

ADDENDUM NO. 1

UNIVERSITY OF CONNECTICUT HEALTH CENTER FINANCE CORPORATION
 AMBULATORY CARE CENTER (ACC) FIT-OUT
 Farmington, CT

UCHC Project No. 11-042
 DCC Project No. 527-2

THE PRE-BID CONFERENCE INCLUDES A SITE WALK-THROUGH. ALL ATTENDEES ARE REQUIRED TO PROVIDE THEIR OWN PPE EQUIPMENT. NONE WILL BE PROVIDED. IF AN ATTENDEE DOES NOT HAVE THEIR OWN PPE EQUIPMENT THEY WILL NOT BE ALLOWED ON SITE!

PRE-BID CONFERENCE/SITE WALK THROUGH: Tuesday, September 10, 2013
TIME: 5:00 PM
LOCATION: Circle Road, off Main Road, Farmington, CT
ATTENDANCE: Strongly Recommended. Meet at the main construction gate.

THE PRE-BID CONFERENCE INCLUDES A SITE WALK-THROUGH. ALL ATTENDEES ARE REQUIRED TO PROVIDE THEIR OWN PPE EQUIPMENT. NONE WILL BE PROVIDED. IF AN ATTENDEE DOES NOT HAVE THEIR OWN PPE EQUIPMENT THEY WILL NOT BE ALLOWED ON SITE!

1. **The bid due date is still set for Tuesday, September 17th, 2013. Another addendum will be issued with bid time and location.**
2. Approved Bidder List dated 9-4-13 is included as an attachment to this Addendum No. 1.
3. The RFI deadline has been extended to September 11, 2013.
4. The following documents are included in this Addendum No. 1:

ITEM	DESCRIPTION	DATE
CONTRACT DOCUMENTS		
00 11 16	Invitation to Bid	4-Sept-13
00 40 13	Bid Proposal Form	4-Sept-13
00 52 73	Construction Manager/Trade Contractor Agreement	
	Exhibit B Bid/Contract Document Log	04-Sept-13
	Exhibit I – Insurance and OCIP Manual	04-Sept-13
	Exhibit E – Project Specific Requirements	04-Sept-13
	Exhibit L - Prevailing Wage Rates	04-Sept-13
00 73 38	CHRO Contract Compliance Regulations	05-Sept-13
	Revision 1 Drawings: A-110A through A-180F	28-Aug-13
	Revision 2 Drawings: S-101 through S-109 and S-500 Through S-503	03-Sept-13

