



Office of the Vice President  
and Chief Financial Officer  
Procurement Services  
<https://procurement.ufl.edu/>

971 Elmore Drive  
PO Box 115250  
Gainesville, FL 32611-5250  
(352) 392-1331 Fax 352-392-8837

November 17, 2020

**ADDENDUM NUMBER 1 ON INVITATION TO BID ITB21DB-120**

**TITLE: Chilled Water Pipe Replacement at Dental Science Building Floors 5, 6, 7 & 8**

**Mandatory pre-bid meeting** was held at the site on October 26, 2020 at 10:00 AM. **Bid opening** has been rescheduled for November 24, 2020 at 3:00 PM in UF Procurement Services, 971 Elmore Drive, Gainesville, FL 32611.

This addendum shall be considered part of the Contract Documents for the above mentioned project as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract documents, this addendum shall govern and take precedence. Bidders are hereby notified that they shall acknowledge receipt of the addendum.

**NOTES:**

1. See attached answers to contractor's questions and request for clarification.
2. See updated Bid Form/ Price Page.
3. See attached Mandatory Pre-bid Meeting minutes.
4. See attached revised technical drawing changes as requested by UF Facilities Services.
5. See attached ACM survey and work plan.
6. See attached clarified and defined Non-Technical Specifications.
7. Bid opening has been rescheduled for Tuesday, November 24, 2020 at 3:00 PM.

Debbie Berrier  
Procurement Agent II

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM 1 AND RETURN WITH YOUR BID.  
FAILURE TO ACKNOWLEDGE THIS ADDENDUM COULD CONSTITUTE REJECTION OF YOUR BID.**

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VENDOR NAME

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VENDOR ADDRESS

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SIGNATURE

*The Foundation for The Gator Nation*

An Equal Opportunity Institution

## Questions and Answers

Q1. What is the overall project budget?

*A1. \$750,000.*

Q2. Will air quality monitoring for areas with asbestos containing materials be provided by UF or the GC?

*A2. Air quality monitoring service will be provided by UF.*

Q3. Please confirm the 120 days allocated for the project schedule is for the base scope of floors 7 & 8 only. Can bidders include extensions of time in the alternates? Will any additional schedule time be permitted if alternates for 5th and 6th floors are accepted? Are the occupants prepared for work to be done on all 4 floors at 1 time in order to meet the 120-day schedule?

*A3. The allocated construction durations include any accepted alternates. Manpower shall be scaled to meet the project schedule and working hours.*

Q4. Is there a provision for an extension of time due to not being able to access certain areas of the project due to occupants working environments and conditions such as ongoing experiments?

*A4. Refer to GTC and non-technical specifications.*

Q5. Will the GC be issued a set of keys to access the rooms for work or will the GC need to call facilities services each night in order to be let into the rooms?

*A5. Keys will be provided to the successful contractor by UF HSC Facilities Services.*

Q6. How much advance notice should be provided to the occupants/facilities services in order to have the room cleared for work to be completed above ceiling? Will this coordination be between the GC and the Occupants or the GC to Facilities services to the occupants? What will be the acceptable workflow for information?

*A6. The GC would need to coordinate with Charles Lesch with UF Facilities Services in order to develop a schedule.*

Q7. Will a list be provided of existing equipment located within the rooms that is sensitive to vibrations, heat, moisture etc...?

*A7. A list can be provided to awarding bidder if needed.*

Q8. Who is responsible for moving the existing equipment in the labs/offices to gain proper access and protect the existing equipment during overhead construction? Who will be moving any sensitive furniture, microscopes, experiments, etc. prior to commencing work after hours?

*A8. Moving of the equipment/furniture/fixtures in the rooms affected by the work will be the successful contractor's responsibility. The successful contractor will work with College of Dentistry Facilities Manager, and the room's occupants to move/relocate the equipment prior to the work beginning and replace the equipment once the work is completed. As the work is scheduled to be*

*overnight, equipment should be moved out between 3PM and 6PM and replaced prior to 7:30AM the next morning.*

Q9. If equipment is not able to be removed i/e a microscope or large piece of lab equipment, who determines the adequate amount of protection for that piece of equipment? Will equipment protection plan be provided for those pieces that are deemed unable to be removed?

*A9. The cost of the moving/replacing of equipment should be included in your base bid. An information only line item has been added to Section 00310 - Bid Forms to denote the actual cost for moving/replacing of equipment. See attached, revised Section 00310 – Bid Forms.*

Q10. Is there a lab equipment schedule available? Will protection or relocation of potentially delicate/high value items that will be in occupied rooms be by Owner/User? If not, how should bidders quantify/price?

*A10. This will be a case by case situation and coordinated on a Bi- weekly meeting. A list can be provided for the bid winner if needed.*

Q11. Many of the doors leading to the rooms that will have work performed above ceiling have labels indicating flammable gas is present. Prior to braising/soldering or work with an open flame who is responsible for clearance of the room as it relates to flammable gas being present to mitigate the risk of having an open flame? Who will be responsible for clearing the room of any combustible chemicals, unmarked or labeled substances, and any other items unsafe to be near an open flame when brazing or welding?

*A11. Prefabrication of new systems may be necessary by the installing contractor to comply with all hot work permit requirements.*

Q12. How bidders should quantify/address any ceiling replacement/repair. Per walkthrough on 10/26/20 condition and type of existing ceilings varies by floor and throughout individual floors.

*A12. Existing ceiling tiles and grid shall be protected from damage so that all tiles can be reused.*

Q13. Is there an ACM/hazardous material survey available for each floor and have any of the floors been abated in previous projects?

*A13. Purchasing will issue the ACM information via addendum.*

Q14. If ACM present: Should bidders carry abatement? Monitoring? Will individual spaces be permitted to be closed off to Users until air monitoring reports can be provided?

*A14. UF will handle the abatement and monitoring. However the winning bidder will be responsible for coordinating with UF staff. All work is to be coordinated and done at night and GLE works with the abatement team to release the rooms in question at that time.*

Q15. Will any phasing of work be required to accommodate multiple User groups' schedules / inability to halt ongoing research in each space or will this be a single mobilization for all work? Will the alternate floors be separate mobilizations?

*A15. Will be a single mobilization for all work, including alternates if awarded.*

Q16. Are there architectural as-builts showing partition types for partitions that new piping will be ran through?

- a. CMU vs GWB?
- b. Fire rated/smoke rated?
- c. Penetration details available for any of these conditions?
- d. What should be done to existing penetrations for demoed piping?

*A16. Refer to specifications for penetration requirements and floorplans for specific locations.*

Q17. How should bidders quantify extent of existing CHW demolition?

- a. Is there a survey of existing system available?

*A17. Refer to floorplans for piping removed from service and identified for demolition.*

Q18. Will temp air be provided by building maintenance for emergencies, unforeseen, or other instances?

*A18. No temporary provisions are anticipated.*

Q19. Abatement and temporary insulation will need to be done ahead of repiping completion. This will require work to be done at both ends of floors simultaneously. Are there plans to relocate labs to one end or the other?

*A19. There are no plans to relocate users.*

**00310 - BID FORMS**

**BID PROPOSAL**

FROM:

\_\_\_\_\_  
(Name of Bidder)

TO: UNIVERSITY OF FLORIDA  
PROCUREMENT SERVICES  
971 Elmore Drive  
P.O. Box 115250  
Gainesville, Florida 32611-5250

The undersigned, hereinafter called "Bidder", having reviewed the Contract Documents for the Project entitled **ITB21DB-120 Chilled Water Pipe Replacement at Dental Science Building Floors 5, 6, 7 & 8** and having visited and thoroughly inspected the site of the proposed Project and familiarized himself/herself with all conditions affecting and governing the construction of said Project, hereby proposes to furnish all labor, materials, equipment and other items, facilities and services for the proper execution and completion of the Project, in strict compliance with the Contract Documents, Addenda, and all other Documents relating thereto on file in Procurement Services, and, if awarded the Contract, to complete the said Work within the time limits called for in the Documents and as stated herein, for the sums as enumerated on this and the following pages:

**BASE BID (7<sup>th</sup> & 8<sup>th</sup> FLOOR):**

\_\_\_\_\_ Dollars

Figures: \$ \_\_\_\_\_

**COST TO MOVE/REPLACE EQUIPMENT:  
(INFORMATION ONLY. INCLUDE COST IN BASE BID.)**

\_\_\_\_\_ Dollars

Figures: \$ \_\_\_\_\_

**ADDITIVE ALTERNATE #1 (6<sup>th</sup> FLOOR):**

\_\_\_\_\_ Dollars

Figures: \$ \_\_\_\_\_

**ADDITIVE ALTERNATE #2 (5<sup>th</sup> FLOOR):**

\_\_\_\_\_ Dollars

Figures: \$ \_\_\_\_\_

**ADDENDA:**

00310-1

Receipt of the following Addenda to the Construction Documents is acknowledged:

ADDENDUM # \_\_\_\_\_ Dated \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ Dated \_\_\_\_\_

ADDENDUM # \_\_\_\_\_ Dated \_\_\_\_\_

**COMPLETION DATE:**

All Work covered by the Bidding Documents and the foregoing Base Bid shall be completed and ready for Owner's occupancy as specified in the contract documents.

**SIGNATURE:**

I hereby certify that for all statements and amounts herein made on behalf of

\_\_\_\_\_  
(Name of Bidder)

a (Corporation) (Partnership) (Individual) organized and existing under the laws of the State of Florida, I have carefully prepared this Bid Proposal from Contract Documents described hereinbefore, I have examined Contract Documents and local conditions affecting execution of Work before submitting this Bid Proposal, I have full authority to make the statements and commitment herein and submit this Bid Proposal in (its) (their) behalf, and all statements are true and correct.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
(Signature of Bidder)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

**WITNESS:**

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Print Name)

Address: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

END OF SECTION

00310-2



Mitchell Gullledge Engineering, Inc.  
210 SW 4<sup>th</sup> Avenue  
Gainesville, FL 32601  
352.745.3991  
www.mitchellgullledge.com

Andrew Mitchell, PE, CxA, LEED AP BD+C  
Craig Gullledge, PE, CxA, LEED AP BD+C

Dental Science CHW Pipe Replacement Phase II – Flr 7 & 8  
Mandatory Pre-Bid Meeting

October 26, 2020  
MG Project #:20009

Scheduled Time: 10:00AM

Location: Dental Science 8<sup>th</sup> Floor

Called By: UF Purchasing

1. Introductions and Mandatory Sign In – See purchasing sign-in sheet.
2. Review of purchasing requirements – see ITB
  - a. Refer to ITB for prebid question deadline
  - b. Purchasing will distribute any addenda and post online.
  - c. Refer to ITB for project duration requirements – staff the project to meet contract time period if all alternates are accepted.
3. Mask wearing is required at all times by contractors per current UF campus guidelines.
4. Daily cleaning is expected so that occupants and users are not impacted by above ceiling work during their normal operating hours. This will require careful and methodical work above ceiling by experienced personnel in addition to ongoing cleaning.
5. The contractor needs to be respectful of all property in the building.
6. The engineer reviewed the base bid, alternate, and phasing requirements of contract document including the drawings and specifications.
7. The owner has had an ACM survey and work plan prepared for all areas. These documents will be available to bidders prior to the bid date so that all abatement activities can be included by the bidder and properly coordinated by the bidder.
8. The contractor shall coordinate with the user's representative for accessing spaces and relocation of any necessary equipment needed for installation or demolition of the work. The contractor shall protect all finishes, equipment, and furnishings to prevent damage.
9. Alternates are listed on the plans and shown on the bid form.
10. All work is after normal occupant operating hours. All work and cleanup shall be accomplished between 6PM-7:30AM. Inspection of the work by EH&S, Facility Services, and the Engineer will be during normal business hours. Provide staffing as required.
11. Badging is required per UF requirements. All work in Dental must be coordinated through the Dental department staff.
12. Building restrooms will be available for contractor use provided that the privilege is not abused.
13. The contractors were provided with access to walk through the 7, 8, 6 & 5<sup>th</sup> floor spaces and view all existing conditions to provide the work as specified.

Distribution:

Gordon Burnham (PD&C)



Mitchell Gulledge Engineering, Inc.  
210 SW 4<sup>th</sup> Avenue  
Gainesville, FL 32601  
352.745.3991  
www.mitchellgulledge.com

Andrew Mitchell, PE, CxA, LEED AP BD+C  
Craig Gulledge, PE, CxA, LEED AP BD+C

November 10, 2020

Debbie Berrier  
Procurement Agent II  
University of Florida | Procurement Services  
PO Box 115250 | 971 Elmore Drive  
Gainesville, FL 32607

Re: Addendum Request – ITB21DB-120  
UF HSC Dental Science CHW Pipe Replacement – Phase II  
UF Project Number: MP04946  
MG Project Number: 20009

Dear Debbie,

Please issue the following technical drawing changes as requested by facilities services as an addendum:

1. DRAWING:
  - a. M0.1 – MECHANICAL LEGEND, NOTES AND DETAILS: Replace sheet in its entirety with the attached 24"x36" sheet dated 11/20/20.

Sincerely,

A handwritten signature in black ink, appearing to read 'Craig Gulledge', with a stylized flourish at the end.

Craig Gulledge, PE, CxA, LEED AP BD+C  
Principal

Attachments



MECHANICAL ABBREVIATIONS

A/C	AIR CONDITIONING
ABS	ABSOLUTE
AFF	ABOVE FINISHED FLOOR
ALUM	ALUMINUM
AMPS	AMPERES
ATM	ATMOSPHERE
AUTO	AUTOMATIC
BD	BALANCING DAMPER
BFC	BELOW FINISHED CEILING
BHP	BRAKE HORSE POWER
BT	BOTTOM THROAT
BTU	BRITISH THERMAL UNIT
CFM	CUBIC FEET PER MINUTE
CH	CHILLER
CI	CAST IRON
CO	CLEAN OUT
DB	DRY BULB OR DECIBELS
DDC	DIRECT DIGITAL CONTROL
DIA	DIAMETER
DN	DOWN
EACH	EACH
EAT	ENTERING AIR TEMPERATURE
EDB	ENTERING DRY BULB TEMPERATURE
EP	ELECTRIC PNEUMATIC
EWB	ENTERING WET BULB TEMPERATURE
EWI	ENTERING WATER TEMPERATURE
FA	FREE AREA IN SQUARE FEET
FC	FAIL CLOSED; FLEXIBLE CONNECTION
FCU	FAN COIL UNIT
FLA	FULL LOAD AMPS
FO	FAIL OPEN
FS	FEET PER MINUTE
FPS	FEET PER SECOND
GAL	GALLON
GALV	GALVANIZED
GEN	GENERATOR
GPH	GALLON PER HOUR
GPM	GALLON PER MINUTE
HB	HOSE BIB
HP	HORSE POWER
HVAC	HEATING VENTILATING AND AIR-CONDITIONING
HZ	HERTZ
IN	INCHES
IN H2O	INCHES OF WATER
IN WG	INCHES OF WATER GAUGE
KW	KILOWATTS
LAT	LEAVING AIR TEMPERATURE
LDB	LEAVING DRY BULB TEMPERATURE
LRA	LOCK ROTOR AMPS
LWB	LEAVING WET BULB TEMPERATURE
LWT	LEAVING WATER TEMPERATURE
MER	MECHANICAL EQUIPMENT ROOM
NC	NORMALLY CLOSED
NO	NORMALLY OPEN
NTS	NOT TO SCALE
OA	OUTSIDE AIR
OOA	OPERABLE AIR OPENING
PH	PHASE
PRV	PRESSURE REDUCING VALVE
DBD	OPPOSED BLADE DAMPER
PSI	POUNDS PER SQUARE INCH
OZ	OUNCE
PE	PNEUMATIC ELECTRIC
PSIG	POUNDS PER SQUARE INCH GAUGE
RA	RETURN AIR
RPM	REVOLUTIONS PER MINUTE
S/S	STAINLESS STEEL
SA	SUPPLY AIR
SD	SPLITTER DAMPER
SEC	SECOND
SP	STATIC PRESSURE
SQ FT	SQUARE FOOT
STD	STANDARD
T	THROAT
TEMP	TEMPERATURE
TG	TRANSFER GRILLE
TSP	TOTAL STATIC PRESSURE
TT	TOP THROAT
TYP	TYPICAL
UNO	UNLESS NOTED OTHERWISE
V	VOLTAGE
W	WIDTH, WEST, WATER
WI	WITH
W/O	WITHOUT
WB	WET BULB
WMS	WIRE MESH SCREEN

MECHANICAL LEGEND

	CONNECT TO EXISTING
	BALL VALVE
	BUTTERFLY VALVE
	CALIBRATED BALANCING VALVE (CIRCUIT SETTER)
	TWO WAY CONTROL VALVE
	STRAINER
	GAUGE CONNECTOR PLUG
	DIELECTRIC WATERWAY
	ECCENTRIC REDUCER
	CONCENTRIC REDUCER

MECHANICAL GENERAL NOTES

1. IN GENERAL, PLANS AND DIAGRAMS ARE SCHEMATIC ONLY AND SHOULD NOT BE SCALED.
2. THE INTENT OF THE SPECIFICATIONS AND DRAWINGS IS TO CLARIFY THE SCOPE OF WORK AND ALERT CONTRACTOR OF EXISTING CONDITIONS. THE CONTRACTOR SHALL VISIT THE SITE AND VERIFY ALL CLEARANCES BEFORE FABRICATION OF PIPING AND PROVIDE ADDITIONAL OFFSET AND/OR CHANGES IN PIPING SIZES TO MEET FIELD CONDITIONS AND COORDINATE WITH EXISTING CONDITIONS BEFORE START OF CONSTRUCTION WORK.
3. SHOULD ANY CONFLICTS ARISE, THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF THE CONFLICT BEFORE ANY CHANGES ARE MADE. THE CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL BEFORE PROCEEDING WITH ANY CHANGES.
4. ALL WORK COVERED IN THIS SECTION SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE LATEST PUBLISHED STANDARDS OF ASHRAE, NFPA AND UF DESIGN AND CONSTRUCTION STANDARDS.
5. PENETRATIONS THROUGH SMOKE OR FIRE-RATED ASSEMBLIES: PENETRATIONS FOR PIPES THROUGH ASSEMBLIES (WALLS, PARTITIONS, ETC.) WITH A REQUIRED FIRE RESISTANCE RATING SHALL BE SEALED TO THE PENETRATING MEMBER IN AN APPROVED MANNER WHICH MAINTAINS THE REQUIRED FIRE RESISTANCE RATING OF THE ASSEMBLY.
6. SUBMIT MATERIAL SUBMITTALS FOR PIPING AND PIPING ACCESSORIES.
7. CONTRACTOR SHALL ARRANGE TO PAY FOR ALL NECESSARY PERMITS, LICENSES AND INSPECTIONS AS REQUIRED BY THE AUTHORITY HAVING JURISDICTION.

TEST AND BALANCE PRE-TEST NOTES

THE TAB CONTRACTOR SHALL SUBMIT A PRETEST REPORT FOR REVIEW AND APPROVAL PRIOR TO COMMENCING ANY NEW WORK WITH DATA OBTAINED IN THE FOLLOWING MANNER:

1. OVERRIDE ALL FCU COOLING COIL PNEUMATIC CONTROLS VALVES TO MAXIMUM COOLING SETPOINT.
2. MEASURE CHW FLOW AT EACH FAN COIL UNIT WITH AN ULTRASONIC METER.
3. MEASURE AIR INLET AND OUTLET TEMPERATURE.
4. MEASURE ROOM SUPPLY AND RETURN AIRFLOW RATE FROM EACH FAN COIL UNIT.
5. PROVIDE FULL SPEC OF EACH FCU AND NOTE ANY SPECIFIC FUNCTIONAL DEFICIENCIES.

FOLLOWING THE NEW CHW PIPING INSTALLATION AND CONNECTION TO THE EXISTING FAN COIL UNITS, THE TAB CONTRACTOR SHALL BALANCE THE EXISTING FCUS TO MATCH THE PRETEST VALUES OR OTHE VALUES PROVIDED BY THE ENGINEER OR OWNER.

CODES AND STANDARDS

- ALL PROJECT WORK SHALL BE GOVERNED BY AND ADHERE TO THE FOLLOWING CODES AND STANDARDS.
1. FLORIDA BUILDING CODE - SIXTH EDITION (2017)
    - A. FLORIDA BUILDING CODE - SIXTH EDITION (2017) - MECHANICAL
    - B. FLORIDA BUILDING CODE - SIXTH EDITION (2017) - EXISTING BUILDING
    - C. FLORIDA BUILDING CODE - SIXTH EDITION (2017) - ENERGY CONSERVATION
  2. FLORIDA FIRE PREVENTION CODE SIXTH EDITION (2017)
    - A. FIRE CODE (NFPA 1 - 2015 FLORIDA EDITION)
    - B. LIFE SAFETY CODE (NFPA 101 - 2015 FLORIDA EDITION)
  3. UNDERWRITERS LABORATORIES (UL)
  4. AMERICAN NATIONAL STANDARDS INSTITUTION (ANSI)
  5. AMERICAN SOCIETY OF TESTING MATERIALS (ASTM)
  6. AMERICAN SOCIETY OF HEATING, REFRIGERATION AND AIR-CONDITIONING ENGINEERS (ASHRAE)
  7. AIR MOVEMENT AND CONTROL ASSOCIATION INTERNATIONAL (AMCA)
  8. NATIONAL ENVIRONMENTAL BALANCING BUREAU (NEBB)
  9. ASSOCIATED AIR BALANCE COUNCIL (AABC)

DESCRIPTION OF THE WORK

THE WORK CONSISTS GENERALLY OF REPLACEMENT OF THE EXISTING CHILLED WATER PIPING SUPPLY AND RETURN ON EACH FLOOR AS SHOWN ON THE FLOORPLANS WITH NEW PIPING, DEVICES, SUPPORTS, AND INSULATION PER CURRENT UNIVERSITY STANDARDS AND AS DETAILED ON THE DRAWNGS AND SPECIFIED IN THE BOUND PROJECT MANUAL. THE WORK IS INTENDED TO BE PHASED BY THE CONTRACTOR IN A MANNER THAT LIMITS OUTAGES FOR EACH CHILLED WATER FAN COIL UNIT SERVING EACH SPACE TO ONLY PREMIUM TIME HOURS. ALL WORK SHALL BE PERFORMED OUTSIDE OF NORMAL WORKING HOURS TO PREVENT INTERUPTION OF ONGOING OCCUPANT ACTIVITIES. ALL WORK SHALL BE COORDINATED WITH THE DENTAL SCIENCE BUILDING FACILITY MANAGER AND JOBSITE CLEANUP SHALL BEGIN AND END EACH NIGHT ON A ROOM BY ROOM BASIS AS DESIGNATED BY THE DENTAL SCIENCE BUILDING FACILITY MANAGER. DEMOLISH ALL PIPING REMOVED FROM SERVICE. COORDINATE WITH ANY REQUIRED ABATEMENT WORK.

