

**FORM D-9**  
**APPLICATION FOR AUTHORIZATION TO SIGN CONTRACTS**

The D-9 is a two-page application requesting the Office of Superintendent of Public Instruction to grant authorization to sign contracts for construction (WAC 392-344-110). If you have any questions regarding this form, please contact your regional coordinator.

**PROJECT INFORMATION**

Project Name:			
School District:	No.	County:	
Address:			
City:			Contact Person: <span style="border-bottom: 1px solid black;"></span>
Zip Code:		Telephone:	(     )
		Fax:	(     )
		E-Mail:	

**PROJECT COST**

Total New Construction: (Including new-in-lieu)		sf	Base bid + accepted alternates.
Total Modernization:		sf	Base bid + accepted alternates.
Total Nonmatchable Construction:		sf	Base bid + accepted alternates.
Tax Rate in Excess of Eligible 7.0%:		%	
New Construction Cost (from bid documents):	\$		Total A from D-9 page 2.
Modernization Cost (from bid documents):	\$		Total B from D-9 page 2.
Nonmatched Construction Cost (from bid):	\$		Total C from D-9 page 2.
Other Nonmatchable Components (from bid):	\$		Total D from D-9 page 2.
Educational Specifications Cost:	\$		Actual cost (include copy of final billing).
Value Engineering Report Cost:	\$		Actual cost (include copy of final billing).
Constructability Review Report Cost:	\$		Actual cost (include copy of final billing).
Building Commissioning Cost:	\$		Total cost from contract.
Energy Report (ELCCA) Cost:	\$		Actual cost (include copy of final billing).
DES Energy Report Review Fee:	\$		Actual cost (include copy of final billing).
A/E Fee New Construction: (Including new-in-lieu)	\$		Total A/E fee (include fee calculation).
A/E Fee Modernization:	\$		Total A/E fee (include fee calculation).
A/E Fee Nonmatchable Construction:	\$		Total A/E fee (include fee calculation).
Construction Management Services:	\$		Total C/M fee (include fee calculation).
Inspection and Testing Services: New	\$		From D-7 page 2, line 1 of E.
Mod	\$		From D-7 page 2, line 2 of E.
Nonmatchable	\$		From D-7 page 2, line 3 of E.

**Transmitted with this form are the following:**

1. Each advertisement for bid (two are required) (WAC 392-344-105).
2. Tabulated statement of all bids received.
3. School district recommendation for award of contract, including accepted alternates.
4. Copy of the form of proposal of the recommended bidder, including list of subcontractors per RCW 39.30.060.
5. Name and addresses of all bidders.
6. Statement of the specific amount of local and/or other disburseable funds available for funding this project.
7. Construction contract monthly payment schedule. (*found at [www.k12.wa.us/SchFacilities/FormsApplications/default.aspx](http://www.k12.wa.us/SchFacilities/FormsApplications/default.aspx)*)
8. School district board acceptance of the constructability review report and implementation.
9. Resolution with signature(s) of authorized district personnel (unless previously submitted).
10. Resolution of intent to construct project (WAC 392-344-130).
11. MODERNIZATION PROJECTS ONLY: 5-year use/30-year life resolution is required (WAC 392-347-015 and 392-347-030).
12. Final billings for educational specifications, value engineering, constructability review, energy report (ELCCA), DES energy review fee, an A/E fee calculation, and a C/M fee calculation.
13. High-Performance Buildings submittal: WSSP or LEED scorecard, Sustainable Narrative, ELCCA executive summary.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized District Personnel

## FORM D-9 ACTUAL CONSTRUCTION COSTS

Page 2 of the D-9 is a summary of construction bid costs to be completed and signed by the **contractor**. If you have any questions regarding this form, please contact your regional coordinator.

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_

School District: \_\_\_\_\_

### Construction Costs Based on Actual Bid Award

**A. NEW CONSTRUCTION: (Including new-in-lieu replacement)**

1	Base Bid	\$ _____	
2	Alternates	\$ _____	
3	Total Base Bid + Alternates	\$ _____	
	7.0% Eligible Tax	\$ _____	(On Total Base Bid + Alternates)
	Subtotal A	\$ _____	
	Excess tax above 7.0%	\$ _____	(On Total Base Bid + Alternates)
			<b>Total A</b> \$ _____

**B. MODERNIZATION:**

1	Base Bid	\$ _____	
2	Alternates	\$ _____	
3	Total Base Bid + Alternates	\$ _____	
	7.0% Eligible Tax	\$ _____	(On Total Base Bid + Alternates)
	Subtotal B	\$ _____	
	Excess tax above 7.0%	\$ _____	(On Total Base Bid + Alternates)
			<b>Total B</b> \$ _____

**C. NONMATCHABLE CONSTRUCTION:**

1	Base Bid	\$ _____	
2	Alternates	\$ _____	
3	Total Base Bid + Alternates	\$ _____	
	7.0% Eligible Tax	\$ _____	(On Total Base Bid + Alternates)
	Subtotal C	\$ _____	
	Excess tax above 7.0%	\$ _____	(On Total Base Bid + Alternates)
			<b>Total C</b> \$ _____

**D. OTHER NONMATCHABLE COMPONENTS:**

Off-Site Work	\$ _____	Off property roads, sewer, electrical hookups, etc.
Building Demolition	\$ _____	Existing building only (not interior work)
Hazardous Waste Abatement	\$ _____	
Total of Nonmatch Components	\$ _____	
7.0% Eligible Tax	\$ _____	(On Total Nonmatch Components)
Excess tax above 7.0%	\$ _____	(On Total Nonmatch Components)
		<b>Total D</b> \$ _____

**PROJECT TOTAL** \$ \_\_\_\_\_  
 (Add All Totals A, B, C, D)

Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_