END OF ADDENDUM NO. 1

UConn Health Center ACC - List of Prequalified Bidders

Bid Package	Contractor	Contact	Phone	E-Mail	Fax	Address	Address2	City	State	Zip Code
03A Concrete										
Bidder #1	B.W. Dexter II	James Delsanto	(860) 774-0348	jdelsanto@bwdexter.com	(860) 774-5267	562 Westcott Rd.		Danielson	CT	06239
Bidder #2	CT Concrete	Tony Petta	(203) 262-1009	apetta@ctconcrete.com	(203) 262-1097	97 Willenbrock Road		Oxford	CT	06478
Bidder #3	M&D Concrete LLC	Eric Markiewicz	(860) 243-1411	eric@mandconcretellc.com	(860) 242-2937	185 Tunxis Avenue		Bloomfield	CT	06002
Bidder #4	Noble Construction	Ed Noble	(860) 767-7971	edward.noble@snet.net	(860) 767-1337	PO Box 843		Essex	CT	06426
Bidder #5	Sil/Car	Wayne Silva, Jr.	(860) 627-7400	waynejr@silcarr.com	(860) 292-8704	34 Newberry Road		East Windsor	CT	06088
05A Misc Metals										
Bidder #1	Steeltech Building Products	Eva Tyz	(800) 840-9815	etyz@steeltechbp.com	(888) 873-8646	636 Nutmeg Rd North		South Windsor	CT	06074
Bidder #2	Erection & Welding	Ryan Manchester	(860) 354-4622	rmanchester@erectionwelding.com	(860) 354-4652	27 Pickett District Rd		New Milford	CT	06776
Bidder #3	TP Builders	Scott Thomas	(860) 306-6922	info@steeltechbp.com	(860) 872-9478	167 Porter Road		Ellington	CT	06029
Bidder #4	L&P Gates	Glenny Jimenez	(860) 296-8009	glennyjim808@gmail.com	(860) 296-5532	83 Meadow St.		Hard	CT	6114
06A Millwork										
Bidder #1	Legere Group	Scott Wolf	(860) 674-0392	Mail@legeregroup.com	(860) 674-0469	80 Darling Drive		Avon	CT	06001
Bidder #2	Millwork One	Michael McNulty, Sr. x108	(401) 738-6990	mmcnulty@millworkone.com	(401) 738-6560	60 Kenney Drive		Cranston	RI	02920
Bidder #3	Polybois Inc	Alain Vachon	(418) 338-4638	alain.v@polybois.ca	(418) 338-8059	739 Rue Monfette		Theford Mines	CA	G6G
Bidder #4	The Woodworks	Dave Curry	(603) 432-4050	dcurry@twnh.com	(603) 432-3906	16 North Wentworth Avenue		Londonderry	NH	03053
06B Final Cleaning										
Bidder #1	Advantage Cleaning	Anthony Diaz	(203) 387-1968	twilkos@aol.com	(203) 387-1964	15 Lunar Drive		Woodbridge	CT	06525
Bidder #2	Construction Mgmt Systems	Vernon Austin, Sr.	(203) 510-4934	vernon@cmsa.co	(203) 573-1150	4 Fleet Stret		Waterbury	CT	06704
Bidder #3	Horizon Services	Dave Hyun	(869) 291-9111	Dave Hyun <dhyun@horizonsvcs.com>	(869) 291-9410	250 Governor Street		East Hartford	CT	06108
Bidder #4	Noble Construction	Ed Noble	(860) 767-7971	edward.noble@snet.net	(860) 767-1337	PO Box 843		Essex	CT	06426
Bidder #5	Rockman Construction	Rui Rodrigues	(203) 445-7844	joe@joemasonry.com	(203) 445-7844	24 Camelot Drive		Monroe	CT	06468
Bidder #6	TP Builders	Scott Thomas	(860) 306-6922	info@steeltechbp.com	(860) 872-9478	167 Porter Road		Ellington	CT	06029
Bidder #7	MooreChore Cleaning LLC	Oronde Moore	860-877-5660	moorechorecleaners@yahoo.com	860-863-5411	514 Main Street		Southington	CT	06489
06D Temp Requirements										
Bidder #1	Central Conn. Acoustics	Gerry St. Hilair Jr.	(203) 269-1421	gsthalire@centralconnacoustics.com	(203) 265-3211	105 North Cherry Street		Wallingford	CT	06492
Bidder #2	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Straford	CT	06614
Bidder #3	Horizon Services	Dave Hyun	(869) 291-9111	Dave Hyun <dhyun@horizonsvcs.com>	(869) 291-9410	250 Governor Street		East Hartford	CT	06108
Bidder #4	Noble Construction	Ed Noble	(860) 767-7971	edward.noble@snet.net	(860) 767-1337	PO Box 843		Essex	CT	06426
Bidder #5	Rockman Construction	Rui Rodrigues	(203) 445-7844	joe@joemasonry.com	(203) 445-7844	24 Camelot Drive		Monroe	CT	06468
Bidder #6	Whitehawk Const.	Bob Kravitz	(860) 693-9464	robert@whitehawkconstruct.com	(860) 693-9264	50 Albany Turnpike		Canton	CT	06019
Bidder #7	TP Builders	Scott Thomas	(860) 306-6922	info@steeltechbp.com	(860) 872-9478	167 Porter Road		Ellington	CT	06029