BASE BID

PROVIDE PHASED WORK AS SHOWN AND DETAILED FOR THE 7TH & 8TH FLOOR.

ADDITIVE ALTERNATE #1

PROVIDE ADDITIVE ALTERNATE TO INCLUDE PHASED WORK AS SHOWN FOR THE 6TH FLOOR.

ADDITIVE ALTERNATE #2

PROVIDE ADDITIVE ALTERNATE TO INCLUDE PHASED WORK AS SHOWN FOR THE 5TH FLOOR.

EXISTING FCU CHW FLOW SCHEDULE

FIFTH FLOOR NORTH

TAG	D5-38	D5-36	D5-34	D5-32	D5-31	D5-25
FLOW (GPM)	3	10	10	3	10	10
NOTE	(1)	(1)	(1)	(1)	(1)	(1)

SIXTH FLOOR NORTH

TAG	D6-38	D6-36	D6-34	D6-32	D6-31	D6-25
FLOW (GPM)	3	10	10	3	10	10
NOTE	(1)	(1)	(1)	(1)	(1)	(1)

SEVENTH FLOOR NORTH

TAG	D7-49	D7-43	D7-26
FLOW (GPM)	3	10	10
NOTE	(1)	(1)	(1)

EIGHT FLOOR NORTH

TAG	D8-33	D8-36	D8-43	D8-46	D8-46A	D8-53
FLOW (GPM)	10	3.7	10	10	3.7	3.7
NOTE	(1)	(1)	(1)	(1)	(1)	(1)

(1) SIZE AND BALANCE NEW BALANCING VALVE BASED ON SCHEDULED FLOWS

FIFTH FLOOR SOUTH

TAG	D5-21	D5-19	D5-17	D5-15	D5-11	D5-9	D5-7	D5-6B	D5-6A
FLOW (GPM)	3.7	10	10	10	3.7	10	5.7	16	16
NOTE	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)

SIXTH FLOOR SOUTH

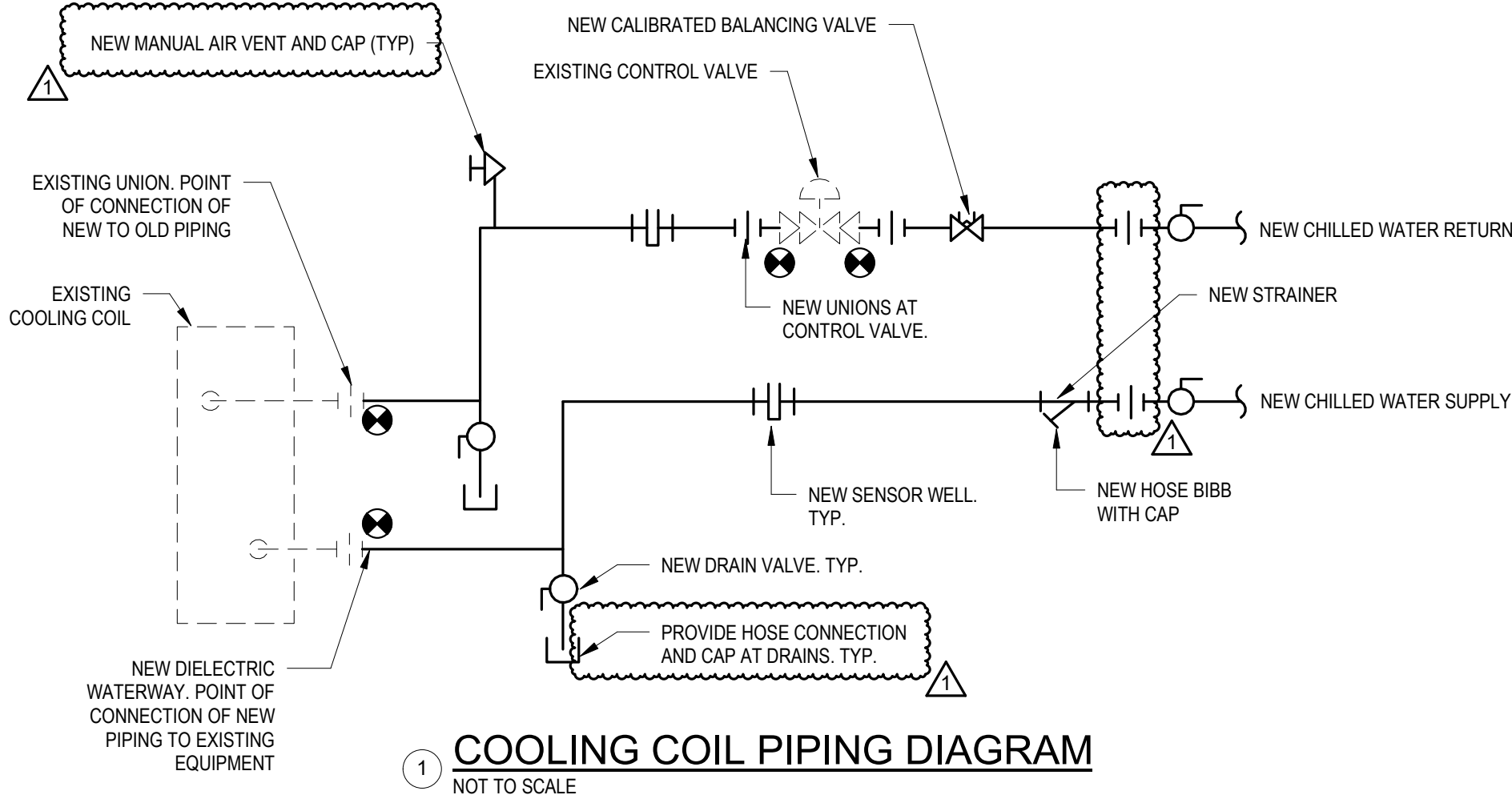
TAG	D6-21	D6-19	D6-17	D6-15	D6-11	D6-9	D6-7	D6-6B	D6-6A
FLOW (GPM)	3.7	10	10	10	3.7	10	5.7	16	16
NOTE	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)

SEVENTH FLOOR SOUTH

TAG	D7-22	D7-21	D7-20	D7-16	D7-10B	D7-10A	D7-9	D7-7
FLOW (GPM)	3.7	3	10	13.3	3.7	3	10	16
NOTE	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)

EIGHT FLOOR SOUTH

TAG	D8-7A	D8-9	D8-10	D8-12	D8-13	D8-17
FLOW (GPM)	13.3	3.7	3	3.7	3.7	3.7
NOTE	(1)	(1)	(1)	(1)	(1)	(1)




1 COOLING COIL PIPING DIAGRAM  
NOT TO SCALE

OWNER:

J HILLIS MILLER HEALTH  
SCIENCE CENTER  
1395 CENTER DRIVE  
GAINESVILLE FL 32610

OWNER'S PROJECT NUMBER:  
MP-04946



PROJECT

NUMBER: 20009

REV

DESC

DATE

1

ADDENDUM

11/20/20

ISSUE:  
BID DOCUMENTS

ISSUE DATE:  
AUGUST 25, 2020

CHECKED BY:  
RCG

SHEET TITLE:  
MECHANICAL  
LEGEND, NOTES AND  
DETAILS  
SHEET NUMBER:



November 2, 2020

Mr. Gordon Burnham  
Planning, Design and Construction  
University of Florida  
P.O. Box 115050  
232 Stadium Road  
Gainesville, Florida 32611

via e-mail: [gburnham@ufl.edu](mailto:gburnham@ufl.edu)

**RE: Asbestos Abatement Work Plan  
Dental Science Chilled Water Pipe Replacement – Floors 5-8  
MP-04946  
University of Florida  
Gainesville, Florida**

GLE Project No.: 20140-01929

Dear Mr. Burnham:

GLE Associates, Inc. (GLE) has prepared the attached Work Plan for the removal of asbestos-containing materials from within the Dental Science Building, Building 205, located at the University of Florida, in Gainesville, Florida.

GLE appreciates the opportunity to work with you on this project. Should you have questions regarding the Work Plan, please do not hesitate to contact our office.

Sincerely,  
**GLE Associates, Inc.**  
Asbestos Business License ZA0000034

Artiom Chacon  
Senior Project Manager

Robert B. Greene PE, PG, CIH, LEED AP  
President  
Florida LAC# EA000009

AC/PSZ/RBG/lr

cc: Tom Ladun, Environmental Health and Safety

G:\Work\Asbestos\20\20140 - UF\01929 - DSB Chilled Water Pipes Floors 6 and 7\Report\Work Plan\wp01.doc

GLE Associates, Inc.

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2228 NW 40<sup>th</sup> Terrace, Suite C | Gainesville, Florida 32605 | 352-335-6648 | Fax: 352-335-6187  
Tampa | Orlando | Ft. Lauderdale | Miami | Jacksonville | Atlanta | Nashville  
Architecture AR 0007729 • Engineer RY 5483 • Asbestos ZA 0000034 • Geology PG 1737

# **ASBESTOS ABATEMENT WORK PLAN**

## **Dental Science Chilled Water Pipe Replacement Floors 5-8 MP-04946 University of Florida Gainesville, Florida**

**GLE Project No.: 20140-01929**

**Prepared for:**

**Mr. Gordon Burnham  
Planning, Design and Construction  
University of Florida  
P.O. Box 115050  
232 Stadium Road  
Gainesville, Florida 32611**

**November 2020**

**Prepared by:**



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ASBESTOS ABATEMENT WORK PLAN  
DENTAL SCIENCE BUILDING, BUILDING 205  
CHILLED WATER PIPE REPLACEMENT, FLOORS 5-7  
GLE PROJECT NO.: 20140-01929

November 2, 2020

## **1.0 INTRODUCTION**

- A. This work plan is an abbreviated description of task requirements prepared for the removal of asbestos-containing black mastic associated with foamglass thermal systems insulation, coinciding with the renovations to the Dental Science Building, Building 205, located at the Gainesville Campus of the University of Florida.
- B. All work shall be performed in strict accordance with all federal, state and local regulations and ordinances, and in a manner which conforms to the intent of all health and safety laws.
- C. All work must comply with abatement procedures described in the Annual Contract for Asbestos Abatement and Re-insulation dated 2017, herein referred to the Master Specification developed for University of Florida, and to sections applicable to the scope of the work, which are to be used as primary requirements in conjunction with the Work Plan.

## **2.0 SCOPE OF THE WORK**

- A. This project involves the removal and disposal of asbestos-containing thermal systems insulation from Dental Science Building - Building 205, as shown in the attached drawings AA-1 through AA-3. The asbestos-containing materials are as follows:
  - 5<sup>th</sup> Floor: Black Mastic on Foamglass Pipe Insulation – 430 LF
  - 6<sup>th</sup> Floor: Black Mastic on Fiberglass Pipe Insulation – 15 LF
  - 6<sup>th</sup> Floor: Black Mastic on Foamglass Pipe Insulation – 440 LF
  - 7<sup>th</sup> Floor: Black Mastic on Foamglass Pipe Insulation – 460 LF
  - 8<sup>th</sup> Floor: Black Mastic on Foamglass Pipe Insulation – 30 LF

The CONTRACTOR shall be responsible for field verification of existing quantities and conditions. The work may be conducted in multiple phases as determined by the Owner.

- B. For the purpose of this Work Plan, "start date" shall mean the "day CONTRACTOR arrives on-site", and "complete date" shall mean the "day CONTRACTOR leaves the project site", work area tear down, etc. The Owner shall determine the start and completion dates for this project.

Under no circumstances shall the CONTRACTOR disrupt the daily operations of the Owner.

### **3.0 GENERAL REQUIREMENTS**

- A. Existing conditions are reflected correctly to the best of the OWNER REPRESENTATIVE'S knowledge. Refer to Section 01 11 00 - SUMMARY OF WORK of the Specifications for CONTRACTOR'S responsibility for verification of existing conditions.
- B. In the event that conditions are encountered in the field which were not identified in the Work Plan, the OWNER'S REPRESENTATIVE shall be notified immediately.
- C. Modifications of this Work Plan can be made in writing by the OWNER'S REPRESENTATIVE.
- D. If CONTRACTOR proceeds, without written notification from the OWNER'S REPRESENTATIVE, CONTRACTOR shall be solely and completely liable for those efforts.
- E. Power and water for this specific project will be provided by the OWNER. The cost of all utilities shall be paid by the Owner. Coordinate any utility outages as applicable with the appropriate university personnel.
- F. **PRE-JOB SUBMITTALS**
1. Prior to commencement of the work, CONTRACTOR shall submit one copy of the required information, as per Section 01 32 19 of the Master Specification, to the OWNER'S REPRESENTATIVE. No work will be allowed to commence without required submittals.
  2. In reference to section 01 32 19 of the Master Specification and in conjunction with pre-job submittals, Contractor shall furnish OWNER'S REPRESENTATIVE all MSDS information.

No products or equipment shall be utilized in the performance of abatement without prior approval by OWNER'S REPRESENTATIVE. Contractor shall provide documentation to the Owner that describes any necessary replacement materials.

#### 4.0 PROJECT COORDINATION

##### A. GENERAL

1. The project will be coordinated with the OWNER'S PROJECT MANAGER in conjunction with the OWNER'S REPRESENTATIVE. **CONTRACTOR SHALL PERFORM NO WORK UNLESS APPROVAL BY THE OWNER OR OWNER'S REPRESENTATIVE HAS BEEN RECEIVED. UNDER NO CIRCUMSTANCES SHALL CONTRACTOR DISRUPT THE DAILY ACTIVITIES OF ANY FACILITY WITHOUT PRIOR APPROVAL BY THE OWNER.**
2. CONTRACTOR shall not perform any work in the absence of OWNER'S REPRESENTATIVE, who shall decide, in his absolute discretion, as to the meaning and applicability of any part of this Work Plan and/or the Master Specification.

#### 5.0 ASBESTOS ABATEMENT REQUIREMENTS

##### A. PERSONNEL AND RESPIRATORY PROTECTION

1. During isolation and preparation of the Work Area, workers are not required to wear respiratory protection, as outlined in Section 01 57 19 of the Master Specifications.
2. During removal and final cleaning, workers shall wear half-face respiratory protection as a minimum, as outlined in Section 01 57 19 of the Master Specifications.
3. All personnel shall wear disposable coveralls during all abatement activities.

##### B. REMOVAL OF ASBESTOS-CONTAINING MATERIALS

1. CONTRACTOR shall utilize Section 02 82 00 of the Master Specifications – Conventional Removal, or Glove Bag Removal in

performance of black mastic associated with foamglass insulation removal and disposal. In addition to these requirements, Contractor shall maintain a minimum of 0.02 column inches of water pressure differential, relative to outside pressure, within the negative pressure enclosure (NPE) as evidenced by manometric measurements. All other applicable sections of the Master Specification shall additionally be utilized.

2. CONTRACTOR shall be responsible for securing the facility to original status prior to start of abatement procedures.

C. PROJECT MONITORING AND WORK AREA CLEARANCE CRITERIA

1. GLE will perform project monitoring during all abatement activities. Project Clearance shall be determined with respect to size and scope of the work area. Reference Section 01 74 23.1 of Master Specifications.

D. DISPOSAL OF ASBESTOS-CONTAINING WASTE MATERIALS

1. Disposal of asbestos-containing waste material shall be performed in strict compliance with Section 02 82 00 of the Master Specifications.
2. Transport bagged ACM waste from the work area to a storage container or transportation vehicle in a covered cart. All transport must occur between the hours of 7:00 pm and 7:00 am, or at the discretion of the Owner.

E. POST-JOB SUBMITTALS

1. After successful completion of the project, submit one copy of required documentation, as per Section 01 32 19 of the Master Specification, to the OWNER'S REPRESENTATIVE. Final payment to CONTRACTOR will not be made until required post-job submittals have been received and approved by OWNER'S REPRESENTATIVE. **All submittals must be received by the Owner's Representative, GLE, within 10 calendar days of project completion. All submittals shall be unbound and complete or shall be returned to the Contractor for correction.**

**6.0 UNIVERSITY OF FLORIDA ASBESTOS CONTRACTOR GENERAL LIABILITY INSURANCE POLICY**

**A. ASBESTOS ABATEMENT WORK**

All projects including asbestos abatement work are required to comply with the following University policy as it pertains to the asbestos abatement portion of the work:

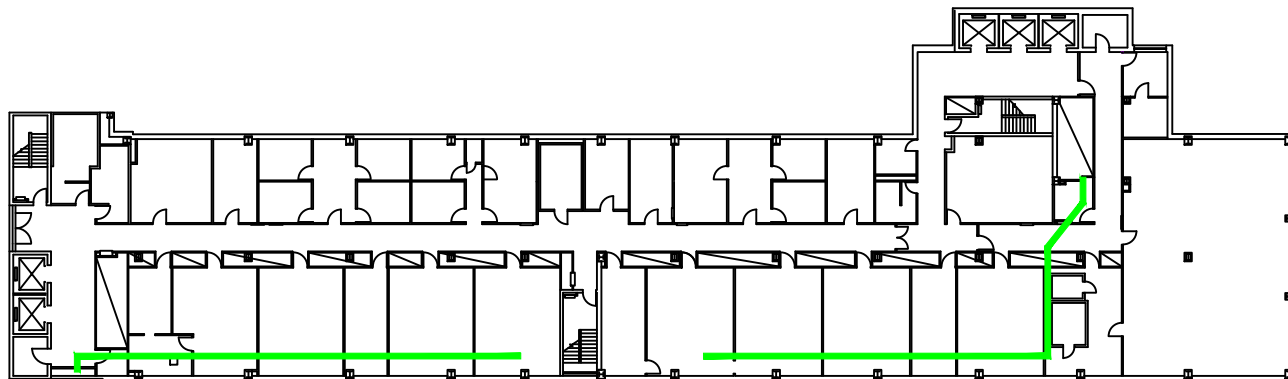
For all asbestos projects with work beginning after June 30, 2011 the University of Florida require asbestos contractors doing work for the University to carry asbestos general liability insurance in addition to all other insurance coverage's (including but not limited to automobile and workers compensation) required by the bid and contract documents. The asbestos related insurance policy must be procured through an underwriter with an A.M. Best rating of A, X or better lawfully authorized to do business in Florida as of the time of this bid (or, as of the time the asbestos abatement work is added to the contract). The insurance policy shall provide that the University of Florida is named as an additional insured. The University shall not be responsible for any sums of money associated with the policy, including any deductible. Coverage shall be on "occurrence" basis, rather than "claims made" and must protect Contractor from all claims arising out of the Contractor's asbestos abatement work for the University. The minimum limits of liability for the asbestos contractor general liability are:

Each Occurrence Limit .....	\$1,000,000
Personal Injury and Advertising Injury Limit.....	\$1,000,000
Fire Damage Limit (any one fire).....	\$50,000
Medical Expense Limit (any one person) .....	\$5,000
Products and Completed Operations Aggregate Limit.....	\$1,000,000
Aggregate Limit (other than Products/Completed Operations) .....	\$1,000,000

The Contractor shall file with the University a certificate of insurance and a copy of the policy acceptable to the University prior to the commencement of the work. The policy shall remain in force without interruption from the date of the commencement of the work until the work is completed and the Contractor is off site. The certificate and policy shall indicate that coverage's afforded under the policy will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the University.

**END OF WORK PLAN**





## FIFTH FLOOR

### ASBESTOS ABATEMENT LEGEND



PROPERLY REMOVE AND DISPOSE OF  
ASBESTOS-CONTAINING BLACK MASTIC  
ON FOAM GLASS PIPE INSULATION

#### NOTE:

1. ALL DRYWALL ASSUMED TO BE ASBESTOS-CONTAINING
2. ALL WALL CAVITIES AND CHASES ASSUMED TO CONTAIN ASBESTOS-CONTAINING FIREPROOFING DEBRIS
3. ADDITIONAL ASBESTOS-CONTAINING MATERIALS LOCATED THROUGHOUT. (SEE ASBESTOS SURVEY FOR MATERIALS AND LOCATIONS)

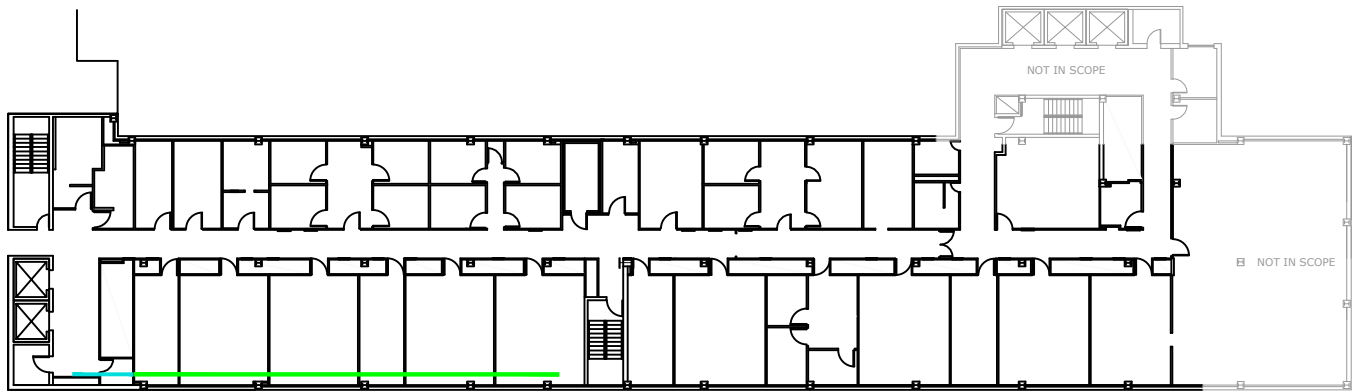
ASBESTOS ABATEMENT MAP-5TH FLOOR  
DENTAL SCIENCE BUILDING  
UNIVERSITY OF FLORIDA  
1395 CENTER DR  
GAINESVILLE, FLORIDA 32603

Prepared for :  
PLANNING, DESIGN AND CONSTRUCTION  
UNIVERSITY OF FLORIDA



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FIGURE  
AA-1  
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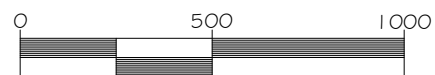


## SIXTH FLOOR

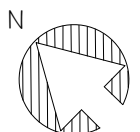
ASBESTOS ABATEMENT LEGEND	
	PROPERLY REMOVE AND DISPOSE OF BLACK MASTIC ON FOAMGLASS
	PROPERLY REMOVE AND DISPOSE OF BLACK MASTIC ON FIBERGLASS

### NOTE:

1. ALL DRYWALL ASSUMED TO BE ASBESTOS-CONTAINING
2. ALL WALL CAVITIES AND CHASES ASSUMED TO CONTAIN ASBESTOS-CONTAINING FIREPROOFING DEBRIS
3. ADDITIONAL ASBESTOS-CONTAINING MATERIALS LOCATED THROUGHOUT. (SEE ASBESTOS SURVEY FOR MATERIALS AND LOCATIONS)



SCALE: APPROXIMATE



ASBESTOS ABATEMENT MAP-6TH FLOOR  
DENTAL SCIENCE BUILDING  
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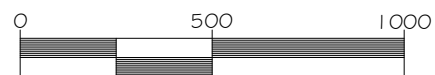


## SEVENTH FLOOR

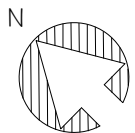
ASBESTOS ABATEMENT LEGEND	
	PROPERLY REMOVE AND DISPOSE OF BLACK MASTIC ON FOAMGLASS

### NOTE:

1. ALL DRYWALL ASSUMED TO BE ASBESTOS-CONTAINING
2. ALL WALL CAVITIES AND CHASES ASSUMED TO CONTAIN ASBESTOS-CONTAINING FIREPROOFING DEBRIS
3. ADDITIONAL ASBESTOS-CONTAINING MATERIALS LOCATED THROUGHOUT. (SEE ASBESTOS SURVEY FOR MATERIALS AND LOCATIONS)



SCALE: APPROXIMATE



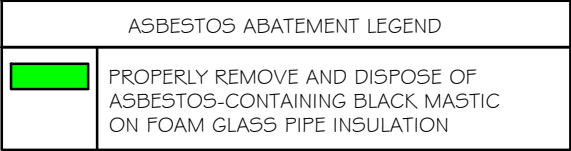
ASBESTOS ABATEMENT MAP-7TH FLOOR  
DENTAL SCIENCE BUILDING  
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8TH FLOOR NORTH

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ASBESTOS ABATEMENT PLAN

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20140-01929

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GLE CAD NO.  
CAD/PROJ/20140/01929

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AA-4  
OF 4 SHEET(S)



# **GENERAL TERMS and CONDITIONS**

*for Construction Management At-Risk and Design-Bid-Build Projects*

Revised May 2017

Business Affairs  
Planning Design & Construction  
[www.facilities.ufl.edu](http://www.facilities.ufl.edu)

GTC-1

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## ARTICLE 1 – DEFINITIONS

When one of the following capitalized words, terms, or phrases is used in the Contract for Construction, it shall be interpreted or construed first as defined below, second according to its generally accepted meaning in the construction industry, and third according to its common and customary usage.

