values● IIBEC Form 406 Certificate for Payment● IIBEC Form 407 Stored Material Summary● IIBEC Form 408 Partial Release of Lien Affidavit	<ul style="list-style-type: none">● IIBEC Form 410 Progress Meeting Minutes● IIBEC Form 411 Nonconforming Work Notice● IIBEC Form 413 Certificate of Final Completion by Contractor● IIBEC Form 414 Certificate of Final Completion by Consultant or Design Team Lead● CCDC 2 (GC 6.2)● AIA Document G702 Application and Certificate for Payment● CCDC 9A/B
Closeout <ul style="list-style-type: none">● IIBEC Form 409 Final Release of Lien Affidavit● IIBEC Form 412 Certificate of Substantial Completion● AIA Document G704 Certificate of Substantial Completion	<ul style="list-style-type: none">● CCDC 2 (GC 12.2)

ROOFING PROJECT SUBMITTAL AND PROTOCOL GUIDELINES