06E Housekeeping										
Bidder #1	Advantage Cleaning	Anthony Diaz	(203) 387-1968	twilkos@aol.com	(203) 387-1964	15 Lunar Drive		Woodbridge	CT	06525
Bidder #2	Central Conn. Acoustics	Gerry St. Hilair Jr.	(203) 269-1421	gsthalire@centralconnacoustics.com	(203) 265-3211	105 North Cherry Street		Wallingford	CT	06492
Bidder #3	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Straford	CT	06614
Bidder #4	Horizon Services	Dave Hyun	(869) 291-9111	Dave Hyun <dhyun@horizonsvcs.com>	(869) 291-9410	250 Governor Street		East Hartford	CT	06108
Bidder #5	Rockman Construction	Rui Rodrigues	(203) 445-7844	joe@joemasonry.com	(203) 445-7844	24 Camelot Drive		Monroe	CT	06468
Bidder #6	Noble Construction	Ed Noble	(860) 767-7971	edward.noble@snet.net	(860) 767-1337	PO Box 843		Essex	CT	06426
Bidder #7	Whitehawk Const.	Bob Kravitz	(860) 693-9464	robert@whitehawkconstruct.com	(860) 693-9264	50 Albany Turnpike		Canton	CT	06019
Bidder #8	TP Builders	Scott Thomas	(860) 306-6922	info@steeltechbp.com	(860) 872-9478	167 Porter Road		Ellington	CT	06029
Bidder #9	Construction Mgmt Systems	Vernon Austin, Sr.	(203) 510-4934	vernon@cmsa.co	(203) 573-1150	4 Fleet Stret		Waterbury	CT	06704
Bidder #10	Lent Road	Paul Nixon	(203) 641-0368	pnixon@pmiclean.com	(203) 874-5078	80 Still Road		Oxford	CT	06478
Bidder #11	Orissa	Tejal Vallam	(860) 983-6999	tvallam@gmail.com	(860) 760-6190	45 Andover Drive		Rocky Hill	CT	06067
Bidder #12	MooreChore Cleaning LLC	Oronde Moore	860-877-5660	moorechorecleaners@yahoo.com	860-863-5411	514 Main Street		Southington	CT	06489
07A Waterproofing										
Bidder #1	Capasso Restoration	Luisa Capasso	(203) 239-0055	luisa@capassorestoration.com	(203) 823-9872	39 Sugar Hill Road		North Haven	CT	06473
Bidder #2	Armani Restoration	Dave Novack	(860) 296-6811	dnovack@armanirestoration.com	(860) 296-2564	191 Franklin Ave.		Hartford	CT	06114
08A Glass & Glazing										
Bidder #1	Acorn Glass	Tim Walker	(203) 375-3033	twalker@acorglassinc.com	(203) 377-8110	30 Century Drive		Straford	CT	06615
Bidder #2	Massey	Robert Kolek x106	(203) 488-2377	Rkolek@masseysglass.com	(203) 488-6381	734 East Main Street		Branford	CT	06405
Bidder #3	R&R Window	Tabby Smith x127	(413) 527-7500	tsmith@rwindow.com	(413) 527-6380	1 Arthur Street		East Hampton	MA	01027
08B Door & Hardware Install										
Bidder #1	Whitehawk Const.	Bob Kravitz	(860) 693-9464	robert@whitehawkconstruct.com	(860) 693-9264	50 Albany Turnpike		Canton	CT	06019
Bidder #2	Rockman Construction	Rui Rodrigues	(203) 445-7844	joe@joemasonry.com	(203) 445-7844	24 Camelot Drive		Monroe	CT	06468
Bidder #3	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Straford	CT	06614
Bidder #4	Construction Mgmt Systems	Vernon Austin, Sr.	(203) 510-4934	vernon@cmsa.co	(203) 573-1150	4 Fleet Stret		Waterbury	CT	06704
Bidder #5	CRF Interior systems	Michael Fearing	(860) 779-5835	Mfearing@CRFInteriors.com	(860) 779-5836	364 Putnam Pike		Dayville	CT	06241
Bidder #6	Noble Construction	Ed Noble	(860) 767-7971	edward.noble@snet.net	(860) 767-1337	PO Box 843		Essex	CT	06426
Bidder #7	TP Builders	Scott Thomas	(860) 306-6922	info@steeltechbp.com	(860) 872-9478	167 Porter Road		Ellington	CT	06029
Bidder #8	Central Conn. Acoustics	Gerry St. Hilair Jr.	(203) 269-1421	gsthalire@centralconnacoustics.com	(203) 265-3211	105 North Cherry Street		Wallingford	CT	06492
Bidder #9	Gennarini Construction	John Gennarini, Jr.	(203) 366-8957	Gennarinicnstco@aol.com	(203) 333-0351	25 Maple St		Bridgeport	CT	06608
08C Door, Frame & Hardware										
Bidder #1	Builders Hardware	David Beaton	(203) 380-2122	daveb@okee.net	(203) 380-0133	230 Long Hill Cross Road		Shelton	CT	06484
Bidder #2	Gennarini Construction	John Gennarini, Jr.	(203) 366-8957	Gennarinicnstco@aol.com	(203) 333-0351	25 Maple St		Bridgeport	CT	06608