**Authority Having Jurisdiction (AHJ):** That person or entity who has the delegated authority to determine, mandate, and enforce building code requirements established by jurisdictional governing bodies. For University of Florida projects, the University's Division of Environmental Health & Safety is normally the primary AHJ.

**BIM Execution Plan:** A detailed and project-specific guide for the development, sharing, use, and finalization of BIM models and model-related documents and information.

**Building Information Modeling (BIM):** A process involving the generation and management of digital representations of physical and functional characteristics of a facility through the use of three-dimensional, intelligent design information. The resulting building information models become shared knowledge resources to support decision-making about a facility from the earliest conceptual stages, through design, construction, and the facility's operational life.

**Builder:** An entity, including but not limited to a general contractor, a trade contractor or a construction manager, engaged directly by the Owner pursuant to a Contract for Construction.

**Certificate of Substantial Completion:** Document declaring the Work Substantially Complete and suitable for occupancy or beneficial use by the Owner.

**Commissioning:** A process – normally handled by one or more independent consultants working directly for the Owner – to ensure that particular building systems are planned, designed, installed, tested, optimized, and capable of being operated and maintained to perform in accordance with the Owner's goals and requirements.

**Construction Documents:** Drawings, specifications, revisions, addenda, and other information which set forth in detail the Work.

**Construction Price:** The dollar amount for which a Builder agrees to perform the Work set forth in a Contract for Construction.

**Construction Schedule:** The timetable which sets forth pertinent dates for timely completion of the Work.

**Contract for Construction:** The entire agreement between Owner and Builder, consisting of the Owner-Builder Agreement and all exhibits thereto; these General Terms and Conditions; special conditions, if any; proposal(s) submitted by the Builder and accepted by Owner, if any; the Construction Documents; any amendments or addenda executed by the Owner and the Builder hereafter; and Owner-approved change order(s) or field orders. Documents not included or expressly contemplated in this definition do not, and shall not, form any part of the Contract for Construction. Without limiting the generality of the foregoing, shop drawings and other submittals from the Builder or its subcontractors and suppliers do not constitute a part of the Contract for Construction.

**Final Completion:** The stage of construction when the Work has been completed in accordance with the Contract for Construction and the Owner has received all documents and items necessary for closeout of the Work. Final Completion of the Work shall be deemed to have occurred on the later of: (i) the date that the Work passes a Final Completion inspection, or (ii) the date that the Builder has produced all required Final Completion close-out documentation and items. Final Completion shall not be deemed to have occurred and no final payment shall be due the Builder or any of its subcontractors or suppliers until the Work has passed the Final Completion inspection and Builder has provided all required Final Completion closeout documentation and items to the Owner.

**Hazardous Substances:** The term "Hazardous Substances" means all hazardous or toxic substances, materials, wastes, pollutants and contaminants which are listed, defined, or regulated under applicable laws, rules, regulations, codes, ordinances, orders and directives pertaining or related to health, safety, or the environment, including, but not limited to, the Comprehensive Environmental Response Compensation and Liability Act as amended, (42 U.S.C. § 9601 et seq), the Resource Conservation and Recovery Act as amended, (42 U.S.C. § 6901 et seq), the Federal Water Pollution Control Act (33 U.S.C.A. §§ 1251 to 1387), the Clean Air Act (42 U.S.C.A. §§ 7401 to 7671q), the Emergency Planning and Community Right to Know Act (42 U.S.C.A. §§ 11001 to 11050), the Toxic Substances Control Act (15 U.S.C.A. §§ 2601 to 2692), the Solid Waste Disposal Act (42 U.S.C.A. §§ 6901 to 6992k), the Oil Pollution Act (33 U.S.C.A. §§ 2701 to 2761) and all rules and regulations promulgated pursuant thereto. Without limiting the generality of the foregoing, "Hazardous Substances" shall specifically include polychlorinated biphenyl, asbestos (friable and non-friable), radon, urea formaldehyde, gasoline, diesel, oil, hydrocarbons, petroleum derived constituents, biomedical waste, or hazardous or toxic residue.

**Owner:** The University of Florida Board of Trustees, a public body corporate of the State of Florida.

**Owner's Related Parties:** The Board of Governors and its officers, trustees, and employees; and the Owner and its officers, trustees, and employees.

**Professional:** An entity, including but not limited to a licensed architect or engineer, engaged directly by the Owner to provide design or engineering services.

**Project:** Owner's undertaking to effect the construction, installation, renovation, or demolition of a facility or improvement, as the case may be, that is the subject of the Contract for Construction between Owner and Builder.

**Site:** The geographical location of a Project, usually defined by legal boundary lines, and the location characteristics including, but not limited to, grades and lines of streets, alleys, pavements and adjoining structures, rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, existing buildings and improvements, and service and utility lines.

**Substantial Completion (or Substantially Complete):** The stage of construction when the Owner can occupy or beneficially use satisfactorily completed Work for its intended purpose and a certificate of occupancy has been issued. Substantial Completion of the Work shall be deemed to have occurred on the later of: (i) the date the Work passes all Substantial Completion inspections, (ii) the date Builder has produced the required Substantial Completion documentation and items, or (iii) the date Authorities Having Jurisdiction provide a certificate of occupancy.

**Work:** Any and all computers, construction machinery, documents, equipment, facilities, fixtures, furnishings, goods, heat, items, labor, licenses, management, materials, permits, products, services, supervision, supplies, systems, taxes, testing, tools, utilities, transportation, vehicles, and water, required to be performed or supplied and/or necessary for proper execution and completion of the Project, or some portion thereof, whether or not incorporated or to be incorporated into the Project; provided, however, that Work does not include performance of pre-construction services by a construction manager.

## **ARTICLE 2 – CONSTRUCTION DOCUMENTS**

### **2.1 Quantity and Format of Documents**

The Owner shall provide the Builder with one printed set of Construction Documents, one set of electronic documents (plans and specifications) in PDF format, and one set of BIM files.

### **2.2 Minimum Requirements**

In every case, requirements established by the Construction Documents shall be considered as the minimum acceptable standard.

### **2.3 Owner Disclaimer of Warranty**

The Owner has requested that its Professional(s) prepare Construction Documents for the Project, including the plans and specifications, which are to be complete, accurate, coordinated, and adequate for bidding, negotiating, and constructing the Work. However, the Owner makes no representation or warranty of any nature whatsoever to the Builder concerning the Construction Documents or BIM documents. The Builder hereby acknowledges and represents that it has not relied, and does not and will not rely, upon any representations or warranties by the Owner concerning such documents, as no such representations or warranties have been or are hereby made.

### **2.4 Conflicts in Documents**

In the event of any conflict, discrepancy, or inconsistency among any of the documents comprising the Contract for Construction, the following shall control:

- 2.4.1 As between figures given on plans and scaled measurements, the figures shall govern;
- 2.4.2 As between large-scale plans and small-scale plans, the large-scale plans shall govern;
- 2.4.3 As between plans and specifications, the requirements of the specifications shall govern;
- 2.4.4 As between plans or specifications and BIM models, the requirements of the plans or specifications shall govern.
- 2.4.5 As between architectural drawings and (structural, civil, mechanical, electrical, plumbing, or fire protection) engineering drawings, the engineering drawings shall govern.

### **2.5 Contract Changes**

The Builder understands and agrees that the Contract for Construction – including the Construction Documents – cannot be changed except as provided herein. No act, omission, or course of dealing by the parties shall alter the requirement that modifications of the Contract for Construction must be accomplished by written documents signed by the parties.

## **ARTICLE 3 – BUILDER’S REVIEWS AND EVALUATIONS**

### **3.1 Sufficiency of Construction Documents**

The Builder acknowledges its continuing duty to review and evaluate the Construction Documents during the performance of its services and shall immediately notify the Owner and the Professional(s) of any (i) problems, conflicts, defects, deficiencies, inconsistencies, or omissions it discovers in or between the Construction Documents; and (ii) variances it discovers between the Construction Documents and applicable laws, statutes, building codes, rules, or regulations.

3.1.1 If the Builder performs any Work it knows or should have known involves (i) a recognized problem, conflict, defect, deficiency, inconsistency or omission in the Construction Documents; or (ii) a variance between the Construction Documents and requirements of applicable laws, statutes, building codes, rules, regulations, or the Owner’s design and construction standards without notifying the Professional(s) and prior to receiving written authorization to proceed, the Builder shall be responsible for the consequences of such performance.

3.1.2 Drawings are generally drawn to scale; however, the figured dimensions or notes thereon shall govern. Before ordering any materials or doing any Work, the Builder and subcontractors shall verify all measurements at the Site and shall be responsible for the correctness of same. Discrepancies shall be reported in writing to the Professional prior to proceeding with the Work. No extra charge or compensation will be entertained due to differences between actual measurements and dimensions indicated on drawings, if such differences do not result in a change in the scope of Work or if the Professional failed to receive written notice before the Work was performed.

### **3.2 Sufficiency of Site**

Prior to signing the Contract for Construction, the Builder has:

- (i) visited the Site and become familiar with local conditions under which the Project is to be constructed and operated; and
- (ii) reviewed and familiarized itself with the Site survey and any existing structures on the Site, and gathered all other information necessary for a full understanding of the Work.

In addition, if the Work involves modifications to or remodeling of an existing structure(s) or other man-made feature(s) on the Site, the Builder has also:

- (iii) reviewed all as-built and record drawings, plans and specifications of which Owner has informed Builder; and

- (iv) thoroughly inspected the structure(s) and man-made feature(s) to be modified or remodeled prior to submission of bid, if any, but in all events prior to signing the Contract for Construction.

Claims resulting from the Builder's failure to familiarize itself with the Site or pertinent documents shall be deemed waived.

## **ARTICLE 4 – BUILDER'S DUTIES, OBLIGATIONS, AND RESPONSIBILITIES**

### **4.1 Performance Of Work**

The Builder shall perform and complete its obligations under the Contract for Construction using its best skill and attention, and covenants with the Owner to furnish management, supervision, coordination, labor, and services (i) which expeditiously, economically and properly complete the Work in the manner most consistent with the Owner's interests and objectives; (ii) which comply with the Contract for Construction; and (iii) which are in accordance with the highest standards currently practiced by persons and entities performing or providing management, supervision, coordination, labor and services on projects similar in size, complexity, and cost to the Project.

- 4.1.1 The Builder shall not be required to provide professional services which constitute the practice of architecture or engineering, unless provided in the Construction Documents and relating to those divisions of the Work for which it is appropriate for Builder's subcontractors to engage or employ licensed engineers for design associated with the Work, such as trusses.
- 4.1.2. All services rendered by the Builder for the Project shall be performed by or under the immediate supervision of persons possessing expertise in the discipline of the service being rendered.
- 4.1.3 The Builder shall, in the course of providing the Work, cooperate and communicate with the Owner, the Professional, the Owner's Commissioning consultants, and all other persons or entities as required for satisfactory completion of the Project.
- 4.1.4 The Builder understands and acknowledges that the Work referred to in the Contract for Construction may be only part of the Project and that the Project may include the construction of other structures or other construction activities on the same Site. The Builder shall conduct all its activities so as not to interfere with the construction of, or operations within or from, other structures on the Site.
- 4.1.5 The Builder shall not damage, endanger, compromise, or destroy any part of the Project or the Site, including by way of example and not limitation, work being performed by others on the Site, monuments, stakes, benchmarks and other survey points, utility services, and existing features or structures on the Site. Should the Builder damage, compromise or destroy any part of the Project or the Site, the Builder shall be fully and exclusively responsible for and bear all costs associated therewith.

## **4.2 Compliance With Laws**

- 4.2.1 The Builder shall comply with all applicable laws, statutes, building codes, rules, regulations, and lawful orders of all governmental, public, and quasi-public authorities and agencies having jurisdiction over the Project.
- 4.2.2 The Builder shall prepare and file documents required to obtain, and shall obtain, all necessary approvals and permits, including building permit(s), of all governmental authorities having jurisdiction over the Work, provided Owner shall pay all building permit and state fire marshal inspection fees directly.
- 4.2.3 The Builder shall give all notices required of it by governmental authorities relating to the Project.

## **4.3 Safety**

Safety shall be a prime concern of the Builder at all times. The Builder shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures for coordinating and constructing the Work, including Site safety and safety precautions and programs.

## **4.4 On Site Records**

- 4.4.1 The Builder shall maintain at the Site one copy of all drawings, specifications, addenda, approved shop drawings, daily logs, change orders, submittals, other modifications, and all other documents generated throughout the course of the project in good order. The daily logs shall contain detailed information regarding weather conditions, materials delivered, work performed, operating hours, subcontractors working on the Project, and staffing of each subcontractor.
- 4.4.2 The Builder shall continuously update all drawings and specifications to reflect changes as they occur throughout construction. Such “as-built” plans and specifications shall be available at all times to the Owner, the Professional(s), the Owner’s consultants, and quality control and testing agency personnel. The drawings shall be neatly and clearly marked in color during construction to record all variations made during construction, and the Builder shall include such supplementary notes and details necessary to clearly and accurately represent as-built construction.
- 4.4.3 Depending on the requirements of the project-specific BIM Execution Plan, the Builder shall also maintain copies of the BIM models that reflect the as-built or as-installed conditions, geometry, and product/equipment information.

## **4.5 Bribes and Kick-Backs**

The Builder shall not by any means:

- (i) induce any person or entity employed in the construction of the Project to give up any part of the compensation to which that person or entity is entitled;
- (ii) offer or accept any bribes or kick-backs in connection with the Project from or to any individual or entity, including any of its trade contractors, subcontractors, consultants, suppliers, or manufacturers of Project goods and materials; or



- (iii) without the express written permission of the Owner in accordance with Owner's policies, call for or by exclusion require or recommend the use of any subcontractor, consultant, product, material, equipment, system, process, or procedure in which the Builder has a direct or indirect proprietary or other pecuniary interest.

#### **4.6 Quality Control And Testing**

The Builder shall develop and implement a quality management program to ensure quality construction. Unless otherwise specified in the Contract for Construction, the Builder shall procure the quality control and testing agencies, subject to Owner's written approval. The Builder shall coordinate all tests and inspections required by the Construction Documents, and the Builder shall arrange for tests and inspections to be conducted as necessary to avoid any interference with the progress of Work. No claims for extension of time or extra costs will be allowed on account of any testing, retesting, inspection, re-inspection, or rejection of Work when defective or deficient Work is found. Cost of specified measures and tests required by the Construction Documents and performed by Owner-approved quality control and testing agencies shall be included in the Cost of the Work.

#### **4.7 Incident Reporting**

The Builder shall immediately notify the Owner and Professional(s), both orally and in writing, of the nature and details of all incidents which may adversely affect the quality or progress of the Work including, but not limited to, union jurisdictional disputes, accidents, delays, damages to Work, and other significant occurrences.

#### **4.8 Hazardous Substances**

The Builder shall immediately notify the Owner and the Professional(s), both orally and in writing, of the presence and location of any physical evidence of, or information regarding, environmental contamination on the Site (including but not limited to Hazardous Substances and petroleum releases) of which it becomes aware. If the Builder encounters environmental contamination (including but not limited to Hazardous Substances), the Builder shall (i) immediately stop performance of Work or that portion of the Work affected by or affecting such contamination; (ii) secure the contaminated area against intrusion; (iii) not disturb or remove the contamination; (iv) not proceed, or allow any subcontractor or supplier to proceed, with any Work or other activities in the area affected by such contamination until directed to do so by the Owner; and (v) take any other steps necessary to protect life and health.

#### **4.9 Owner's Use Of and Access To The Site**

The Builder shall perform the Work so as not to interrupt any operations of the Owner on, adjacent to, or near the Site.

4.9.1 The Builder understands and acknowledges that the Owner may need access to or use of certain areas of the Site or Work prior to the Builder's achievement of Substantial Completion, and that such occupancy, access, or use shall not constitute the Owner's acceptance of any Work.

4.9.2 The Builder shall not enter any Owner-occupied area of the Site or Project unless first approved and scheduled by the Owner. The Builder understands and acknowledges that the Owner may incur damages if the Owner's operations on the Site are interrupted or impaired as a result of the Work.

- 4.9.3 The Builder shall afford the Owner's own forces and other consultants, trade contractors, subcontractors, and suppliers, access to the Site for performance of their activities, and shall connect and coordinate its construction and operations with theirs as required by the Construction Documents.

**4.10 Utilities**

The Builder shall be responsible for all costs associated with connections to, and consumption of, utilities required for temporary service and construction.

**ARTICLE 5 – BUILDER'S PERSONNEL, SUBCONTRACTORS, SUPPLIERS, AND SITE FACILITIES**

**5.1 Project Staffing**

The Builder shall staff the Project with qualified and designated individuals and entities responsible for its obligations and performance.

- 5.1.1 An authorized representative of the Builder shall be present at all times when Work is being performed.
- 5.1.2 The Builder shall employ persons skilled in the tasks assigned to them and shall contract with subcontractors and suppliers skilled in the tasks assigned to them and capable of working harmoniously with all trades, crafts and other individuals on the Project. The Builder shall use its best efforts to minimize the likelihood of any strike, work stoppage, or other labor disturbance.
- 5.1.3 Students, faculty, and staff shall not be harassed, disturbed, or in any way disrupted in their lawful pursuits. The Builder shall immediately remove from the Site, for the duration of the Project, any person making an inappropriate religious, racial, sexual or ethnic comment, statement or gesture toward any other individual. Sexual harassment shall be reported to the University's Title IX Coordinator and Deputy Title IX Coordinator for Students as prescribed elsewhere in the Contract for Construction.
- 5.1.4 The Builder shall immediately remove from the Site, for the duration of the Project, any person who is incompetent, careless, or not working in harmony.
- 5.1.5 The Builder shall be responsible to the Owner for the acts and omissions of Builder's agents and employees, consultants, subcontractors, and suppliers.
- 5.1.6 Employees of the Builder and its subcontractors shall be screened for – and banned from working on the Owner's property if found to have committed – certain crimes as described elsewhere in the Contract for Construction. The cost of such screening shall be included in the Construction Price.

**5.2 Subcontractor / Supplier Contracts**

The Builder shall enter into written contracts with its subcontractors and suppliers, and those written contracts shall be consistent with the Contract for Construction. It is the intent of the Owner and the Builder that the obligations of the Builder's subcontractors and

suppliers inure to the benefit of the Owner and the Builder, and that the Owner be a third-party beneficiary of the Builder's agreements with its subcontractors and suppliers.

- 5.2.1 The Builder shall make available to each subcontractor and supplier, prior to the execution of written contracts with any of them, a copy of the pertinent portions of the Contract for Construction, including those portions of the Construction Documents to which the subcontractor or supplier will be bound, and shall require that each subcontractor and supplier shall similarly make copies of applicable parts of such documents available to its respective subcontractors and suppliers.
- 5.2.2 The Builder shall include in its written contracts with subcontractors and suppliers a provision that includes the acknowledgment and agreement of the subcontractor or supplier that it has received and reviewed the applicable terms, conditions, and requirements of the Contract for Construction included by reference in its written contract with the Builder, and that it will abide by those terms, conditions, and requirements.
- 5.2.3 The Builder's written contracts with its subcontractors and suppliers shall preserve and protect the rights of the Owner and include the acknowledgment and agreement of each subcontractor or supplier that the Owner is a third-party beneficiary of the contract. The Builder's agreements with its subcontractors and suppliers shall require that in the event of default under, or termination of, the Contract for Construction, and upon request of the Owner, the Builder's subcontractors and suppliers will perform services for the Owner.
- 5.2.4 Without limitation of the foregoing subsections, the Builder's written contracts with its subcontractors and suppliers shall include the following provision: *"When the Builder receives payment from the Owner for labor, services, or materials furnished by subcontractors and suppliers hired by the Builder for the Project, the Builder shall remit payment due to those subcontractors and suppliers, less the value of any item contested in accordance with the Contract for Construction, within ten (10) days after the Builder's receipt of payment from the Owner. When the payment due the subcontractor is for final payment, including retainage, the subcontractor must include with the invoice for final payment, a conditional release of lien and all required warranties and closeout documentation. When the subcontractor receives payment from the Builder for labor, services, or materials furnished by the subcontractors and suppliers hired by the subcontractor, the subcontractor shall remit payment due to those subcontractors and suppliers, less the value of any item contested in accordance with the Contract for Construction, within ten (10) days after the subcontractor's receipt of payment."*

### **5.3 Resolution of Trade Disputes**

The Builder shall promptly resolve claims, complaints, labor disputes, and disputes over assignment of work tasks by and among its subcontractors and suppliers.

## **ARTICLE 6 – GOODS, PRODUCTS, AND MATERIALS**

### **6.1 Quality Of Materials**

The Builder shall furnish goods, products, materials, equipment, and systems that:

- (i) comply with the Contract for Construction;
- (ii) conform to applicable specifications, descriptions, instructions, drawings, data, and samples;
- (iii) are new (unless otherwise specified or permitted) and without apparent damage;
- (iv) are of quality, strength, durability, capacity, or appearance equal to or higher than that required by the Construction Documents;
- (v) are merchantable;
- (vi) are free from defects; and
- (vii) exceed and/or are in addition to those required by manufacturers' or suppliers' specifications where such additional items are required by the Construction Documents.

## **6.2 Installation And Use Of Materials**

All goods, products, materials, equipment, and systems shall, unless specifically stated otherwise, be furnished, used, installed, employed, and protected in strict compliance with the specifications, recommendations, and instructions of the manufacturer or supplier, unless such specifications, recommendations, or instructions deviate from accepted construction practices or the Construction Documents, in which case the Builder shall so inform the Owner and Professional and shall proceed as directed by that Professional, unless otherwise directed by the Owner. The Builder shall coordinate and interrelate all trade contracts and subcontracts to ensure compatibility of goods, products, materials, equipment, and systems – and validity of all warranties and guarantees – required by the Construction Documents for the Work.

## **6.3 Unsuitable Materials**

The Builder shall inform the Owner of goods, products, materials, and equipment or systems the Builder knows are unsuitable or unavailable at the time of bid submission. Claims relating to or arising out of claims that goods, products, materials, equipment, or systems are unsuitable or unavailable shall not be entertained by the Owner unless the Builder, subcontractor, or supplier notified the Owner in writing at the time of bid submission, along with proposed alternatives. Approval by the Owner and the Professional does not mean or imply final acceptance by the Owner and Professional if such items should be defective or not as previously represented. Should the Builder furnish any approved goods, products, materials, equipment, or systems different from or in addition to those required by the Construction Documents which require supplemental materials or installation procedures different from or in addition to those required for specified items, the Builder shall provide such at no increased cost to the Owner.

## **6.4 Substitutions**

There shall be no substitution of products, materials, or equipment unless approved by the Professional in advance of procuring such goods, except as expressly permitted by the Contract for Construction.

## **6.5 Construction Manager Responsibility**

If Builder is acting as a construction manager, Builder shall also inform the Owner and Professional during the various stages of design development if proposed materials or equipment do not conform with the Owner's construction budget, Owner's program and/or project requirements, or Owner's design and construction standards.

#### **6.6 Security For The Project**

The Builder shall provide security for the Project, including but not limited to security for Work in progress and for the goods, products, materials, equipment, systems, construction machinery, tools, devices, and other items required, used, or to be used for performing the Work.

### **ARTICLE 7 – DOCUMENTS AND INFORMATION**

#### **7.1 Information from Owner**

The Owner shall provide the Builder with information reasonably necessary to assist the Builder in performing its services including, if applicable and available:

- (i) the Site legal description and any required survey;
- (ii) all written and tangible material of which it informs Builder concerning conditions below ground at the Site;
- (iii) if the Project involves an existing structure, all as-built drawings, record drawings, plans, specifications, and structural information; and
- (iv) the Owner's pertinent Project dates and key milestone dates.

#### **7.2 Resolution of Questions**

The Builder shall resolve all questions concerning the Construction Documents with the Professional(s) who prepared the documents.

#### **7.3 Processing of Documents**

When requested to do so by the Owner, the Builder shall process documents and provide other reasonably required drawings, services, and certifications necessary to enable the Owner to (i) obtain permits or other approvals not otherwise required to be obtained by Builder and (ii) represent that the Work complies with the requirements of Authorities Having Jurisdiction.

#### **7.4 Sufficiency of Owner Information**

The furnishing of information by the Owner to the Builder shall not relieve the Builder of responsibilities contained elsewhere in the Contract for Construction to evaluate information and documents provided by the Owner. The Builder shall timely notify the Owner in writing of any additional information needed or services required from the Owner in order for the Builder to perform the Work.

## **ARTICLE 8 – SUBMITTALS**

### **8.1 Submittal Schedule**

The Builder shall timely prepare and transmit to the Professional a schedule for provision of all anticipated submittals and shop drawings. The schedule shall (i) include submittals required by the specifications; (ii) be in a format acceptable to the Professional; (iii) be coordinated with the Construction Schedule; and (iv) set forth specific dates for submission of the listed submittals.

### **8.2 Processing of Submittals**

The Builder shall in timely fashion review, approve or reject as necessary, and forward approved submittals to the Professional for review and approval along with such detail and information as the Professional requires. No part of the Work dealt with by a submittal shall be fabricated or performed until such approval has been given.

8.2.1 Submittals and shop drawings shall be provided in electronic format – searchable PDF for product data and other submittals; DWG, RVT, or other Navisworks-compatible software for shop drawings.

8.2.2 The Professional is responsible to the Owner, but not to the Builder, to verify that the submittals conform to the design concept and functional requirements of the plans and specifications, that the detailed design portrayed in shop drawings and proposed equipment and materials shown in submittals are of the quality specified and will function properly, and that the submittals comply with the Contract for Construction.

8.2.3 All Work shall be performed in accordance with approved submittals. Approval of submittals by the Professional shall not relieve the Builder from complying with the Contract for Construction, including all plans and specifications, addenda thereto, and approved Change Orders.

8.2.4 Re-submittals required to correct errors, omissions, or invalid substitutions by the Builder or its subcontractors shall not constitute an excusable or compensable delay.

### **8.3 Record Documents**

The Builder shall provide to Owner final and complete electronic copies of all submittals and shop drawings, updated and annotated as needed to illustrate the products, equipment, and materials actually installed.

## **ARTICLE 9 – BUILDER’S INSPECTION AND CORRECTION OF DEFECTIVE OR INCOMPLETE WORK**

### **9.1 Rejection and Correction of Work In Progress**

During the course of Project, the Builder shall inspect and promptly reject any Work that (i) does not conform to the Construction Documents or (ii) does not comply with any applicable law, statute, building code, rule, or regulation of any governmental, public, and quasi-public authorities or Authorities Having Jurisdiction.

- 9.1.1 The Builder shall promptly correct or require the correction of all rejected Work, whether observed before or after Substantial Completion and whether or not fabricated, installed, or completed. The Builder shall bear all costs of correcting such Work, including additional testing and inspections and compensation for all services and expenses necessitated by such correction.
- 9.1.2 The Builder shall bear the cost of correcting destroyed or damaged Work, whether completed or partially completed, of the Owner or other trade contractors or subcontractors caused by the Builder's correction or removal of rejected Work.

## **9.2 Covered or Concealed Work**

If a portion of the Work has been covered, the Builder shall, if notified to do so by the Owner or the Professional, uncover the designated portion for observation and then replace it.

- 9.2.1 If the designated portion of the Work was covered contrary to the request of the Owner or the Professional, or to requirements specifically expressed in the Construction Documents, the Builder shall receive no additional compensation for the costs of uncovering and replacement or modification of the Construction Schedule.
- 9.2.2 If the designated portion of the Work was covered prior to a specific request by the Owner or the Professional that it remain uncovered, the Builder shall receive additional compensation for the costs of uncovering and replacement or modification of the Construction Schedule(s) only if the designated portion of the Work was in conformance with the Construction Documents.

## **ARTICLE 10 – CHANGE ORDERS, CHANGES TO THE WORK, AND CHANGED CONDITIONS**

### **10.1 Change Order Proposals and Requests**

Builder may propose, and Owner or the Professional may request, changes to the Work, compensation, or applicable schedules.

- 10.1.1 With respect to Builder's proposals for changes, the Builder shall prepare and submit change order proposals to the Professional, together with appropriate back-up documentation.
- 10.1.2 With respect to Owner's and/or the Professional's requests for changes, the Builder shall promptly review and respond to such requests provided by the Owner or the Professional.
- 10.1.3 When requested to do so, the Builder shall prepare and submit to the Professional drawings, specifications, detailed cost estimates as prescribed below, or other data in support of a change order proposal or request.
- 10.1.4 Each Builder-submitted change order proposal shall include any and all time and monetary impacts of the change, whether the change order is considered alone or with all other changes during the course of the Project, together with substantiating back-up documentation.

## **10.2 Owner-Directed Changes**

The Owner may unilaterally direct the Builder to implement changes in the Work so long as the Work the Owner is requiring is not outside of the general scope of the Contract for Construction, and the Builder, upon written direction from the Owner, shall proceed with such change.

## **10.3 Professional-Directed Changes**

The Professional, without the Owner's prior approval, may authorize or direct the Builder to make minor changes in the Work that are consistent with the intent of the Construction Documents and which do not involve a change in Project cost, time for construction, scope, or approved design elements. Any such minor changes shall be implemented by written field order or supplemental instruction from the Professional and executed promptly by the Builder.

## **10.4 Administration of Changes**

The Professional will administer and manage all change orders and change order proposals or requests – including claims for additional compensation, time, or both – and will prepare required drawings, specifications, and other supporting data in connection therewith.

## **10.5 Compensation for Changes**

With respect to all change order proposals or requests involving credit to the Owner or additional compensation to the Builder, the Builder shall (i) obtain from subcontractors and suppliers the best possible price quotations; (ii) review such quotations to ascertain whether they are reasonable; (iii) prepare an itemized accounting together with appropriate supporting data, including reasonable expenditures by, and savings to, those performing the Work involved in the proposed change; and (iv) provide a reasonable and detailed price quotation to the Professional.

10.5.1 If Professional determines price quotations for change order proposals or requests are unreasonable, the Builder shall, in writing, justify said quotations or provide additional back-up documentation. If, after review of the additional information, the Professional determines the quotation is unreasonable, the Owner may require the subject Work be performed on a time and material basis.

10.5.2 The Builder and its subcontractors and suppliers shall be allowed no additional compensation for any costs, fees, or expenses incurred in performing services already required by the Contract for Construction, and shall not be entitled to additional reimbursement for home office, other non-jobsite or indirect overhead expenses, or tools necessary for construction.

10.5.3 It is the responsibility of the Builder to review and approve all pricing of additional work required of its subcontractors and suppliers.

## **10.6 Concealed and Unforeseen Conditions**

If (i) the Builder encounters concealed or unforeseen conditions of an unusual nature that affect performance of the Work; or (ii) the conditions vary from those indicated by the Construction Documents; and (iii) such conditions are not ordinarily found to exist or differ materially from those generally recognized as inherent in work of the character provided by the Builder, the Builder shall promptly, but in no event later than seven (7) calendar



days after first observance of the conditions, notify the Professional and the Owner before conditions are disturbed and give the Professional or the Owner opportunity to observe the condition in its undisturbed state.

10.6.1 Owner and Professional shall promptly investigate the conditions. If Owner and Professional determine, within their discretion, that the conditions (i) differ substantially from those indicated in the Construction Documents and (ii) cause a material increase or decrease in the Builder's cost of, or time required for, performance of the Work, then compensation and/or time for performance will be equitably adjusted.

10.6.2 All adjustments in compensation or extensions of time shall be by change order. Change order proposals or requests shall be submitted within fourteen (14) calendar days of the date of observation of the changed or unknown conditions.

10.6.3 The Builder's failure to notify the Professional and Owner as provided in this Article shall constitute a waiver of any claim arising out of or relating to such concealed or unknown condition.

## **10.7 Performance of Changes**

Upon Builder's receipt of an executed change order or approved change order proposal, changes in the Work shall be promptly performed. All changes in the Work shall be performed under applicable conditions of the Construction Documents.

## **10.8 Disputes Regarding Changes**

10.8.1 Regardless if there is a dispute (i) that a change has occurred; (ii) whether a change in the Work will result in adjustment of compensation or applicable schedules; or (iii) as to the amount of any adjustment of compensation or applicable schedules, the change shall be carried out if the Owner so directs. No claim shall be prejudiced by performance of the Work so long as the Owner is notified of the claim in writing prior to performance of the Work which is the subject of the dispute and the party disputing the decision of the Owner recites the reasons for its dispute in the written notice. Failure to notify the Owner in writing shall constitute a waiver of any claim resulting from the change.

10.8.2 In the event a change order proposal is approved by the Owner in the absence of an agreement as to cost, time, or both, the Professional will (i) receive and maintain all documentation pertaining thereto; (ii) examine such documentation on the Owner's behalf; (iii) take such other action as may be reasonably necessary or as the Owner may request; and (iv) make a written recommendation to the Owner concerning any appropriate adjustment in the Construction Price or time.

## **10.9 Necessity for Signature Approval**

No act, omission, or course of dealing shall alter the requirement that change orders shall be in writing and signed by the Owner, and that change orders are the exclusive method for effecting any adjustment to compensation or applicable schedules. The Builder understands and agrees, on behalf of itself and its subcontractors and suppliers, that neither compensation nor applicable schedules can be changed by implication, oral agreement, or unwritten change order.

## **ARTICLE 11 – OWNER’S CONSULTANT(S) AND CONSTRUCTION ADMINISTRATION**

### **11.1 Owner’s Designated Professional Representative**

Unless otherwise directed by the Owner, the Professional shall act as the Owner’s agent for design-related issues, interpretation of the Construction Documents, and other matters described in these General Terms & Conditions.

11.1.1 The Professional will be the Owner's design representative during performance of the Work and will consult with and advise the Owner on all design and technical matters.

11.1.2 The Professional will act as initial interpreter of the requirements of the Contract for Construction and as the Owner’s advisor on claims.

### **11.2 Professional Site Visits**

The Professional will visit the Site with sufficient frequency for familiarization with the progress and quality of the Work and to inspect the Work to determine compliance of the Work with (i) the Contract for Construction; (ii) approved shop drawings and other submittals; (iii) the Construction Schedule; and (iv) applicable laws, statutes, building codes, rules, or regulations of all governmental, public, and quasi-public authorities or Authorities Having Jurisdiction.

### **11.3 Professional Rejection of Work**

The Professional may disapprove or reject Work which does not comply with (i) the Contract for Construction; (ii) approved shop drawings and other submittals; or (iii) applicable laws, statutes, building codes, rules, or regulations of any governmental, public, and quasi-public authorities and Authorities Having Jurisdiction.

### **11.4 Professional Evaluations**

11.4.1 The Professional will review and evaluate the results of all inspections, tests, and written reports required by the Contract for Construction and by any governmental entity having or asserting jurisdiction over the Project. The Professional will take appropriate action, if necessary, arising from such evaluations, including acceptance, rejection, requiring additional testing or corrective work, or such other action deemed appropriate by the Professional. The Professional will promptly reject Work which does not conform to and comply with testing requirements.

11.4.2 The Professional may require inspection or testing of any Work in addition to that required by the Contract for Construction or governmental entities having or asserting jurisdiction over the Project when such additional inspections and testing is necessary or advisable, whether or not such Work is then fabricated, installed, or completed. The Professional will take appropriate action on all such special testing and inspection reports, including acceptance, rejection, requiring additional testing or corrective work, or such other action deemed appropriate by the Professional.

### **11.5 Professional Submittal Activities**

The Professional will review and approve, reject, or take other appropriate action on submittals such as shop drawings, product data, samples, proposed equal materials or

equipment, and requested substitutions not more than fourteen (14) calendar days after receipt, and will not approve any submittals unless such submittals conform to the Construction Documents. The Professional's review of submittals shall not constitute final acceptance of materials or equipment furnished or installed if such materials or equipment prove to be defective or not as represented by approved submittals or as otherwise required by the Construction Documents. The Builder remains responsible for details and accuracy, for confirming and correlating all quantities and dimensions, for selecting fabrication processes, for techniques of assembly, and for performance of the Work.

#### **11.6 Professional Interpretations**

The Professional will, when requested to do so in writing by the Builder, promptly and so as to cause no unnecessary delay, render written or graphic interpretations and decisions necessary for the proper execution of the Work. The Professional's interpretations and decisions relating to aesthetic or artistic effect shall be final if not inconsistent with the Contract for Construction.

#### **11.7 Professional Pay Application Activities**

The Professional will review applications for payment, including such accompanying data, information, and schedules as the Professional requires, to verify the amounts due to the Builder and shall authorize payment by the Owner to the Builder in writing. After the Work is determined to be Finally Complete by the Professional, the Professional will certify to the Owner in writing that the Builder is entitled to final payment and submit the pay application to the Owner for final approval.

#### **11.8 Professional Relationship to Builder**

The duties, obligations, and responsibilities of the Builder under the Contract for Construction shall not be changed, abridged, altered, discharged, released, or satisfied by any duty, obligation, or responsibility of any Professional. The Builder shall not be a third-party beneficiary of any agreement by and between the Owner and any Professional. The duties of the Builder to the Owner shall be independent of, and shall not be diminished by, any duties or obligations of any Professional to the Owner.

#### **11.9 Commissioning Consultant**

The Owner may also employ an independent Commissioning consultant to verify performance and/or quality of certain building systems or components. The Builder shall coordinate the Work and its schedule and activities with the Commissioning consultant and shall act upon the observations and recommendations of same, provided such action does not conflict with the Contract for Construction or specific direction by the Owner or the Professional.

The Builder shall perform functional performance testing of items being commissioned under the supervision of the Owner's Commissioning consultant.

### **ARTICLE 12 – SUBSTANTIAL AND FINAL COMPLETION**

#### **12.1 Substantial Completion**

12.1.1 When the Builder believes that the Work is Substantially Complete, it shall notify the Owner and the Professional that the Work is ready for a Substantial Completion inspection. The Builder shall endeavor to give the Owner and the

Professional notice two (2) weeks prior to the predicted Substantial Completion inspection date(s).

- 12.1.2 Upon receipt of notification from the Builder, the Professional will coordinate with the Owner and the Builder date(s) for inspection(s) of the Work to determine whether the Work is Substantially Complete.
- 12.1.3 Prior to such inspections, the Builder shall develop a comprehensive list of known discrepancies, deficiencies, or incomplete Work (i.e., the “punchlist”).
- 12.1.4 At inspection(s) to determine whether the Work is Substantially Complete, the Professional, the Commissioning consultant(s), the Owner, and other governing or concerned entities will:
  - (i) inspect the Work;
  - (ii) create or append punchlists;
  - (iii) review the overall status of the Work and any outstanding or deficient issues; and
  - (iv) determine whether Substantial Completion of the Work has occurred.
- 12.1.5 If the Work is determined not to be Substantially Complete, the Work shall be prosecuted until the Work is Substantially Complete and the inspection process shall be repeated at no additional cost to the Owner until the Work is determined to be Substantially Complete. Builder will be responsible for costs of the Owner’s consultants associated with premature or failed inspections.
- 12.1.6 On or prior to the required date of Substantial Completion, the Builder shall deliver to Owner reports, extra materials, and other necessary documents and items for the Owner’s occupancy and use of the Work for its intended purpose. These documents and items are enumerated on the Owner’s website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)). The Professional will review such documentation and items, and will inform the Owner and the Builder of any deficiencies.
- 12.1.7 When the Owner, the Builder, and the Professional agree that the Work has passed Substantial Completion inspection(s) and the Builder has produced the required Substantial Completion documentation and items, they shall each sign the Owner’s standard Certificate of Substantial Completion form, declaring the Work Substantially Complete and establishing the actual date of Substantial Completion. The Certificate of Substantial Completion shall also be accompanied by a final, consolidated punchlist.
- 12.1.8 If the Work is commissioned through the services of a Commissioning consultant, such Commissioning – including functional performance tests – shall be completed as a pre-requisite to the Work being declared Substantially Complete, provided Builder shall not be responsible for delays in Commissioning not the fault of Builder.

- 12.1.9 The Builder shall provide the Owner with operation and maintenance documents not less than forty-five (45) calendar days prior to the required date of Substantial Completion to allow adequate time for review, correction, and training of the Owner's personnel prior to Commissioning and the Owner's occupancy of the Project.
- 12.1.10 The Builder shall meet with the Owner's personnel prior to the required date of Substantial Completion to familiarize and train them with respect to maintenance and use of the Project. All training sessions shall be recorded (audio and visual), with copies provided to the Owner.
- 12.1.11 The date of Substantial Completion shall fix the commencement date of warranties and guaranties and allocate between the Owner and the Builder responsibility for security, utilities, damage to the Work, and insurance.

## **12.2 Final Completion**

- 12.2.1 When the Builder believes the Work has achieved Final Completion (including correction of all punchlist items), the Builder shall notify the Owner and the Professional that the Work is ready for Final Completion inspection.
- 12.2.2 Upon receipt of such notification from the Builder, the Professional will coordinate with the Owner and the Builder a date for inspection of the Work to determine whether the Work has achieved Final Completion.
- 12.2.3 At the Final Completion inspection, the Owner and the Professional will:
- (i) inspect the Work;
  - (ii) determine whether all punchlist items have been satisfactorily completed and corrected;
  - (iii) determine whether the Work complies with (a) the Contract for Construction; (b) applicable laws, statutes, building codes, rules, or regulations of all governmental, public, and quasi-public authorities or Authorities Having Jurisdiction; and (c) applicable installation and workmanship standards;
  - (iv) determine whether required inspections and approvals by the official(s) having or asserting jurisdiction over the Project (including, but not limited to, the AHJ) have been satisfactorily completed; and
  - (v) confirm receipt of the deliverables listed below.
- 12.2.4 If Final Completion has not been achieved, the Builder shall continue to prosecute the Work, and the inspection process shall be repeated at no additional cost to the Owner, until Final Completion is achieved.
- 12.2.5 On or prior to the date of Final Completion, the Builder shall deliver to the Owner the following documentation and items:

- (i) Certificate of Final Completion – executed on Owner’s standard form;
- (ii) all operation and maintenance manuals not previously produced;
- (iii) one (1) set of as-built plans and specifications;
- (iv) record copies of BIM files as required by the project-specific BIM Execution Plan, if applicable;
- (v) certification and affidavit that all insurance required of the Builder beyond final payment, if any, is in effect and will not be canceled or allowed to expire without notice to the Owner;
- (vi) written consent of the surety(ies), if any, to final payment;
- (vii) full, final, and unconditional waivers of mechanics or construction liens, from each contractor, subcontractor, supplier, or other person or entity who has or might have a claim;
- (viii) full, final, and unconditional certification and affidavit that all of the Builder’s obligations to contractors, subcontractors, suppliers, and other third parties for payment for labor, materials or equipment related to the Project have been paid or otherwise satisfied;
- (ix) all written warranties and guarantees relating to the labor, goods, products, materials, equipment, and systems incorporated into the Work, endorsed, countersigned, and assigned as necessary;
- (x) affidavits, releases, bonds, waivers, permits, and other documents necessary for final close-out of Work;
- (xi) a list of any item(s) due but unable to be delivered and the reason for non-delivery; and
- (xii) any other documents reasonably and customarily required or expressly required herein for full and final close-out of the Work, including those items enumerated on the Owner’s website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)).