UConn Health Center ACC - List of Prequalified Bidders

Bid Package	Contractor	Contact	Phone	E-Mail	Fax	Address	Address2	City	State	Zip Code
Bidder #3	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Strafford	CT	06614
09A Drywall										
Bidder #1	Banton Construction	Stanley E. Sheppard	(203) 234-2353	hlprade@bantonstruc.com	(203) 234-0010	339 Washington Avenue		North Haven	CT	06473
Bidder #2	Century Drywall	Bill Woodside	(401) 333-2140	bwoodside@centurydrywall.com	(401) 334-2013	1988 Louisquissett Pike		Lincoln	RI	02865
Bidder #3	Conn. Acoustics	Guy Baillargeon	(860) 666-5631	gbailargeon@connacoustics.com	(860) 665-0370	60 Holmes Rd		Newington	CT	06111
Bidder #4	Enfield Builders, Inc	S. Butler	(860) 627-6870	s.butler@enfieldbuilders.com	(860) 627-8017	1654 King Street		Enfield	CT	06082
Bidder #5	H. Carr & Sons	Richard Elderkin x239	(401) 331-2277	relderkin@hcarr.com	(401) 331-5425	100 Royal Little Drive		Providence	RI	02904
Bidder #6	Lawrence Brunoli									
09B Inwall Blocking										
Bidder #1	Whitehawk Const.	Bob Kravitz	(860) 693-9464	robert@whitehawkconstruct.com	(860) 693-9264	50 Albany Turnpike		Canton	CT	06019
Bidder #2	Rockman Construction	Rui Rodrigues	(203) 445-7844	joe@joermasonry.com	(203) 445-7844	24 Camelot Drive		Monroe	CT	06468
Bidder #3	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Strafford	CT	06614
Bidder #4	Construction Mgmt Systems	Vernon Austin, Sr.	(203) 510-4934	vernon@cmsa.co	(203) 573-1150	4 Fleet Stret		Waterbury	CT	06704
Bidder #5	CRF Interior systems	Michael Fearing	(860) 779-5835	Mfearing@CRFInteriors.com	(860) 779-5836	364 Putnam Pike		Dayville	CT	06241
Bidder #6	TP Builders	Scott Thomas	(860) 306-6922	info@steeltechbp.com	(860) 872-9478	167 Porter Road		Ellington	CT	06029
Bidder #7	Central Conn. Acoustics	Gerry St. Hilair Jr.	(203) 269-1421	gsthalire@centralconnacoustics.com	(203) 265-3211	105 North Cherry Street		Wallingford	CT	06492
Bidder #8	Gennarini Construction	John Gennarini, Jr.	(203) 366-8957	Gennariniconstco@aol.com	(203) 333-0351	25 Maple St		Bridgeport	CT	06608
09C Acoustical Ceilings										
Bidder #1	Banton Construction	Stanley E. Sheppard	(203) 234-2353	hlprade@bantonstruc.com	(203) 234-0010	339 Washington Avenue		North Haven	CT	06473
Bidder #2	Central Conn. Acoustics	Gerry St. Hilair Jr.	(203) 269-1421	gsthalire@centralconnacoustics.com	(203) 265-3211	105 North Cherry Street		Wallingford	CT	06492
Bidder #3	Century Drywall	Bill Woodside	(401) 333-2140	bwoodside@centurydrywall.com	(401) 334-2013	1988 Louisquissett Pike		Lincoln	RI	02865
Bidder #4	Conn. Acoustics	Guy Baillargeon	(860) 666-5631	gbailargeon@connacoustics.com	(860) 665-0370	60 Holmes Rd		Newington	CT	06111