12.2.6 The Professional will review and determine the sufficiency of all such documentation and items and will immediately inform Owner and the Builder of any deficiencies and omissions.

## **ARTICLE 13 – BUILDER’S WARRANTIES AND GUARANTEES**

### **13.1 One-Year Warranty**

In addition to the warranties and guarantees set forth elsewhere in the Contract for Construction, the Builder, upon request by the Owner or the Professional, shall promptly correct all failures or defects in the Work for a period of one year after the actual date of Substantial Completion, or the date of acceptance by the Owner, whichever is later.

13.1.1 The Builder shall schedule, coordinate, and participate in a walk-through inspection of the Work one month prior to the expiration of the one-year correction period, and shall notify the Owner, the Professional, and any necessary subcontractors and suppliers of the date of, and request their participation in, the walk-through inspection. The purpose of the walk-through inspection is to determine if there are defects or failures requiring correction.

13.1.2 Should the Builder fail to promptly correct any failure or defect, the Owner may take whatever actions it deems necessary to remedy the failure or defect and the Builder shall promptly reimburse the Owner for any expenses or damages it incurs as a result of the Builder's failure to correct the failure or defect.

### **13.2 Post-Completion Commissioning Activities**

The Builder and its subcontractors shall participate in Commissioning activities following Substantial Completion as prescribed in the Construction Documents, the purpose of which is to confirm and optimize performance of the commissioned systems. Such participation may include the need for the Builder to perform corrective work if deficiencies in the Work are revealed.

### **13.3 Express Warranties and Guarantees – Builder**

In addition to the warranties and guarantees set forth elsewhere herein, the Builder expressly warrants and guarantees to the Owner:

- (i) that the Work will comply with the Construction Documents and all applicable laws, statutes, building codes, rules, and regulations of all governmental, public, and quasi-public authorities or Authorities Having Jurisdiction;
- (ii) that all goods, products, materials, equipment, and systems incorporated into the Work will conform to applicable specifications, descriptions, instructions, drawings, data, and samples;
- (iii) that all goods, products, materials, equipment, and systems incorporated into the Work will be new (unless otherwise specified or permitted) and without apparent damage or defect; of quality equal to or higher than that required by the Construction Documents; and merchantable; and
- (iii) that all management, supervision, labor, and services required for the Work will comply with the Contract for Construction and will be performed in a workmanlike manner.

### **13.4 Express Warranties and Guarantees – Subcontractors and Suppliers**

The Builder shall require that all of its subcontractors and suppliers provide written warranties, guarantees, and other undertakings to the Owner and the Builder in a form identical to the warranties, guarantees, and other undertakings set forth in the Contract for Construction, including the warranties, guarantees, and undertakings set forth in this Article, which warranties, guarantees, and undertakings shall run to the benefit of the Owner as well as the Builder.

### **13.5 Non-Exclusivity and Survival**

The warranties and guarantees set forth in this Article shall be in addition to all other warranties – express, implied, or statutory – and shall survive the Owner's payment,

acceptance, inspection of or failure to inspect the Work, and review of the Construction Documents.

**13.6 Non-Limitation**

Nothing contained in Paragraph 13.1 shall be construed to establish a period of limitation with respect to the Builder's obligations under the Contract for Construction. Paragraph 13.1 relates only to the Builder's specific obligations with respect to the Work, and has no relationship to the time within which the Builder's contractual obligations under the Contract for Construction may be enforced, nor to the time within which proceedings may be commenced to establish the Builder's liability with respect to any contractual obligations pursuant to Paragraph 13.1 or contained elsewhere herein.

**13.7 Commencement of Obligations**

Unless otherwise specified, all of the Builder's warranty and guaranty obligations, including the time period(s) for all written warranties and guarantees of specifically designated equipment required by the Construction Documents, shall begin on the actual date of Substantial Completion or the date of acceptance by the Owner, whichever is later.

**ARTICLE 14 – OWNER'S DUTIES, OBLIGATIONS, AND RESPONSIBILITIES**

**14.1 Timely Compensation of Builder**

The Owner shall, in a timely manner, compensate the Builder in accordance with the Contract for Construction.

**14.2 Owner Review of Documents**

The Owner shall review documents prepared by the Builder in a timely manner and in accordance with schedule requirements. Review by the Owner shall be solely for the purpose of determining whether such documents are generally consistent with the Owner's intent. No review of such documents shall relieve the Builder of any of its responsibilities. In addition, the Owner's review of documents for purposes of issuing a building permit shall not relieve the Builder of any of its responsibilities.

**14.3 Status of Owner**

The Owner shall not have control of, or responsibility for, construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Work, nor shall the Builder, for any of the foregoing purposes, be deemed the agent of the Owner.

**ARTICLE 15 – BUILDER'S COMPENSATION**

**15.1 Schedule of Values**

15.1.1 Prior to submitting its first application for payment for the Work, the Builder shall prepare and present to the Owner and Professional for approval a schedule of values (SOV) using the Owner's form.

15.1.2 For construction management projects, this SOV shall be based on the draft schedule of values submitted with the GMP proposal, adjusted to account for the final subcontract award amounts.



15.1.3 Allowances for un-awarded trade subcontracts may be included in the SOV.

15.1.4 The Builder shall not imbalance or artificially inflate any element in the SOV.

15.1.5 Upon the Owner's acceptance, the SOV shall be used to process and pay the Builder's payment requests.

15.1.6 The Builder shall comply with the Trench Safety Act (Chapter 553, Part VI, Florida Statutes), which requires that builders delineate in their Schedules of Values the cost of compliance with applicable trench safety standards.

## **15.2 Unit Prices**

If any portion of the Construction Price is determined by the application of unit prices, the number of units contained in the Schedule of Values is an estimate only, and compensation to the Builder shall be determined by the actual number of units incorporated in, or required by, the Work.

## **15.3 Invoicing Procedures**

In accordance with the procedures and requirements set forth in the Owner's policies, the Builder shall invoice the Owner and the Owner shall pay the Builder the amount due subject to the following and the Contract for Construction.

15.3.1 The Builder shall submit invoices to the Professional requesting payment for labor and services rendered during the preceding thirty calendar days. Each invoice shall contain such detail and be backed up with whatever supporting information the Owner or the Professional requests and shall at a minimum state:

- (i) the total original Construction Price and total current Construction Price;
- (ii) the amount due for properly provided labor, materials, and equipment properly incorporated into the Project; and with respect to amounts invoiced for materials or equipment necessary for the Project and properly stored at the Site (or elsewhere if offsite storage is approved in writing by the Owner), be accompanied by written proof that the Owner has title to such materials or equipment and that such material and equipment is fully insured against loss or damage;
- (iii) a breakdown of the various phases, bid packages, or parts of the Work as related to the Construction Price in accordance with standard Construction Specifications Institute (CSI) format;
- (iv) the value of the various phases, bid packages, or parts of the Work actually performed;
- (v) previously invoiced amounts and credit payments made;
- (vi) the total amount due, less any agreed retainage; and
- (vii) a summary of change orders to date.

Applications for payment shall also include such lien waivers and other documentation verifying the Builder's payment to subcontractors and suppliers as the Owner or Professional may request.

15.3.2 Goods and materials procured through the Owner Direct Purchase process shall be invoiced separately in accordance with Owner's policies.

#### **15.4 Payment Procedures**

15.4.1 Within seven (7) days of receipt, the Professional will review the Builder's applications for payment, including such accompanying data, information, and schedules as the Professional requires, to determine the amounts due to the Builder and, based upon such review, together with its inspections of the Work, shall authorize payment by the Owner to the Builder in writing. Such authorization will constitute the Professional's certification to the Owner that:

- (i) the Work described in the Builder's invoice has progressed to the level indicated and has been performed in accordance with the Contract for Construction;
- (ii) all necessary and appropriate lien waivers have been submitted;
- (iii) the "as-built" record documents are current and up-to-date; and
- (iii) the amount requested is currently due and owing to the Builder.

15.4.2 In the case of unit price work, the Professional's recommendations for payment will constitute a final determination of quantities and classifications of such work.

#### **15.5 Owner's Right to Refuse Payment**

The Professional's approval of the Builder's invoice shall not preclude the Owner from exercising any of its remedies under the Contract for Construction. In the event of a dispute, payment shall be made within the timeframe(s) prescribed herein for amounts not in dispute, subject to any exceptions claimed by the Owner. The Owner shall have the right to refuse to make payment and, if necessary, may demand the return of all or a portion of the amount previously paid to the Builder due to:

- (i) the Builder's failure to perform the Work in compliance with the requirements of the Contract for Construction or any other agreement between the parties;
- (ii) the Builder's failure to correctly and accurately represent the Work performed in a payment request, or otherwise;
- (iii) the Builder's performance of the Work at a rate or in a manner that, in the Owner's opinion, is likely to result in the Project or any portion of the Project being inexcusably delayed;
- (iv) the Builder's failure to use funds previously paid the Builder by the Owner to pay the Builder's Project-related obligations including, but not limited to, the Builder's subcontractors, materialmen, and suppliers;

- (v) claims made, or likely to be made, against the Owner;
- (vi) loss caused by the Builder or the Builder's subcontractors or suppliers; or
- (vii) the Builder's failure or refusal to perform any of its obligations to the Owner.

#### **15.6 Builder's Right to Refuse Performance for Non-Payment**

If – within twenty (20) calendar days of Owner's receipt of the Builder's application for payment properly prepared in accordance with Owner's policies and approved and executed by the Professional – the Owner, without cause or basis hereunder, fails to pay the Builder any amounts then due and payable to the Builder, the Builder shall have the right, in addition to all other rights and remedies contained herein, to cease performance of the Work until receipt of proper payment after first providing fourteen (14) calendar days written notice to the Owner of its intent to cease work.

#### **15.7 Correction of Past Payments**

All prior payments, whether based on estimates or otherwise, may be corrected and adjusted in any subsequent payment and shall be corrected and adjusted in the final payment. In the event that any invoice contains a defect or impropriety which would prevent payment by the date due, the Owner shall notify the Builder in writing of such defect or impropriety. Any disputed amounts determined by the Owner to be payable to the Builder shall be due thirty (30) calendar days from the date the dispute is resolved.

#### **15.8 Invoice Warranties and Guarantees**

The Builder expressly warrants and guarantees to the Owner that:

- (i) title to all goods, products, materials, equipment, and systems covered by an invoice will pass to the Owner either by incorporation into the Work, or upon receipt of payment by the Builder, whichever occurs first;
- (ii) all goods, products, materials, equipment, and systems covered by an invoice are free and clear of liens, claims, security interests, or encumbrances; and
- (iii) no goods, products, materials, equipment, or systems covered by an invoice have been acquired by the Builder or its subcontractors or suppliers, subject to an agreement under which an interest therein or an encumbrance thereon is retained by the seller or otherwise imposed by the Builder or its subcontractors or suppliers.

#### **15.9 Builder's Signature**

The signature of the Builder on any invoice constitutes the Builder's certification to the Owner that (i) the Builder's services listed in the invoice have progressed to the level indicated and have been performed as required by the Contract for Construction; (ii) the Builder has paid its subcontractors and suppliers their proportional share of all previous payments received from the Owner; (iii) the amount requested is currently due and owing; and (iv) all subcontractors performing the Work for which payment is made hold all necessary State of Florida licenses.

#### **15.10 Taxes and Owner Direct Purchase Program**

15.10.1 The Builder shall incorporate into the Construction Price, and pay, all sales, consumer, use, and similar taxes for goods, products, materials, equipment, and

systems incorporated into the Work that were legally required at the time of execution of the Contract for Construction, whether or not yet effective or merely scheduled to go into effect.

15.10.2 For construction management projects, the Owner may elect to implement a direct purchase program, whereby eligible materials or equipment included in a subcontractor's bid are purchased by the Owner directly from the supplier in order to achieve sales tax savings.

15.10.3 Such direct purchases shall not relieve the Builder and/or its subcontractors of their responsibility to ensure the materials and equipment meet the specifications and requirements of the Contract for Construction.

15.10.4 When Builder's Risk insurance is furnished by the Builder (see Article 19), such insurance shall name the Owner as the insured or an additional insured and shall include coverage of such materials in transit or stored offsite. Builder shall in any case be responsible for safeguarding such materials on the project Site on the Owner's behalf.

15.10.5 The Owner's written policy on direct purchases shall govern. See [www.facilities.ufl.edu](http://www.facilities.ufl.edu).

#### **15.11 Compensation of Builder's Subcontractors and Suppliers**

15.11.1 Not less than forty-five (45) days after satisfactory completion of their portion of the Work, subcontractors may invoice Builder for remaining unpaid Work, including the full value of the retainage related to such Work less the value of any contested item(s), and provided each such subcontractor has provided Builder with all required close-out documentation. Builder shall include subcontractor pay requests in the Builder's application for payment. No later than ten days (10) after receipt of payment from the Owner, the Builder shall pay each of its subcontractors and suppliers out of the amount received by the Builder on account of such subcontractor's or supplier's portion of the Work, the amount to which each entity is entitled, reflecting percentages actually retained from payments to the Builder on account of such entity's portion of the Work, if any.

15.11.2 The Owner shall have no obligation to pay, and shall not be responsible for payments to, the Builder's subcontractors or suppliers. However, the Owner reserves the right, but has no duty, to make payment jointly to the Builder and to any of its subcontractors or suppliers in the event that the Owner becomes aware that the Builder fails to pay or unreasonably withholds payment from one or more of those entities. Such joint check procedure, if employed by the Owner, shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit the Owner to repeat the procedure in the future.

#### **15.12 Retainage**

Subject to other provisions herein, and pursuant to Section 255.078, Florida Statutes, Owner will withhold and release retainage from each payment to Builder in accordance with the following:

- 15.12.1 Owner will withhold as retainage from each progress payment made to the Builder an amount equal to ten percent (10%) of the payment until the Work is fifty percent (50%) complete.
- 15.12.2 After the Work is fifty percent (50%) complete, Owner shall reduce the amount of retainage withheld from each subsequent progress payment made to the Builder to five percent (5%) of the amount of the payment.
- 15.12.3 After the Work is fifty percent (50%) complete, the Builder may present to the Owner a payment request for up to one-half of the retainage held by Owner, and Owner shall make payment to the Builder unless the Owner has grounds for withholding the payment of retainage (e.g., all or a portion of the retainage is the subject of a good faith dispute or a claim brought by Owner).
- 15.12.4 After the Work is fifty percent (50%) complete, the Builder may elect to withhold retainage from payments to its subcontractors at a rate higher than five percent (5%). The specific amount to be withheld must be determined on a case-by-case basis and must be based on the Builder's assessment of the subcontractor's past performance, the likelihood that such performance will continue, and the Builder's ability to rely on other safeguards. The Builder shall notify the subcontractor, in writing, of its determination to withhold more than five percent (5%) of the progress payment and the reasons for making that determination, and the Builder may not request the release of such retained funds from the Owner.

### **15.13 Final Payment**

Prior to being entitled to receive final payment, and as a condition precedent thereto, the Builder must achieve Final Completion. The Owner shall, subject to its rights set forth above in this Article, make final payment of all sums due the Builder within twenty (20) calendar days of Owner's receipt of the Builder's application properly prepared in accordance with Owner's policies and approved and executed by the Professional.

## **ARTICLE 16 – SCHEDULE REQUIREMENTS**

### **16.1 Construction Schedule**

The Construction Schedule shall include all pertinent dates and periods for timely completion of the Work.

- 16.1.1 Unless otherwise directed and approved by the Owner, the Builder shall – within fourteen (14) calendar days of the "Notice To Proceed" – prepare a critical path method schedule with separate divisions for each major portion of the Work or operations. The Construction Schedule shall include and properly coordinate dates for performance of all divisions of the Work, including completion of offsite requirements and tasks, so that the Work can be completed in a timely and orderly fashion consistent with the required dates of Substantial Completion and Final Completion. When preparing the schedule, Builder shall consider and account for Owner's operational needs on the Site and adjacent thereto, particularly with regard to utility interruptions and access restrictions.
- 16.1.2 The Construction Schedule shall depict all activities necessary for, or incidental to, performance of the Work, showing the logic (sequence, dependency), duration,

and “float” of each activity, with the critical path highlighted and shall include (i) the required dates of commencement, Substantial Completion, and Final Completion; (ii) any guideline and milestone dates required by the Owner; (iii) any applicable subcontractor and supplier sub-schedules; (iv) coordination with the submittal schedule which allows sufficient time for review of documents and submittals; (v) allowances for procurement, fabrication, and delivery of materials, especially “long lead” items; (vi) the complete sequence of construction by activity, with dates for beginning and completion of each element of construction; (vii) the time required for testing, inspections, and Commissioning, if applicable; (viii) time for schedule constraints, such as holidays and events on Owner’s property and adverse weather conditions which are normal and may be reasonably anticipated; and (ix) required decision dates.

16.1.3 By reviewing the Construction Schedule, the Owner and Professional do not assume any of the Builder’s responsibility (i) that the Construction Schedule be coordinated or complete; or (ii) for timely and orderly completion by the required dates of Substantial Completion, Final Completion, or any milestone dates required by the Owner.

16.1.4 The Builder shall periodically and in all instances when the Builder anticipates that performance of the Work will be delayed or in fact has been delayed, but not less frequently than monthly, prepare a revised Construction Schedule and show actual progress of the Work through the revision date, projected completion of each remaining activity, activities modified since previous submittal, major changes in scope, and other identifiable changes. The updated Construction Schedule shall be accompanied by a narrative report which (i) states and explains any modifications of the critical path schedule, including any changes in logic; (ii) defines problem areas and lists areas of anticipated delays; (iii) explains the anticipated impact the problems and delays will have on the schedule and scheduled activities; (iv) reports corrective action taken or proposed; and (v) states how problems anticipated by projections shown on the schedule will be resolved to avoid delay in delivering the Work by the required dates of Substantial Completion and Final Completion, and other milestone dates required by the Owner, if any.

## **16.2 Delay in Performance**

If at any time the Builder anticipates that performance of the Work will be delayed or in fact has been delayed, the Builder shall (i) immediately notify the Owner and Professional of the probable cause of and effect from the delay, and possible alternatives to minimize the delay; and (ii) take all corrective actions reasonably necessary to deliver the Work by the required dates of Substantial Completion and Final Completion, and other milestone dates required by the Owner, if any.

## **16.3 Early Completion**

The Builder may attempt to achieve Substantial Completion before the required date of Substantial Completion. However, such planned early completion shall be for the Builder’s sole convenience and shall not create any additional Builder rights or Owner obligations under the Contract for Construction, nor shall it change the required dates of Substantial Completion or Final Completion. The Owner shall not pay the Builder any additional compensation for achievement of Substantial Completion or Final Completion prior to the required dates nor will the Owner owe the Builder any compensation should the Owner

cause the Builder not to achieve Substantial Completion earlier than the required date of Substantial Completion or Final Completion earlier than the required date of Final Completion.

#### **16.4 Document Review**

The Builder shall provide documents to the Owner and Professional(s) for review in accordance with schedule requirements and with sufficient lead time to allow the Owner and Professional reasonable time for review.

### **ARTICLE 17 – TIME OF PERFORMANCE**

#### **17.1 Time of the Essence**

The parties hereto mutually understand and agree that time is of the essence in the performance of the Contract for Construction and that the Owner will incur damages if the Work is not completed on time. The Builder shall at all times carry out its duties and responsibilities as expeditiously as possible and shall begin, perform, and complete its services so that (i) the Work progresses in accordance with the Construction Schedule; (ii) the Work is Substantially Completed by the required date of Substantial Completion; and (iii) the Work is Finally Complete by the date of Final Completion.

#### **17.2 Modifications of Time for Performance**

The Builder may submit delay claims or otherwise propose modifications to the dates for Substantial Completion, Final Completion, or other milestones required by the Owner, if any. However, such claims shall be submitted in writing and supported by evidence that the delay was excusable, critical, and, if applicable, compensable. The Builder shall determine and promptly notify the Owner and the Professional in writing when it believes such adjustments are necessary, but no such adjustments shall be effective unless approved in writing by the Owner and Professional.

17.2.1 Extensions of time will be granted only to the extent that equitable time adjustments for the impacted activity or activities exceed the total float along the network paths involved. Such claims shall include an estimate of cost, if any, and substantiate the projected impact on the overall critical path schedule of the Project. In the case of a continuing delay, only one claim is necessary.

17.2.2 Modification(s) of the required dates of Substantial Completion or Final Completion shall be accomplished only by duly authorized and accepted change order stating the new date(s) with specificity and reciting that all references in the Contract for Construction to the required dates of Substantial Completion or Final Completion shall thereafter refer to the date(s) as modified, and all rights and obligations, including the Builder's liability for actual damages, delay damages and liquidated damages, shall be determined in relation to the date(s) as modified.

17.2.3 If adverse weather conditions are the basis for a delay claim, the claim shall be documented by data substantiating that: the weather conditions were abnormal for the given location and period of time; the weather conditions could not have been reasonably anticipated; and that the weather conditions had an adverse effect on the overall critical path of the schedule. Delays caused by adverse weather conditions are not compensable.

### **17.3 Compensable Delay**

If the Builder is delayed at any time in the progress or performance of the Work by (i) acts or omissions of the Owner or Professional; (ii) major changes ordered by the Owner in the scope of Work; or (iii) any other cause which the Owner determines may justify the compensation of the Builder for the delay, the Builder's compensation shall be equitably adjusted to cover the Builder's actual and direct increased costs attributable to such delay.

### **17.4 Excusable Delay**

If the Builder is delayed at any time in the progress or performance of the Work by (i) acts or omissions of the Owner or Professional; (ii) major changes ordered by the Owner in the scope of Work; (iii) fire; (iv) unusual delays in transportation; (v) adverse abnormal weather conditions that Builder could not have reasonably anticipated; (vi) unavoidable casualties; (vii) causes beyond the Builder's control which the Owner agrees in writing are justifiable; or (viii) any other cause that the Owner determines may justify the delay, Owner may extend the time for performance to allow for a demonstrated increase in overall construction duration, which may or may not be equal to the length of such delay, but only if (a) such delay is not concurrent with other, inexcusable delay(s); (b) such delay impacts the critical path; (c) such delay is not in any way caused by default or collusion on the part of the Builder or by any cause which the Builder could reasonably control or circumvent; (d) the Builder would have otherwise been able to timely perform all of its obligations under the Contract for Construction but for such delay; and (e) immediately but not later than fourteen (14) calendar days after the beginning of any such delay the Builder gives notice of its delay claim to the Owner. Such delay claims shall be submitted as a change order proposal. All such claims will be reviewed by the Professional within seven (7) days of submission. Delay caused by labor disputes, picketing, employee boycotts, or the like which directly or indirectly involves employees of the Builder or its subcontractors and suppliers is not the responsibility of the Owner and will result in time extensions only if agreed to in writing by the Owner at the time such events arise.