Bidder #5	Enfield Builders, Inc	S. Butler	(860) 627-6870	s.butler@enfieldbuilders.com	(860) 627-8017	1654 King Street		Enfield	CT	06082
Bidder #6	H. Carr & Sons	Richard Elderkin x239	(401) 331-2277	relderkin@hcarr.com	(401) 331-5425	100 Royal Little Drive		Providence	RI	02904
Bidder #7	Lawrence Brunoli	Lawrence Brunoli, Jr.	(860) 676-9900	lbrunoli@lbrunoli.com	(860) 676-0455	11 Eastview Drive		Farmington	CT	06032
Bidder #8	Gennarini Construction	John Gennarini, Jr.	(203) 366-8957	Gennariniconstco@aol.com	(203) 333-0351	25 Maple St		Bridgeport	CT	06608
09D Terrazzo										
Bidder #1	Joseph Cohn & Son	Rich Monaco	(203) 772-2420	lou@josephcohnandson.com	(203) 230-0340	50 Devine Stre		North Haven	CT	06473
Bidder #2	Depaoli Mosaic Company	Leslie Morgan	(781) 961-6591	info@depaolimosaic.com	(781) 961-6596	52 York Ave.		Randolph	MA	02368
09E Resilient Flooring										
Bidder #1	Atlantic Masonry	Lisa	(203) 773-9024	atlantic.masonry@snet.net	(203) 773-1862	67 Quinpiac Ave		North Haven	CT	06473
Bidder #2	Cutting Edge Installations	Brenda Duggan	(860) 253-0362	ceiepoxyflooring@aol.com	(860) 749-7084	7 Moody Road Building 5 Unit A		Enfield	CT	06082
Bidder #3	Pavilion Flooring	Joe Piscitello	(401) 274-2444	JPiscitello@pavilionfloors.com	(401) 633-6135	10 Mutual Place		Providence	RI	02906
Bidder #4	Joseph Cohn & Son	Rich Monaco	(203) 772-2420	lou@josephcohnandson.com	(203) 230-0340	50 Devine Stre		North Haven	CT	06473
Bidder #5	M. Frank Higgins & Co., Inc	Kathy Cloud	(860) 953-6826	kcloud@mfhiggins.com		780 N Mountain Rd		Newington	CT	06111
09F Tile										
Bidder #1	Atlantic Masonry	Lisa	(203) 773-9024	atlantic.masonry@snet.net	(203) 773-1862	67 Quinpiac Ave		North Haven	CT	06473
Bidder #2	Cutting Edge Installations	Brenda Duggan	(860) 253-0362	ceiepoxyflooring@aol.com	(860) 749-7084	7 Moody Road Building 5 Unit A		Enfield	CT	06082
Bidder #3	Pavilion Flooring	Joe Piscitello	(401) 274-2444	JPiscitello@pavilionfloors.com	(401) 633-6135	10 Mutual Place		Providence	RI	02906
Bidder #4	Joseph Cohn & Son	Rich Monaco	(203) 772-2420	lou@josephcohnandson.com	(203) 230-0340	50 Devine Stre		North Haven	CT	06473
Bidder #5	M. Frank Higgins & Co., Inc	Kathy Cloud	(860) 953-6826	kcloud@mfhiggins.com		780 N Mountain Rd		Newington	CT	06111
09G Carpet & Entrance Mats										
Bidder #1	Atlantic Masonry	Lisa	(203) 773-9024	atlantic.masonry@snet.net	(203) 773-1862	67 Quinpiac Ave		North Haven	CT	06473
Bidder #2	Cutting Edge Installations	Brenda Duggan	(860) 253-0362	ceiepoxyflooring@aol.com	(860) 749-7084	7 Moody Road Building 5 Unit A		Enfield	CT	06082
Bidder #3	Pavilion Flooring	Joe Piscitello	(401) 274-2444	JPiscitello@pavilionfloors.com	(401) 633-6135	10 Mutual Place		Providence	RI	02906