### **17.5 Critical Delay**

Additional work, unforeseen conditions, and other factors may result in one or more schedule activities being delayed. If, however, the critical path is not impacted and the overall construction duration and completion date(s) remain the same, the delay is not critical.

## **ARTICLE 18 – PROPRIETARY DOCUMENTS AND CONFIDENTIALITY**

### **18.1 Nature and Use of Information**

All information, documents, and electronic media furnished by the Owner to the Builder (i) belong to the Owner; (ii) are proprietary and confidential; (iii) are furnished solely for use on the Owner's Project; (iv), shall be kept confidential by the Builder; and (v) shall not be used by the Builder on any other project or in connection with any other person or entity, unless disclosure or use thereof in connection with any matter other than services rendered to the Owner hereunder is specifically authorized in writing by the Owner in advance or is required by law. The Owner hereby grants to the Builder a limited license to use and reproduce applicable portions of the Construction Documents necessary for execution of the Work. All copies made under this license shall bear the statutory copyright notice, if any, shown on the documents.

### **18.2 Ownership of Information**



All information, documents, and electronic media prepared by or on behalf of the Builder for the Project are the sole property of the Owner, free of any retention rights of the Builder. The Builder hereby grants to the Owner an unconditional right to use, for any purpose whatsoever, any information, documents or electronic media prepared by or on behalf of the Builder for the Project, free of any copyright claims, trade secrets, or other proprietary rights with respect to such documents.

### **18.3 Disclosure of Information**

The Builder shall not disclose any information it receives from the Owner to any other person or entity except to the extent necessary to allow it to perform its duties under the Contract for Construction or as required by law.

### **18.4 Instructions to Employees**

Because it is difficult to separate proprietary and confidential information from that which is not, the Builder shall instruct its employees and agents to regard all information not in the public domain as information that is proprietary and confidential.

### **18.5 Non-Publication**

Submission or distribution of documents to meet official regulatory requirements or for other required purposes in connection with the Project is not to be construed as publication in derogation of the Owner's common law copyrights or other reserved rights.

## **ARTICLE 19 – INSURANCE REQUIREMENTS**

### **19.1 Basic Insurance Requirements**

The Builder shall obtain and maintain the policies of insurance set forth in this Article with a company or companies lawfully authorized to do business in Florida, and with an A.M. Best Rating of no less than A, XV. All insurance policies shall be issued and countersigned by duly authorized representatives of such companies and shall be written on ISO standard forms or their equivalents. The insurance policies shall require that the insurer shall provide at least thirty (30) days written notice to Owner if a policy is to be canceled or the coverage thereunder reduced before the expiration date thereof and Builder shall provide Owner with a copy of an endorsement to the policy evidencing the same. The insurance required hereunder shall be carried by Builder at least until the Project has achieved Final Completion and has been accepted by Owner. At the Owner's sole discretion, the Owner may require the Builder and/or its subcontractors to carry additional types and amounts of insurance it deems appropriate given the nature and size of a particular Project. In such case, Owner shall notify Builder within a reasonable period of time prior to the commencement of the Work of such additional requirements.

#### **19.1.1 Liability Insurance**

##### **19.1.1.1 Commercial General Liability Insurance.**

The Builder shall obtain and maintain a commercial general liability insurance policy with limits of not less than the following:

- \$1,000,000 each occurrence and \$2,000,000 project aggregate for bodily injury, property damage, personal and advertising injury liability
- \$1,000,000 each occurrence and \$2,000,000 project aggregate for products and completed operations liability
- \$50,000 fire legal liability

Builder's commercial general liability policy must include coverage for contractual liability, independent contractors, and contain no exclusions for explosion, collapse, or underground damage. The University of Florida Board of Trustees and its officials, employees, and volunteers shall be covered as an additional insured with a form *CG-20-26-04-13 Additional Insured – Designated Person or Organization* or equivalent endorsement. The Builder's insurance coverage shall be primary insurance with respect to the Owner, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the Owner, its officials, employees, or volunteers shall be in excess of Builder's insurance and shall be non-contributory. Builder's insurance policy shall protect Builder from claims which may arise whether such claims may arise out of the operations of the Builder or by anyone directly or indirectly employed by the Builder. If Builder is performing asbestos-related work, the policy shall also contain a pollution liability endorsement with limits of not less than \$1,000,000 per occurrence.

#### **19.1.1.2 Automobile Liability Insurance.**

Builder shall obtain and maintain automobile liability coverage, including coverage for all Owned vehicles, hired, and non-owned vehicles, for bodily injury and property damage with not less than a \$500,000 combined single limit for each accident. The University of Florida Board of Trustees shall be covered as an additional insured with a form *CA-20-48* or similar endorsement on such policy.

#### **19.1.1.3 Deductibles.**

Deductibles under these liability policies shall not exceed \$25,000. Owner shall not be liable for amounts that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Builder and/or subcontractor providing such insurance.

### **19.1.2 Worker's Compensation**

Builder shall obtain and maintain worker's compensation coverage applicable to all Builder's employees at statutory limits in compliance with applicable state and federal laws. If any operations are to be undertaken on or about navigable waters, coverage must be included in accordance with the US Longshoremen & Harbor Workers Act.

Such coverage shall include employer's liability limits of not less than \$100,000 each accident, \$500,000 disease policy limit, and \$100,000 disease each employee.

The Builder and its insurance carrier waive all subrogation rights against the Owner for all losses, damages, and/or events that occur while the Contract for Construction is in effect, regardless of whether suit is actually brought during such period or at a later date. The Owner requires all worker's compensation policies to be endorsed with form *WC00-03-13 Waiver of Right to Recover from Others* or equivalent.

### **19.1.3 Builder's Risk Insurance**

The Builder shall obtain and maintain builder's risk insurance, at replacement cost, covering the full value of the construction being performed, including where applicable, the existing structure. Such policy shall be written on an all-risk

coverage form including flood and windstorm coverage, and shall include coverage for reasonable compensation for the Professional's services and expenses required as a result of such insured loss. This insurance shall insure the interests of the Builder, subcontractors, and sub-subcontractors in the Work. Property covered by the insurance shall include temporary building(s) or structure(s) at the Project Site, other than any of Builder's office trailer(s). In addition, such insurance shall cover portions of the Work stored offsite (if Owner approves such storage) and materials and equipment in transit. The University of Florida Board of Trustees shall be named as an additional insured on such policy. The policy shall include a waiver of subrogation endorsement and a severability of interests endorsement, and shall also include a waiver of occupancy clause allowing the Owner to occupy the subject facility during construction, if necessary.

The deductible under the policy shall not exceed \$25,000. Owner shall not be liable for amounts that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Builder.

When the Work includes the repair, removal, installation, and/or testing of live steam boilers, valves, pipes, or lines, or mechanized, pressurized, or electrical equipment, then such insurance shall include boiler and machine/equipment breakdown coverage, written on an ISO form or its equivalent.

A loss or losses insured under this insurance policy shall be adjusted by the Builder and its insurance company. The Builder shall repair or replace the damaged property with the proceeds from the builder's risk policy. The Builder shall be responsible for all damages and necessary repairs whether or not the loss is covered by the builder's risk policy.

Alternatively, the Owner may elect to obtain and directly pay for Builder's Risk insurance through Owner's statewide program.

## **19.2 Certificates of Insurance**

- 19.2.1 Certificates of insurance and/or evidence of insurance for all insurance policies required under this Article, together with certified copies of the insurance policies (including required endorsements), shall be filed with and approved by the Owner prior to commencement of the Work.
- 19.2.2 Such certificates of insurance shall be dated and show the name of the insurer, the number of the policy, its effective date, and its termination date.
- 19.2.3 Certificates of insurance evidencing the renewal of all insurance required to be carried under this Article shall be provided to Owner at least thirty (30) days prior to the date each applicable insurance policy is scheduled to expire.
- 19.2.4 Certificates must provide for thirty (30) days' prior written notice to Owner of any policy cancellation or material change in coverage.
- 19.2.5 Owner's review, inspection, or approval of Builder's insurance shall not relieve Builder of its responsibility for providing the insurance required hereby nor constitute a waiver of any such requirements.

19.2.6 Owner will not issue a "Notice To Proceed" for the Work until Builder has complied with this Article and Builder shall not be entitled to an extension of time or to compensation which may result from delays in the issuance of a "Notice to Proceed" caused by its failure to provide the foregoing certificates and policies in a timely manner.

**19.3 Effect of Insurance**

Compliance with insurance requirements shall not relieve the Builder of any responsibility to indemnify the Owner for any liability to the Owner as specified in any other provision of the Contract for Construction, and the Owner shall be entitled to pursue any remedy in law or equity if the Builder fails to comply with the contractual provisions of the Contract for Construction. Indemnity obligations specified elsewhere in the Contract for Construction shall not be negated or reduced by virtue of any insurance carrier's (i) denial of insurance coverage for the occurrence or event which is the subject matter of the claim; or (ii) refusal to defend any named insured.

**19.4 Waiver of Subrogation**

The Builder's insurers shall agree to waive all rights of subrogation against the Owner and the Owner's Related Parties. The Builder hereby releases and discharges the Owner and the Owner's Related Parties of and from all liability to the Builder, and to anyone claiming by, through, or under the Builder, by subrogation or otherwise, on account of any damage or loss, whether to persons or property, however caused.

## **ARTICLE 20 – GENERAL BOND REQUIREMENTS**

**20.1 General Bond Requirements**

Recognizing the Project is a public project with a Construction Price which exceeds \$200,000, and as such is required to be bonded pursuant to 255.05, Florida Statutes, the Builder shall furnish payment and performance bonds on Owner's standard form covering the full and faithful performance of the Contract for Construction and the payment of obligations arising hereunder. Such bonds shall, in all respects, comply with Section 255.05, Florida Statutes.

**20.2 Delivery of Bonds**

The Builder shall deliver required bonds and powers of attorney to the Owner prior to commencement of the Work.

**20.3 Requests for Copies of Bonds**

Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract for Construction, the Builder shall promptly furnish a copy of the bonds or shall permit a copy to be made.

## **ARTICLE 21 – OWNER'S RIGHT TO STOP WORK**

**21.1 Cease and Desist Order**

If the Builder fails or refuses to perform or fails to correct defective Work as required, or persistently fails to carry out the Work in accordance with the Contract for Construction,

the Owner may, by written notice, order the Builder to cease and desist in performing the Work or any portion of the Work until the cause for the order has been eliminated to the satisfaction of the Owner. Upon receipt of such instruction, the Builder shall immediately cease and desist as instructed by the Owner and shall not proceed further until the cause for the Owner's order has been corrected, no longer exists, or the Owner instructs that the Work may resume.

21.1.1 The Builder shall not be entitled to an adjustment in the time for performance or the Construction Price under this clause since such stoppages are considered to be the fault of the Builder.

21.1.2 The right of the Owner to stop Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Builder or others.

21.1.3 In the event the Owner issues instructions to cease and desist, and in the further event that the Builder fails and refuses with seven calendar days to provide adequate assurance to the Owner that the cause of such instructions will be eliminated or corrected, then the Owner shall have the right, but not the obligation, to carry out the Work or any portion of the Work with its own forces, or with the forces of another builder, and the Builder shall be responsible for the cost of performing such Work by the Owner.

21.1.4 The rights set forth herein are in addition to, and without prejudice to, any other rights or remedies the Owner may have against the Builder.

## **ARTICLE 22 – TERMINATION OR SUSPENSION OF CONTRACT FOR CONSTRUCTION**

### **22.1 Termination for Cause by Owner**

22.1.1 The Owner may terminate the Contract for Construction for cause if the Builder materially breaches the Contract for Construction by:

- (i) refusing, failing, or being unable to properly manage or perform on any Project;
- (ii) refusing, failing, or being unable to supply the Project with sufficient numbers of workers, properly skilled workers, proper materials to maintain applicable schedules;
- (iii) refusing, failing, or being unable to make prompt payment to subcontractors or suppliers;
- (iv) disregarding laws, ordinances, rules, regulations, or orders of any public authority or quasi-public authorities or Authorities Having Jurisdiction;
- (v) refusing, failing, or being unable to substantially perform in accordance with the terms of the Contract for Construction as determined by the Owner, or as otherwise defined elsewhere herein; or

- (vi) refusing, failing, or being unable to substantially perform in accordance with the terms of any other agreement between the Owner and Builder.

22.1.2 Upon the occurrence of any of the events described in Paragraph 22.1.1, the Owner may give written notice to the Builder setting forth the nature of the default and requesting cure within seven calendar days from the date of notice. At any time after issuance of such notice, if the Builder fails to initiate the cure or if the Builder fails to expeditiously continue such cure until complete, the Owner may give written notice to the Builder of immediate termination, and the Owner, without prejudice to any other rights or remedies, may take any or all of the following actions:

- (i) complete all or any part of the Work, including supplying workers, material and equipment which the Owner deems expedient to complete the Work;
- (ii) contract with others to complete all or any part of the Work, including supplying workers, material, and equipment which the Owner deems expedient to complete the Work;
- (iii) take such other action as is necessary to correct such failure;
- (vi) take possession of all materials, tools, construction equipment, and machinery on the Site owned or leased by the Builder;
- (v) directly pay the Builder's subcontractors and suppliers compensation due to them from the Builder;
- (vi) finish the Work by whatever method the Owner may deem expedient; and
- (vii) require the Builder to assign the Builder's right, title and interest in any or all of Builder's subcontracts or orders to the Owner.

22.1.3 If the Owner terminates the Contract for Construction for cause, and the Owner takes possession of all materials, tools, construction equipment, and machinery on the Site owned or leased by the Builder, the Builder's compensation shall be increased by fair payment, either by purchase or rental at the election of the Owner, for any materials, tools, construction equipment, and machinery items retained, subject to the Owner's right to recover from the Builder the Owner's damages resulting from the termination.

22.1.4 If the Owner terminates the Contract for Construction for cause, and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, then in such event, said termination shall be deemed a termination for convenience as set forth in Paragraph 22.3.

## **22.2 Termination for Cause by Builder**

22.2.1 The Builder may terminate the Contract for Construction for cause if the Owner materially breaches the Contract for Construction by:

- (i) refusing, failing, or being unable to make prompt payment to the Builder without just cause;
- (iv) disregarding laws, ordinances, rules, regulations or orders of any public authority of quasi-public authority or Authorities Having Jurisdiction; or
- (v) refusing, failing, or being unable to substantially perform in accordance with the terms of the Contract for Construction.

22.2.2 Upon the occurrence of any of the events described in Paragraph 22.2.1, the Builder may give written notice to the Owner setting forth the nature of the default and requesting cure within seven calendar days from the date of notice. If the Owner fails to cure the default within seven calendar days, the Builder, without prejudice to any rights or remedies, may give written notice to the Owner of immediate termination.

### **22.3 Termination or Suspension for Convenience**

The Owner may at any time give written notice to the Builder terminating the Contract for Construction or suspending the Project, in whole or in part, for the Owner's convenience and without cause. If the Owner suspends the Project for convenience, the Builder shall immediately reduce its staff, services and outstanding commitments in order to minimize the cost of suspension.

### **22.4 Builder's Compensation When Builder Terminates for Cause or Owner Terminates for Convenience**

If the Contract for Construction is (i) terminated by the Builder pursuant to Paragraph 22.2; (ii) terminated by the Owner pursuant to Paragraph 22.3; or (iii) suspended more than three months by the Owner pursuant to Paragraph 22.3, the Owner shall pay the Builder specified amounts due for Work actually performed prior to the effective termination date and reasonable costs associated with termination. The Owner may agree to additional compensation, if any, due to the Builder. Absent agreement on the additional amount due the Builder, the Owner shall pay the Builder:

- (i) reasonable costs incurred in preparing to perform the terminated portion of the Work, and in terminating the Builder's performance, plus a fair and reasonable allowance for overhead and profit thereon (such profit shall not include anticipated profit or consequential damages); provided, however, that if it appears that the Builder would not have profited or would have sustained a loss if the Work had been completed, no profit shall be allowed or included, and the amount of compensation shall be reduced to reflect the anticipated rates of loss, if any; and
- (ii) reasonable costs of settling and paying claims arising out of the termination of subcontracts or supplier orders. These costs shall not include amounts paid in accordance with other provisions hereof.

### **22.5 Builder's Compensation When Owner Terminates for Cause**

If the Contract for Construction is terminated by the Owner for cause pursuant to Paragraph 22.1, no further payment shall be made to the Builder until Final Completion of the Project. At such time, the Builder shall be paid the remainder of the Construction Price less all costs and damages incurred by the Owner as a result of the default of the Builder,

including liquidated damages applicable thereto. The Builder shall additionally reimburse the Owner for any additional costs or expenses incurred.

**22.6 Limitation on Termination Compensation**

Irrespective of the reason for termination or the party terminating, the total sum paid to the Builder shall not exceed the Construction Price, as properly adjusted, reduced by the amount of payments previously made and penalties or deductions incurred pursuant to any other provision of the Contract for Construction, and shall in no event include duplication of payment.

**22.7 Builder's Responsibility upon Termination**

Irrespective of the reason for termination or the party terminating, if the Contract for Construction is terminated, the Builder shall, unless notified otherwise by the Owner,

- (i) immediately stop work;
- (ii) terminate outstanding orders and subcontracts;
- (iii) settle the liabilities and claims arising out of the termination of subcontracts and orders; and
- (iv) transfer title and deliver to the Owner such completed or partially completed Work, and, if paid for by the Owner, materials, equipment, parts, fixtures, information and such contract rights as the Builder has.

**22.8 Lack of Duty to Terminate**

The right to terminate or suspend the Work shall not give rise to a duty on the part of either the Owner or the Builder to exercise that right for the benefit of the Owner, the Builder or any other persons or entities.

**22.9 Limitation on Termination Claim**

If the Builder fails to file a claim within one year from the effective date of termination, the Owner shall pay the Builder only for services actually performed and expenses actually incurred prior to the effective termination date.

## **ARTICLE 23 – DISPUTE RESOLUTION**

**23.1 Mutual Discussion**

In case of any dispute, claim, question or disagreement arising from or relating to the Project or arising out of the Contract for Construction or the breach thereof, the parties shall first attempt resolution through mutual discussion.

**23.2 Facilitative Mediation**

If the parties cannot resolve any dispute, claim, question, or disagreement arising from or relating to the Project or arising out of the Contract for Construction or the breach thereof through mutual discussion, the parties may in good faith participate in private, non-binding facilitative mediation seeking a just and equitable solution satisfactory to all parties.



- 23.2.1 All parties to a mediation shall promptly provide all other parties to the mediation with copies of essential documentation relevant to the support or defense of the matter being mediated.
- 23.2.2 The parties shall not be required to mediate for a period greater than ninety-one calendar days unless otherwise agreed to in writing by the parties. The parties shall share equally any administrative costs and fees of such proceedings, but shall each be responsible for their own expenses otherwise incurred.
- 23.2.3 In the event that the statute of limitations would run during the required mediation period, either party may institute litigation so as to avoid the running of such statute upon the condition that such party immediately seek a stay of such litigation pending the conclusion of the mediation period.
- 23.2.4 During the course of mediation, any party to the mediation may apply for injunctive relief from any court of competent jurisdiction until the mediation period expires or the dispute is otherwise resolved.
- 23.2.5 The Owner, the Professional, the Builder, and any other parties involved in any way in the design or construction of the Project are bound, each to each other, by this requirement to mediate prior to commencement of any litigation or administrative action, provided that they have signed the Contract for Construction or an agreement that incorporates the Contract for Construction by reference or signed any other agreement which binds them to mediate. Each such party agrees that it may be joined as an additional party to a mediation involving other parties under any such agreement. In the case where more than one mediation is begun under any such agreement and any party contends that the mediations are substantially related, the mediations may be conducted by the mediator selected in the first mediation which was commenced.
- 23.2.6 The mediation shall be conducted in Alachua County, Florida, unless agreed otherwise by the parties.

**23.3 Conflicting Dispute Resolution Provisions**

Neither party to the Contract for Construction shall enter into any contract with regard to the Project which directly or indirectly gives the right to resolve any dispute with, involving, or affecting the other to any other person or legal entity which is in conflict with the dispute resolution procedures required by this Article.

**23.4 Arbitration Preclusion**

In case of a dispute relating to the Project, or arising out of the Contract for Construction, no party to the Contract for Construction shall be required to participate in or be bound by, any arbitration proceedings.

**23.5 Performance during Dispute Resolution**

The Owner and the Builder agree that pending the resolution of any dispute, controversy, or question, the Owner and the Builder shall each continue to perform their respective obligations without interruption or delay, and the Builder shall not stop or delay the performance of the Work.

### **23.6 Litigation/Administrative Action**

Disputes, claims, questions or disagreements involving monetary claims of \$200,000.00 or less may be conducted, at the Owner's option, pursuant to the Administrative Procedures Act, Chapter 120 Florida Statutes. All other claims, disputes and other matters shall be determined under the judiciary system of the State of Florida.

## **ARTICLE 24 – DAMAGES AND REMEDIES**

### **24.1 Builder's Repair**

The Builder shall, at its expense, promptly correct, repair, or replace all goods, products, materials, systems, labor and services which do not comply with the warranties and guarantees set forth in the Contract for Construction, or any other applicable warranty or guarantee.

### **24.2 Reimbursement**

The Builder shall promptly reimburse the Owner for any expenses or damages incurred by the Owner as a result of (i) the Builder's failure to substantially perform in accordance with the terms of the Contract for Construction; (ii) deficiencies or conflicts in the Construction Documents attributable to the Builder or of which the Builder was or should have been aware; (iii) breach of the warranties and guarantees set forth in the Contract for Construction or any other applicable warranty or guarantee; or (iv) other acts or omissions of the Builder. Reimbursements to the Owner made in accordance with this Article are separate and distinct from the assessment of liquidated damages, if any, as defined elsewhere in the Contract for Construction.

### **24.3 General Indemnity**

Pursuant to Section 725.06(2), Florida Statutes, the Builder shall indemnify and hold Owner (including its officers and employees) and Owner's Related Parties harmless from and against all liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Builder and persons employed or utilized by the Builder in the performance of the Work or under the Contract for Construction.

### **24.4 Intellectual Property Indemnity**

To the fullest extent permitted by law, the Builder shall defend, protect, hold harmless, and indemnify the Owner and Owner's Related Parties from and against any and all liability, loss, claims, demands, suits, costs, fees and expenses (including actual fees and expenses of attorneys, expert witnesses, and other consultants), by whomsoever brought or alleged, for infringement of patent rights, copyrights, or other intellectual property rights, except with respect to designs, processes or products of a particular manufacturer expressly required by the Owner or Professional(s) in writing. However, if the Builder has reason to believe the use of a required design, process, or product is an infringement of a patent, copyright, or other intellectual property right, the Builder shall defend, protect, hold harmless, and indemnify the Owner and Owner's Related Parties as stated above, unless the Builder promptly notifies the Owner of that belief.

### **24.5 Non-Exclusivity of Owner's Remedies**

The Owner's selection of one or more remedies for breach of the Contract for Construction contained herein shall not limit the Owner's right to invoke any other remedy available to the Owner under the Contract for Construction or by law.

**24.6 Waiver of Damages**

The Builder shall not be entitled to, and hereby waives, any monetary claims for or damages arising from or related to, lost profits, lost business opportunities, unabsorbed overhead, or any indirect or consequential damages.

**ARTICLE 25 – MISCELLANEOUS PROVISIONS**

**25.1 Integration**

The Contract for Construction represents the entire and integrated agreement between the Owner and the Builder, and supersedes all prior negotiations, representations or agreements, either written or oral, for the Project. The Contract for Construction may be amended only by written instruments signed by both the Owner and the Builder.

**25.2 Severability**

If any provision of the Contract for Construction, or the application thereof, is determined to be invalid or unenforceable, the remainder of that provision and all other provisions shall remain valid and enforceable.

**25.3 Waiver**

No provision of the Contract for Construction may be waived except by written agreement of the parties. A waiver of any provision on one occasion shall not be deemed a waiver of that provision on any subsequent occasion, unless specifically stated in writing. A waiver of any provision shall not affect or alter the remaining provisions of the Contract for Construction.

**25.4 Strict Compliance**

No failure of the Owner to insist upon strict compliance by the Builder with any provision of the Contract for Construction shall operate to release, discharge, modify, change or affect any of the Builder's obligations.

**25.5 Third-Party Beneficiaries**

The Contract for Construction shall inure solely to the benefit of the parties hereto and their successors and assigns, and, except as otherwise specifically provided in the Contract for Construction, nothing contained in the Contract for Construction is intended to or shall create a contractual relationship with, or any rights or cause of action in favor of, any third party against either the Owner or the Builder.

**25.6 Assignment of Anti-Trust Claims**

In consideration for the Contract for Construction, the Builder hereby conveys, sells, assigns and transfers to the Owner all of its right, title and interest in and to any and all causes of action it may now have or may hereafter acquire under the antitrust laws of the United States and the State of Florida for price fixing, relating to the goods or services purchased or acquired by the Owner under the Contract for Construction.

**25.7 Drug Free and Tobacco-Free Workplace**

Pursuant to 440.102(15), Florida Statutes, Builder shall implement, and cause its applicable subcontractors to implement, a drug-free workplace program. Additionally, the Builder shall enforce the Owner's tobacco-free policy.

**25.8 Survival**

All provisions of the Contract for Construction which contain continuing obligations shall survive its expiration or termination.

**25.9 Independent Contractor**

Builder is an independent contractor to Owner.

**25.10 Public Records**

Any books, documents, records, correspondence, or other information kept or obtained by the Owner or furnished by Builder to Owner in connection with the services contemplated herein are property of Owner.

25.10.1 Builder acknowledges and agrees that any and all such books, documents, records, correspondence or other information may be public records under Chapter 119, Florida Statutes

25.10.2 Builder agrees to promptly comply with any order of a Court having competent jurisdiction that determines that records maintained by Builder are "public records," which must be available to the public.

25.10.3 Builder acknowledges and agrees that any and all such books, documents, records, correspondence, or other information may also be subject to inspection and copying by members of the public pursuant to Chapter 119, Florida Statutes.

25.10.4 The Contract for Construction may be unilaterally canceled by the Owner for refusal by the Builder to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Builder in conjunction herewith.

**25.11 Governing Law and Venue**

The Contract for Construction shall be governed by, and construed under, the laws of the State of Florida, without regard to its choice of law provisions, and venue shall lie in the courts of Alachua County, Florida.

**25.12 Sovereign Immunity**

Builder acknowledges and agrees that nothing contained in the Contract for Construction shall be construed or interpreted as (i) denying to Owner any remedy or defense available to it under the laws of the State of Florida; (ii) consent of the Owner or the State of Florida or their agents and agencies to be sued; or (iii) a waiver of sovereign immunity of the Owner or of the State of Florida beyond the limited waiver provided in section 768.28, Florida Statutes.

## **00810 Vendor Diversity**

- 1.1 The University of Florida is an equal opportunity institution and, as such, encourages the use of small businesses, woman-owned businesses, and minority-owned businesses in the provision of construction-related services. Such businesses should have a fair and equal opportunity to compete for dollars spent by the University of Florida to procure construction-related services. Competition ensures that prices are competitive and a broad vendor base is available.
- 1.2 The Builder shall use good faith efforts to ensure opportunities are available to small, woman-owned, and minority-owned businesses on the Project.
- 1.3 Contact the UF Division of Small Business and Vendor Diversity Relations for more information.

END OF SECTION

## **00842 Safety Requirements**

### **1.1 Health and Safety Requirements**

- A. Builders shall ensure that all activities carried out on behalf of the University or on University property are in compliance with all applicable Federal, state and local regulations (OSHA, EPA, FDEP) pertaining to worker and site safety.
- B. The Builder shall have a written health and safety program that outlines safe work practices and procedures expected to be followed by workers and shall have it available for review by the University's project manager or by representatives of the Environmental Health and Safety division upon request. Project managers and superintendents/supervisors shall have obtained an OSHA 30-hour Construction Safety Outreach Training card within 5 years of the date of the applicable project. The Builder is solely responsible for ensuring that all workers have received any required safety-related training. Training documentation shall be made available for review upon request.
- C. The Builder shall have a competent person or persons as defined by OSHA 29CFR1926.32(f) on the job site to monitor hazardous work activities such as, but not limited to, crane operations, electrical safety, excavations, fall protection, scaffolding, and confined space entry.
- D. The Builder shall have an updated Safety Data Sheet (SDS) for all chemical products used on the job site. The SDSs shall be readily accessible to all project workers and to University staff on request. If the use of any chemical product has the potential for harmful exposure to University of Florida staff, students or visitors, UF Environmental Health and Safety (EH&S) shall be notified and exposure controls will be discussed prior to the use of that chemical product.

### **1.2 Hazardous Substances**

Refer to the General Terms & Conditions.

### **1.3 Trench Safety Act**

It is the responsibility of the Builder to comply with F.S. 553.60.

END OF SECTION

## **00902 Public Entity Crimes**

- 1.1 Per F.S. 287.133, any person or affiliate who has been placed on the convicted vendor list by the Florida Department of Management Services may not submit a bid on a contract to provide any goods or services – including construction, repairs, or leases – and may not be awarded or perform work as a contractor (Builder), supplier, subcontractor, or consultant for the University of Florida for a period of 36 months from the date of being placed on the convicted vendor list. A "person" or "affiliate" includes any natural person or any entity, including predecessor or successor entities or an entity under the control of any natural person who is active in its management and who has been convicted of a public entity crime.

END OF SECTION

## **00903 Asbestos**

### **1.1 Background**

Asbestos is a confirmed human carcinogen that was previously used in many different types of building materials. It is important to note that asbestos in an undisturbed state is not considered hazardous. Due to the potential hazards associated with asbestos exposure if the material becomes airborne, Federal and State regulations are in place to control activities impacting asbestos containing materials. Various asbestos products can still be found in University of Florida buildings.

### **1.2 Surveys**

- A. An asbestos survey meeting the requirements of Federal and State regulations shall be completed prior to the commencement of any renovation, remodeling, or demolition project involving a University-owned building, a component of a University-owned building, or a building scheduled to be purchased by the University. A survey is required regardless of the age of the building. Asbestos surveys must be conducted by a Florida Licensed Asbestos Consultant (LAC) or their appointed representative.
- B. All surveys are required to be submitted to EH&S for review prior to the start of a construction project. EH&S reserves the authority to reject a survey based on incomplete content or failure to follow regulatory requirements.
- C. A limited survey, based on a review of the project scope of work, may be authorized by UF Environmental Health and Safety (EH&S).
- D. A copy of the completed asbestos survey must be kept on site for the duration of a construction project.

### **1.3 Asbestos Removal**

- A. Any removal or altering of asbestos containing material must be completed by a licensed asbestos abatement contractor.
- B. Asbestos-containing roofing may be removed by a State-certified or registered roofing contractor provided that all removal activities are performed under the direction of an onsite roofing supervisor. The supervisor must remain on site at all times while removal activities are taking place. The supervisor is required to have completed an approved asbestos roofing course prior to engaging in the removal of asbestos containing roofing materials, and copies of training documentation shall be provided to EH&S before job commencement.
- C. All activities involving the removal of asbestos containing materials require the submission of an Asbestos Project Notification Form (APNF) to Environmental Health and Safety at least ten days prior to the start of an asbestos project.



- D. The asbestos abatement contractor or demolition contractor actually performing the work is responsible for submitting an additional notification to the designated regulatory authority, typically either the Florida Department of Environmental Protection or the Florida Department of Business and Professional Regulation.

END OF SECTION

## 01014 Builder's Use of the Premises

### PART 1 – GENERAL

#### 1.1 RELATED SECTIONS

- A. Documents affecting the work of this Section include other elements of the Contract for Construction, including the Owner/Builder Agreement or Owner/Design-Builder Agreement, the General Terms & Conditions, other sections of the Division 0 and Division 1 non-technical specifications, and the technical plans and specifications.
- B. Refer to section 01016 for information regarding utility outages and dig permits.
- C. Refer to section 01310 for requirements regarding the coordination of work with the University of Florida Schedule.
- D. Refer to section 01500 for requirements related to Temporary Facilities & Controls.

#### 1.2 DESCRIPTION OF WORK INCLUDED

This Section applies to situations in which the Builder or his representatives including, but not necessarily limited to, suppliers, subcontractors, employees, and field engineers, enter upon the Owner's property.

#### 1.3 QUALITY ASSURANCE

- A. Promptly upon award of the Contract, notify all pertinent personnel regarding requirements of this Section.
- B. Require that all personnel who will enter upon the University's property certify their awareness of and familiarity with the requirements of this Section.
- C. Builder shall strictly enforce the University's **Tobacco Free** policy.

#### 1.4 TRANSPORTATION FACILITIES

- A. See section 01500 for information on the maintenance of safe and accessible paths of travel in and around the job site.
- B. Builder's Vehicles:
  - 1. Builder's vehicles, vehicles belonging to employees or subcontractors of the Builder, and all other vehicles entering the Owner's property in performance of the Work shall only use agreed-upon access route(s).

2. All vehicles parked on campus (including construction sites) must have a valid parking permit issued through Transportation and Parking Services in accordance with University of Florida Police Department (UFPD) requirements. Permits – for remote/offsite worker parking, onsite staff parking, and remote/offsite storage containers – shall be requested through the University Project Manager.
  - (a) Remote/offsite worker parking and space for trailer/storage containers is provided at a paved lot near the Hilton on SW 34<sup>th</sup> Street. See map on the “Forms & Standards” page of the Planning Design & Construction website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)).
  - (b) Trailer/storage containers in the remote/offsite lot shall be clearly marked with the following information: Project Number, Project Name, Company Name, and Phone Number.
  - (c) Remote parking and trailer/storage container area must be kept clean and free of debris.
  - (d) See part 1.10 of this Specification regarding home football game weekends.
  - (e) Vehicles not following this policy may be ticketed or towed.
3. Within the University approved fenced-in construction site area, the Builder shall manage all site use, including parking by construction staff and employees (if approved). Do not permit vehicles to park on any street or other area of the Owner's property except in areas designated by the University.
4. Outside the designated construction site area, all University regulations regarding parking and accommodations for pedestrian use shall be strictly enforced.
5. Exceptions for temporary parking for construction delivery and construction access on curb side, walkways, vehicular parking, roadways and service drives that restricts or impedes normal traffic flow or use must be obtained from UF Transportation & Parking Services through the University Project Manager. This exception is granted only for construction vehicles, not for private passenger vehicles. Any temporary use of pedestrian pathways that exceeds 24 hours duration will require provision for equal alternate pathways around the impediments and UFPD review. In addition, any temporary use of the site (exceeding 24 hours duration) that impedes building occupant egress must be reviewed by UF Environmental Health & Safety (EH&S).
6. The University Project Managers shall not seek waivers of any sort for ticketed and towed vehicles in violation of the University parking regulations. Knowledge of the University Parking Regulations is the personal responsibility every individual who commutes to and works on campus.

7. Provide adequate protection for curbs and sidewalks over which trucks and equipment must pass to reach the job site.

## 1.5 INSPECTIONS and TESTS

- A. Physical Plant Division (PPD) inspections shall be requested 48 hours in advance through PPD Operations Engineering. The inspection request form and supporting checklists can be found on the “Forms & Standards” page of the Planning Design & Construction website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)). Inspection checklists shall be tailored by the Owner and Builder to the specific requirements of the project.
- B. Environmental Health & Safety (EH&S) inspections shall be requested 24 hours in advance. Also see section 01060.
- C. Office of Information Technology (OIT): Contact Telecommunications and Infrastructure (TNI) 24-48 hours in advance to request inspections for all telecom, cabling, and network infrastructure work. The inspection checklist – with notification timeframes and contact information – can be found on the “Forms & Standards” page of the Planning Design & Construction website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)).
- D. HealthNet: For Health Science Center projects only, contact HealthNet 24-48 hours in advance to request inspections for all telecom, cabling, and network infrastructure work. The inspection checklist – with notification timeframes and contact information – can be found on the “Forms & Standards” page of the Planning Design & Construction website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)).
- E. Office of Academic Technology (OAT): Where applicable, contact OAT 48 hours or more in advance to request inspections for all work related to classroom audio/visual systems. The inspection checklist – with notification timeframes and contact information – can be found on the “Forms & Standards” page of the Planning Design & Construction website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)).
- F. University of Florida Police Department (UFPD): UFPD must verify construction fencing, exterior lighting, landscaping, and other items during construction and closeout.
- G. Tests
  1. The Builder shall notify PPD and EH&S of all scheduled tests at least 48 hours in advance.
  2. Properly completed test reports shall be provided at the conclusion of each test. It is the responsibility of the Builder to maintain such reports through

Final Completion, at which point they shall be submitted with other closeout materials, such as Operation & Maintenance manuals.

## 1.6 SECURITY

- A. Construction sites located on the University of Florida campus fall under the jurisdiction of the UFPD. Any incident requiring police service should be immediately reported to the UFPD at (352) 392-1111.
- B. Builders and employees are to obey all laws and rules of the State of Florida and the University of Florida when on University property.
- C. Students, faculty, and staff shall not be harassed, disturbed, or in any way disrupted in their lawful pursuits. Sexual harassment shall be reported to the University's Title IX Coordinator and Deputy Title IX Coordinator for Students as per the following policy: [www.hr.ufl.edu/prevent](http://www.hr.ufl.edu/prevent)
- D. Restrict the access of all persons entering upon the Owner's property in connection with the Work to the access route and to the actual site of the Work. Employees are not permitted to enter University buildings unless such entry is directly related to their job duties.
- E. Restrict activities of employees to authorized areas. Employees shall not be allowed to mingle in student or public areas.
- F. Builders and employees shall secure all property to reduce theft or damage to equipment or property. Builders shall work with the UFPD as necessary and participate in crime prevention efforts.
- G. The Builder shall at all times guard against damage or loss to the property of the University or other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damaged property through negligence of the successful bidder or his agents. Replace any trees, shrubs, lawns, or plantings damaged by Builder or its subcontractors or vendors during work of this project within two (2) weeks of occurrence. Grassed areas generally have irrigation systems below grade; verify location of these systems and all underground utilities in work or staging areas prior to start of construction. Repair utilities damaged by work of this project.
- H. The Builder shall provide identification badges for all personnel working on the site and shall require continuous use (wearing) of same at all times. Badge shall display photograph, name of employee, and company for which employee works.

- I. The Builder shall keep a daily log of all employees, visitors, and other personnel that enter the Project site. Said log shall be accessible to UFPD upon request.

## 1.7 PERSONNEL SCREENING

The following requirements are to be met by Builders and their subcontractors and vendors while engaged in construction projects at the University of Florida:

- A. A criminal history check shall be performed on all jobsite personnel, including subcontractors and temporary day laborers, at least once every two years. Prior to personnel entering the Project site, an initial criminal history background check shall be submitted to and performed by a private company trained to perform employment screening. The results of each criminal history check shall be reported to the Builder, which shall screen the results for the following disqualifying offenses to determine a person's eligibility to work on the University of Florida campus.
  1. Drug distribution activity or felony drug possession
  2. Sexual offenses, including, but not limited to, indecent exposure and voyeurism
  3. Crimes of violence involving physical injury to another person
  4. Murder
  5. Kidnapping
  6. Felony theft
- B. The following searches shall be performed to document types of convictions listed above that will render an individual ineligible to perform work on campus unless a waiver is granted:
  1. SSN Trace plus address history
  2. Sexual Offender database check
  3. National Criminal Database search
  4. 7-year County Court Check in the employee's County of residence
- C. Entities seeking to use an employee with one or more revealed convictions must apply for a written waiver from the UFPD Chief at (352) 392-1111 or [updinfo@admin.ufl.edu](mailto:updinfo@admin.ufl.edu).
- D. The UFPD Chief will consider the following factors when determining whether or not a waiver will be granted:
  1. The nature and gravity of any criminal offense(s);
  2. The individual's age at the time of the offense(s);
  3. The number and type of offense (felony, misdemeanor, traffic violations, etc.);
  4. The sentence or sanction for the offense and compliance with the sanction(s);
  5. The amount of time that has passed since the offense and/or completion of the sentence(s);

6. Whether there is a pattern of offenses;
  7. Whether the offense arose in connection with the individual's prior employment or volunteer activities;
  8. Information supplied by the individual about the offense(s);
  9. Work record and references after the offense(s);
  10. Subsequent criminal activity; and
  11. Truthfulness of the individual in disclosing the offense(s).
- E. Builders shall certify that all personnel have been subject to a criminal background check and shall continuously track, monitor, and re-certify throughout construction as new trades and personnel begin work.
- F. The cost of the criminal background check shall be borne by the Builder, but is compensable as a General Conditions expense for CMs and D/Bs.
- G. The Builder shall maintain copies of background checks at their home office, with background checks electronically accessible at the Project site. The names and pertinent information of all screened and approved employees shall be posted to the PD&C Sharepoint site at:  
<https://uflorida.sharepoint.com/sites/pdc/prj/Lists/Background%20Checks/AllItems.aspx>

#### 1.8 WORK HOURS

- A. Regular work hours shall be between 7:00 AM and 5:00 PM, Monday through Friday, excluding holidays.
- B. Work outside these hours must be requested in writing and approved by the Owner.
- C. Work will be required outside of regular work hours.

#### 1.9 UNMANNED AIRCRAFT

- A. The use of unmanned aircraft systems (e.g., drones or model aircraft) over University property is prohibited without the written approval of UF EH&S.
- B. For a complete explanation of the policy, procedures, and requirements, see [www.ehs.ufl.edu/programs/rm/uas\\_procedures](http://www.ehs.ufl.edu/programs/rm/uas_procedures).

#### 1.10 HOME FOOTBALL GAME WEEKENDS

- A. Approximately 100,000 people converge upon the campus on each of 6-7 Fall weekends for Gator football games. To safeguard both the public and the Work, jobsites on campus shall be secured, left clean, and free of safety hazards by 4:00 PM Friday on such weekends, with no work taking place on or around the site until Monday morning.

- B. Likewise, remove all vehicles parked at the paved remote lot near the 34<sup>th</sup> Street Hilton by 4:00 PM Friday on such weekends and do not permit parking there again until Monday morning. Approved trailer/storage containers may remain.
- C. See [www.gatorzone.com](http://www.gatorzone.com) for the football game schedule and incorporate these dates into the construction schedule.
- D. The Builder may request special exceptions to this policy with written justification at least one week in advance, but the Owner is under no obligation to approve such requests.

#### 1.11 PRE-CONSTRUCTION MEETING

- A. Prior to commencing Work at the site, the Builder shall attend a pre-construction conference with the University Project Manager, the Design Professional(s), other UF officials, and external agency representatives, if applicable (such the District Engineer on a Federally-funded project).
- B. Builder attendees shall include all field staff (project manager, superintendent(s), project engineer(s), and clerical assistants), plus major trade subcontractors as directed by the University Project Manager.
- C. The parties will discuss the administrative, logistic, fiscal, and procedural requirements for the Work, and for work in general at the University of Florida.
- D. The template agenda for the meeting shall be provided by the University Project Manager, who shall also arrange for attendance by other UF officials and outside agencies, if any. The Builder shall record and distribute minutes.

#### **END OF SECTION**



## 01016 Utility Outages and Dig Permits

### PART 1 – GENERAL

#### 1.1 RELATED SECTIONS

- A. Documents affecting the work of this Section include other elements of the Contract for Construction, including the Owner/Builder Agreement or Owner/Design-Builder Agreement, the General Terms & Conditions, other sections of the Division 0 and Division 1 non-technical specifications, and the technical plans and specifications.
- B. Refer to Section 01310, Construction Schedule for related requirements regarding the coordination of utility outages with the University of Florida Schedule.

#### 1.2 UTILITIES OUTAGES

- A. Planned utility outages are occasionally required for repairs, maintenance or construction. In order to avoid unexpected inconveniences, property damage, safety hazards, or loss of information or research, the Physical Plant Division (PPD) has instituted a utility outage notification system.
- B. When the Work requires an outage, the Builder shall submit – at least seven (7) work days in advance – a written request to PPD via the University Project Manager on an Owner-furnished form. Outages shall not proceed until authorized by PPD.
- C. Utility outages will be performed by PPD Systems personnel, at no cost to the Builder. The project will pay the applicable costs. However, the costs associated with an outage that becomes necessary to correct deficient work performed during a previous outage will be back-charged to the Builder. Contact PPD Operations Engineering (Telephone: 392-5050) as necessary to determine these costs.
- D. Unplanned utility outages occur on occasion as the unwelcome result of repair, maintenance, or construction activities. Report all unplanned utility outages immediately to the PPD Work Management Center (Telephone: 392-1121) and to the University Project Manager.
- E. Advance notification of between 14 and 30 calendar days must be provided to the Health Science Center, Department of Housing, and IFAS for significant outages effecting facilities operated by those entities.

#### 1.3 DIG PERMITS

- A. All trenching, excavation, digging operations, or other penetration of the ground within the confines of the University campus or in any area for which the

University has responsibility, requires the Builder to obtain a Dig Permit, PPD Form 611, which can be retrieved from the PPD website at [www.ppd.ufl.edu](http://www.ppd.ufl.edu).

- B. The person, Builder, agency, or organization that will be performing the trenching, excavation, digging, or other ground-penetrating activity is responsible for requesting and obtaining permission to perform that activity.
- C. All Dig Permits shall be applied for 72 hours prior to the start of any work that penetrates the ground. Dig Permit applications shall be completed at PPD, Building 702.
- D. Sunshine State One-Call (800-432-4770) shall be utilized for utilities owned by others, including BellSouth, Cox Cable, and Gainesville Regional Utilities (GRU).

**END OF SECTION**

## 01060 Regulatory Requirements

### PART 1 – GENERAL

#### 1.1 RELATED SECTIONS

- A. Documents affecting the work of this Section include other elements of the Contract for Construction, including the Owner/Builder Agreement or Owner/Design-Builder Agreement, the General Terms & Conditions, other sections of the Division 0 and Division 1 non-technical specifications, and the technical plans and specifications.

#### 1.2 BUILDING CODE ENFORCEMENT PROGRAM

- A. TITLE XLVIII (Florida K-20 Education Code) and Chapter 553.80(6) F.S. assign responsibility to the State University System for the enforcement of the Florida Building Code and the Florida Fire Prevention Code during building construction and renovation at State universities. At the University of Florida, the Environmental Health and Safety Division (EH&S) has been assigned the responsibility to implement and administer the Building Code Permit and Inspection Program. Program compliance requires that construction plans/specifications and permit application documents be submitted to the UF Building Code Administrator (EH&S) for review. Construction shall not begin on the project until a building permit has been issued by EH&S and the permit posted at the construction site.
- B. A more complete description of the University of Florida's Building Code Enforcement Program may be obtained from the University's Building Code Administrator.

##### EH&S Building Code Enforcement

Building 179, 916 Newell Drive, P.O. Box 112190, Gainesville, FL, 32611-2200

Phone: (352) 392-1591; Fax (352) 392-3647

Internet: [www.ehs.ufl.edu](http://www.ehs.ufl.edu)

#### C. RESPONSIBILITIES

1. The duly licensed State of Florida contractor shall apply to the UF Division of Environmental Health & Safety for a building permit. At the time of application for a permit, the Builder shall provide two sets of signed and sealed construction documents and specifications, a list of all subcontractors with appropriate license numbers and proof of Worker's Compensation insurance, and the "letter of code compliance" indicating the plans have been reviewed by EH&S and all outstanding code and safety-related items have been resolved. If a "letter of code compliance" has not been issued by EH&S, two copies of the final construction (bid) documents and specifications must

accompany the application. A building permit will be issued after the documents have been reviewed for code compliance by the Building Code Administrator/staff. One of the submitted sets of plans and specifications will be returned with the building permit placard and shall be stamped by EH&S stating "Reviewed for Code Compliance." This set of documents shall be protected and kept on site by the contractor for use by EH&S code enforcement.

2. When the contractor has completed the project per the permit documents and submitted all required tests and reports, their authorized representative shall request in writing a certificate of completion or certificate of occupancy from the UF/EH&S Building Code Administrator as required by the Florida Building Code.

### 1.3 LIFE SAFETY & FIRE SAFETY PLAN REVIEW

- A. In conjunction with review of plans for Building Code Compliance EH&S has been assigned the duty of life safety & fire safety plan review and inspection of UF construction projects.
- B. Plan review shall be conducted as each project is submitted for building code compliance review. A separate submission will not be required for this review phase as it will be conducted simultaneously with the building code compliance review.
- C. Inspections of life safety items shall be scheduled through EH&S's normal inspection process.
- D. Prior to issuance of the certificate of occupancy or completion EH&S's fire plans reviewer and inspector shall certify that the project meets or exceeds all life and fire safety minimum codes and standards.

### 1.4 FLORIDA PRODUCT APPROVAL

As required by Florida Statutes, the Builder shall provide information on certain structural and building envelope products and components. See "Florida Product Approval Info Sheet" on the "Forms" page of the EH&S Building Code Enforcement website ([www.ehs.ufl.edu/buildcode](http://www.ehs.ufl.edu/buildcode)).

**END OF SECTION**

## **01310 Construction Schedules**

### **PART 1 – GENERAL**

#### **1.1 RELATED SECTIONS**

- A. Documents affecting the work of this Section include other elements of the Contract for Construction, including the Owner/Builder Agreement or Owner/Design-Builder Agreement, the General Terms & Conditions, other sections of the Division 0 and Division 1 non-technical specifications, and the technical plans and specifications.
- B. Refer to Section 01016, Utility Outages, for related requirements regarding the pre-planning of utility outages.
- C. Comply with pertinent provisions of Technical Specifications and drawings.

#### **1.2 QUALITY ASSURANCE**

- A. Employ, if necessary, a scheduler who is thoroughly trained and experienced in compiling construction schedules, and in preparing and issuing periodic reports as required.

### **PART 2 – PRODUCTS**

#### **2.1 CONSTRUCTION ANALYSIS**

- A. Graphically show by bar chart the order and interdependence of all activities necessary to complete the Work, and the sequence in which each activity is to be accomplished, as planned by the Builder in coordination with all subcontractors whose work is shown on the diagram.
- B. Highlight the “critical path” through the schedule to illustrate those inter-dependent activities that cannot be delayed without impacting the overall completion time.
- C. Builder shall coordinate the Work with the University of Florida schedule. The Work shall be scheduled and carried out such that the normal operations of the University are given first priority. This applies particularly to outages of utilities and restrictions of access. The University may require such construction operations to be executed outside of normal working hours and by overtime, weekend, and holiday working. It shall be the Builder's responsibility to provide for this in the Cost of Work.
- D. See Section 01014 for information on home football game restrictions, and account for same in the construction schedule.

- E. Incorporate commissioning requirements and milestones.
- F. Provide amplifying information as needed, such as reports on “float,” or as requested by the Owner or Professional.

**END OF SECTION**

## **01500 Temporary Facilities and Controls**

### **PART 1 – GENERAL**

#### **1.1 RELATED SECTIONS**

- A. Documents affecting the work of this Section include other elements of the Contract for Construction, including the Owner/Builder Agreement or Owner/Design-Builder Agreement, the General Terms & Conditions, other sections of the Division 0 and Division 1 non-technical specifications, and the technical plans and specifications.
- B. Utility outages and dig permits are covered in Section 01016. Permanent installation and hookup of the utility lines are described in other sections.

#### **1.2 DESCRIPTION**

##### **A. WORK INCLUDED**

Provide temporary facilities and controls needed for the Work, including, but not necessarily limited to:

- 1. Temporary utilities such as water, electricity, and telephone;
- 2. Field offices and sanitary facilities for the Builder's personnel;
- 3. Enclosures such as tarpaulins, barricades, and canopies; traffic control and pedestrian control devices;
- 4. Erosion control measures; and
- 5. Directional and informational signage.

##### **B. WORK NOT INCLUDED**

- 1. Except for the requirement that equipment furnished by subcontractors shall comply with pertinent safety regulations, such equipment as normally furnished by the individual trades in execution of their own portions of the Work, is not part of this Section.
- 2. The permanent installation and hookup of utility lines are described in other sections and are not part of this Section except as related to the metered cost of such utilities once established.

#### **1.3 PRODUCT HANDLING**

Maintain temporary facilities and controls in proper and safe condition throughout progress of the Work.

#### 1.4 SUBMITTALS

- A. The Builder shall present a jobsite management plan in the form of a scaled, marked-up site plan for the Owner's review at or prior to the Pre-Construction Conference. This drawing shall identify, at a minimum:
  - 1. Temporary fencing with gated point(s) of access
  - 2. Materials delivery & storage areas
  - 3. Field office or storage trailers
  - 4. Temporary accessibility features including paved or unpaved roads, sidewalks, bicycle paths, ramps, curb cuts, canopies, barricades, or other means of maintaining safe and ADA-accessible routes through or around the site
  - 5. Waste collection (dumpsters)
  - 6. Signage and striping
  - 7. Paths for emergency egress
  - 8. Onsite staff parking
  - 9. Tree protection
  - 10. Restricted access routes for vehicles and equipment belonging to the Builder and its subcontractors, vendors, and employees entering upon the UF Campus
- B. As construction progresses, the Builder shall identify any required disruptions or restrictions of roads, sidewalks, bicycle lanes, or other means of access. Approval for such disruptions shall be secured prior to scheduling related work by submitting a written request to the University project manager. This request shall be accompanied by a site sketch, start and end dates, an explanation of the reasons(s) for the request, and an illustration or description of the temporary controls to be used to maintain safe access. **THE FULL CLOSING OF VEHICULAR ROADS (i.e., all lanes) ON THE UF CAMPUS SHALL NOT BE PERMITTED.**
- C. A formal traffic control plan – including credentials of plan developer – shall be submitted for review when lane closures are anticipated. See paragraph 3.1 of this section.

#### PART 2 – PRODUCTS

##### 2.1 TEMPORARY UTILITIES

- A. USAGE, ESTABLISHMENT, and COST
  - 1. The Builder shall include in the Cost of Work both the installation of any temporary utilities and the (monthly) usage fees for same. This includes, but



is not limited to: potable water for drinking and/or construction trailers; water for cleaning, construction, flushing, commissioning, and testing of plumbing and mechanical systems; convenience power for tools, lighting, and/or construction trailers; temporary power for construction and testing; telecommunications lines for phone, fax, or Internet service. Current PPD utility rates can be viewed at <https://www.ppd.ufl.edu/information/rates.shtml>.

2. For use of University-owned utilities, the Builder shall establish an account with PPD by contacting PPD Billing at (352) 294-0628.
3. Prior to beginning work that involves connections to the University's utilities systems, the Builder shall submit – at least 48 hours in advance – a work request to PPD Work Management (392-1121) for installation of temporary meter(s) by PPD Utility Services.

#### B. WATER

1. The point(s) of connection shall be designated by PPD.
2. A temporary potable water meter will be furnished and installed by PPD Utility Services. Allow 14 days lead time for the Owner-furnished meter. The Builder shall furnish and install all necessary related accessories.
3. Builder shall furnish and install all necessary temporary piping and water supply and, upon completion of the Work, remove same.

#### C. ELECTRICITY

1. The point(s) of connection shall be designated by PPD.
2. A temporary electric meter will be furnished by PPD Utility Services, which shall also energize service, but installed by the Builder. Allow 14 days lead time for the Owner-furnished meter. The Builder shall furnish and install all necessary related accessories (CTs, compatible meter socket/can, etc.).
3. Builder shall furnish and install all necessary temporary wiring and, upon completion of the Work, remove same.
  - (a) All temporary wiring provided by the Builder must conform to the requirements of the National Electric Code (NEC), the Industrial Safety Commission, and local requirements. In addition, all wire used shall be fused to adequately protect that wire according to the NEC.
  - (b) The Builder shall have an adequate number of outlets and each outlet shall be properly and clearly labeled with the maximum voltage and fuse protection.

(c) Where temporary lighting is used, outlets shall consist of a weatherproof socket properly insulated and provided with a locking type wire guard.

(d) All devices shall be properly grounded.

4. Provide area distribution boxes located such that the individual trades may furnish and use extension cords 100 feet in length (maximum) to obtain power and lighting at points where needed for work, inspection, and safety.
5. Temporary electric facilities shall be inspected and approved by PPD and EH&S prior to energizing by PPD Utility Services.
6. In keeping with UF sustainability policies, and to minimize the cost of utility services, the Builder shall minimize the use of temporary or permanent lighting, particularly when the jobsite is inactive. The use of energy efficient lamps is encouraged if the energy savings justifies any additional expense.

D. TELEPHONE and INTERNET

1. The Builder shall make arrangements with UF Information Technology (UF IT) or HealthNet – as applicable – or the local utility for temporary phone, fax, and/or Internet service lines.

E. SANITARY FACILITIES

1. Furnish and install temporary sanitary facilities for use by all construction personnel.
2. The Builder shall provide and maintain in a neat and sanitary condition such accommodations for the use of employees and subcontractors as may be necessary to comply with the regulations of the State Board of Health.
3. Unless expressly allowed by the Owner, existing sanitary facilities may not be used by construction personnel, subcontractors, or vendors.

2.3 FIELD OFFICES AND SHEDS

A. TRAILERS – Office and Storage

2.4 ENCLOSURES

- A. GENERAL: Provide and maintain for the duration of construction all scaffolds, tarpaulins, canopies, steps, platforms, bridges, and other temporary construction

necessary for proper completion of the Work in compliance with pertinent safety and other regulations.

- B. DUMPSTER ENCLOSURES: For all projects requiring dumpsters, where the dumpster is located within the geographical area of campus bounded by SW 13th Street, West University Avenue, Gale Lemerand Drive, and Stadium Road, the dumpster shall be enclosed by a solid wooden fence installed around the entire perimeter. This fence shall be a minimum of 6' high and shall be constructed of vertical 1 x 6's on a 2 x 4 frame. Pre-fabricated sections are acceptable.
- C. TREE PROTECTION: See tree protection guidelines, Appendix I, University of Florida Construction Standards, Volume 1.

## 2.5 TEMPORARY FENCING

- A. Provide and maintain for the duration of construction a temporary fence to prevent entry of the public into the jobsite. Fencing shall be six-foot high sealed wood or chain link fencing with dark-colored inlaid fabric mounted on fixed posts of metal or wood for temporary parking and work area. Open trenches and other hazards shall be enclosed in a fixed wire fence or wooden barricades with flashing lights.
- B. Maintain the security and appearance of fencing throughout construction.

## 2.6 EROSION and SEDIMENTATION CONTROL

- A. The Builder shall develop a "Sedimentation and Erosion Control Plan" per the UF Design & Construction Standards (Appendix C).
- B. This plan shall be submitted for review and approval prior to beginning any onsite work or applying for dig permits.
- C. The Builder shall erect and maintain control measures as outlined in the plan throughout construction. Such measures may include gravel "wash-down stations" at jobsite entry and exit points, silt fencing, and temporary grass seeding.

## 2.7 SIGNAGE

- A. Install and maintain the appearance of the standard University of Florida Board of Trustees Project Sign in a location directed by the University Project Manager.
- B. Florida Statutes 812.014 and 810.09 require that construction fences be adorned with the following sign: **"WARNING (red on white) - This area is a designated construction site. Anyone trespassing on this property shall, upon**

**conviction, be guilty of a felony.”** (*black on white*) Signs shall be approximately 14" x 18".

- C. Post the following notice on each leg of construction fencing:  
**“Immediately report sexual harassment from anyone at this construction site. Please contact the University’s Title IX Coordinator at (352.273.1094).”**
- D. Provide way-finding, directional, and other informational signage as needed to safely accommodate the public’s need to pass around or through the Work. This shall include, as needed, directional assistance for ADA-compliant paths of travel throughout the duration of construction.
- E. No other signs or advertisements are permitted.

## 2.8 CLEANLINESS

The Builder shall keep the premises free from accumulation of waste material and rubbish, and shall remove from the premises all rubbish, implements, surplus materials, and temporary facilities provided during the course of the Work, leaving spaces broom clean.

## PART 3 – EXECUTION

### 3.1 INSTALLATION

- A. The Builder shall not mobilize and/or erect temporary facilities until the jobsite management plan has been reviewed and approved by the Owner.
- B. Prior to erection of fencing, the Builder shall review the proposed fencing plan onsite with the University Project Manager and representatives of EH&S, UFPD, and the Americans with Disabilities Act Office.
- C. Directional signage shall be installed simultaneously with fencing and/or temporary roads or paths.
- D. Traffic maintenance devices and procedures (signage, barricades and cones, flagmen, etc.) shall be per Florida Department of Transportation (FDOT) standards (2003 Edition, Manual on Uniform Traffic Control Devices (MUTCD), with Revision No. 1 Incorporated, dated November 2004). Work zone traffic control schemes and devices shall only be implemented or installed in the field by or under the direct supervision of a person who has satisfactorily completed the training requirements prescribed by FDOT Topic No: 625-010-010-f, “MAINTENANCE OF TRAFFIC TRAINING,” Work Zone Traffic Control and Maintenance of Traffic Intermediate or Advanced Level as appropriate for the project. All flagmen shall have successfully completed the Work Zone Traffic Control and Maintenance of Traffic - Basic Level.

### 3.2 WEATHER PROTECTION

- A. Take necessary precautions to ensure that roof openings and other critical openings in the building are secured. Take immediate actions required to seal off such openings when rain or other detrimental weather is imminent, and at the end of each workday. Ensure that the openings are completely sealed off to protect materials and equipment in the building from damage.
- B. When a warning of gale force (or higher) winds is issued, take precautions to minimize danger to persons, and protect the work and nearby Owner property. Precautions shall include, but are not limited to, closing openings; removing loose materials, tools, and equipment from exposed locations; removing or securing scaffolding and other temporary work; and arranging for all dumpsters to be emptied.

### 3.3 MAINTENANCE AND REMOVAL

- A. Maintain temporary facilities and controls as long as needed for safe, compliant, and proper completion of the Work.
- B. Remove temporary facilities and controls as rapidly as progress of the Work will permit, or as directed by the Owner.

**END OF SECTION**

## **01505 Construction Waste Management**

### **PART 1 – GENERAL**

#### **1.1 RELATED SECTIONS:**

- A. Documents affecting the work of this Section include other elements of the Contract for Construction, including the Owner/Builder Agreement or Owner/Design-Builder Agreement, the General Terms & Conditions, other sections of the Division 0 and Division 1 non-technical specifications, and the technical plans and specifications.
- B. See the Physical Plant Division Solid Waste Management website at <https://www.ppd.ufl.edu/departments/refuse.shtml>.

#### **1.2 HAZARDOUS SUBSTANCES**

- A. The builder is responsible for proper management of hazardous substances used, stored, handled, generated, or disposed of by his own construction activities (e.g., excess or unwanted hazardous construction-related materials, including, but not limited to: equipment lubricants, used oil filters, aerosols, paints, activators, adhesives, caulks, and other hazardous wastes). In no case shall such construction hazardous waste be commingled with demolition hazardous waste. In no case shall such construction hazardous waste be commingled with non-hazardous construction or demolition waste.
- B. For renovation or demolition projects, hazardous wastes shall be segregated, collected, labeled, and disposed of via UF Environmental Health & Safety (EH&S). These include light fixture ballasts (PCB and non-PCB), mercury thermostats, and batteries. See [www.ehs.ufl.edu/programs/chemrad\\_waste](http://www.ehs.ufl.edu/programs/chemrad_waste).
- C. Evaluation, on-site storage, transportation, disposal and other aspects of Hazardous Waste Management shall comply with applicable Federal, State, and local laws.
- D. Refer to the General Terms & Conditions for requirements related to the discovery of environmental contamination, including, but not limited to, Hazardous Substances.

**END OF SECTION**

## **01700 Project Closeout**

### **PART 1 – GENERAL**

#### **1.1 RELATED SECTIONS:**

Documents affecting the work of this Section include other elements of the Contract for Construction, including the Owner/Builder Agreement or Owner/Design-Builder Agreement, the General Terms & Conditions, other sections of the Division 0 and Division 1 non-technical specifications, and the technical plans and specifications.

#### **1.2 CERTIFICATE OF OCCUPANCY**

Prior to occupancy of a new building, the Division of Environmental Health & Safety (EH&S) shall issue a Certificate of Occupancy (CO). The CO will state the building is complete, constructed in accordance with the plans and specifications, and meets the minimum code requirements at the time of issuance of the building permit. Project must achieve at least a temporary CO in order to achieve Substantial Completion.

#### **1.3 SUBSTANTIAL COMPLETION**

Separate and distinct from completion requirements related to life safety and building codes is the contractual obligation to achieve Substantial Completion on or before the specified date. Refer to the “Construction Inspection and Closeout” link under “Forms & Standards” on the Planning Design & Construction website ([www.facilities.ufl.edu](http://www.facilities.ufl.edu)). Checklists and forms related to closeout shall be tailored by the Owner and design professional (A/E) to the specific needs of the project.

#### **1.4 AS-BUILT DOCUMENTS**

See the General Terms & Conditions and certain technical specifications for more information regarding as-built / record documents.

#### **1.5 O&M MANUALS**

- A. Builder shall provide draft operation and maintenance (O&M) manuals and other documents for review by UF, the A/E, and the CxA prior to manufacturer startups, Cx Functional Performance Testing, and Owner training.
- B. Builder shall tailor the O&M documents to the project, excluding or striking through models/types not installed and otherwise including only information pertinent to the products, materials, equipment, or components actually installed. Builder shall clearly identify each item, with references to the construction documents as needed.

- C. Builder shall augment O&M documents with the final approved versions of any submittals, shop drawings, or other system/product data not already included.
- D. Builder shall finalize turnover/closeout documents (including O&Ms) by addressing review comments and incorporating missing or finalized documents, test reports, and other relevant information.
- E. See 1.9 below for content and format requirements.

## 1.6 UTILITY VIDEOS

When required by the technical specifications, television camera videos of underground utility lines shall be provided to the engineer of record and the Owner in MPEG or AVI format.

## 1.7 OWNER TRAINING

- A. Training on building systems, equipment, and materials, the specific requirements for which are outlined in the technical specifications, shall be completed prior to Substantial Completion, at which point the Owner assumes the responsibility for operation and maintenance of the facility.
- B. Builder shall coordinate the schedule for training with UF and provide a comprehensive schedule for all training sessions at least 30 calendar days prior to the first scheduled session.
- C. Builder shall provide – at least two weeks in advance of each scheduled session – a syllabus, outline, or agenda for each training session for review by UF, the A/E, and (for commissioned systems) the CxA.
- D. Training shall be conducted with the (draft) O&M manuals in hand – preferably in conjunction with commissioning activities – and shall be videotaped and turned over to the Owner in MPEG format.

## 1.8 ATTIC STOCK

Coordination of the physical storage location of “attic stock” items shall be made with the building O&M entity prior to Substantial Completion, and the items and quantities of same (as outlined in the technical specifications) shall be on hand as a requirement of Substantial Completion. The Builder shall develop a spreadsheet itemization of attic stock and other items to be turned over to the Owner, tracking the type and quantity of material, date(s) of turnover, and other relevant information.

## 1.9 ENERGY REBATE PROGRAM



Builder shall gather product data and other information as needed to assist Owner with its application for energy rebates based on the materials and products installed in the facility.

#### 1.10 CLOSEOUT DOCUMENTS and OTHER DELIVERABLES

- A. The final version of all O&M manuals and other turnover/closeout documents shall be provided in electronic (searchable PDF) form prior to Final Completion, including a Table of Contents for each discreet manual. Provide these to UF, the A/E on CD-ROM or through a file-sharing platform (e.g., Sharepoint), assembled and organized in electronic folders as follows:

010000 – General Requirements *(with subfolders for pre-concealment photos and other general information such as a complete list of subcontractors with contact information, a list/inventory of attic stock, and a final list/inventory of all colors & finishes)*

230000 – HVAC

- B. Other than 010000, each e-folder listed above, where applicable, shall include the following sub-folders to consistently organize the documents and material:

1. IOM Documents and Product Data
2. Shop Drawings
3. Training *(including training agendas, sign-in sheets, and videos)*
4. Warranty Documents

**END OF SECTION**