Bidder #4	Joseph Cohn & Son	Rich Monaco	(203) 772-2420	lou@josephcohnandson.com	(203) 230-0340	50 Devine Stre		North Haven	CT	06473
Bidder #5	M. Frank Higgins & Co., Inc	Kathy Cloud	(860) 953-6826	kcloud@mfhiggins.com		780 N Mountain Rd		Newington	CT	06111
09H Painting & Wall Covering										
Bidder #1	MacKenzie	Brenden Luddy	(203) 386-9414	bluddy@themackenziecos.com	(203) 386-9507	60 Mead Street		Strafford	CT	06615
Bidder #2	Professional Painting	Delores Ianniello	(203) 789-0326	professionalptg@aol.com	(203) 624-4845	60 Orchard Street (REAR)		New Haven	CT	06519
Bidder #3	Gennarini Construction	John Gennarini, Jr.	(203) 366-8957	Gennariniconstco@aol.com	(203) 333-0351	25 Maple St		Bridgeport	CT	06608
10A Visual Displays										
Bidder #1	Automation Solutions	Majid Bonakdarpour	(617) 681-6700	majidb@automationsolutionsinc.com	(617) 681-6900	38 Third Ave., Unit 100W		Boston	MA	02129
Bidder #2	New England Interior Specialties, Inc	Gary Powers x12	(508) 528-8087	GPowers@NEInterior.com	(508) 528-3431	124 Main Street		Norfolk	MA	02056
Bidder #3	Steeltech Building Products	Eva Tyz	(800) 840-9815	etyz@steeltechbp.com	(888) 873-8646	636 Nutmeg Rd North		South Windsor	CT	06074
Bidder #4	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Strafford	CT	06614
10B Toilet Partitions										
Bidder #1	Automation Solutions	Majid Bonakdarpour	(617) 681-6700	majidb@automationsolutionsinc.com	(617) 681-6900	38 Third Ave., Unit 100W		Boston	MA	02129
Bidder #2	New England Interior Specialties, Inc	Gary Powers x12	(508) 528-8087	GPowers@NEInterior.com	(508) 528-3431	124 Main Street		Norfolk	MA	02056
Bidder #3	Steeltech Building Products	Eva Tyz	(800) 840-9815	etyz@steeltechbp.com	(888) 873-8646	636 Nutmeg Rd North		South Windsor	CT	06074
Bidder #4	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Strafford	CT	06614
10C Cubicle Curtains and Tracks										
Bidder #1	Automation Solutions	Majid Bonakdarpour	(617) 681-6700	majidb@automationsolutionsinc.com	(617) 681-6900	38 Third Ave., Unit 100W		Boston	MA	02129
Bidder #2	New England Interior Specialties, Inc	Gary Powers x12	(508) 528-8087	GPowers@NEInterior.com	(508) 528-3431	124 Main Street		Norfolk	MA	02056
Bidder #3	Steeltech Building Products	Eva Tyz	(800) 840-9815	etyz@steeltechbp.com	(888) 873-8646	636 Nutmeg Rd North		South Windsor	CT	06074

UConn Health Center ACC - List of Prequalified Bidders

Bid Package	Contractor	Contact	Phone	E-Mail	Fax	Address	Address2	City	State	Zip Code
Bidder #4	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Straford	CT	06614
10D Wall Protection										
Bidder #1	Automation Solutions	Majid Bonakdarpour	(617) 681-6700	majidb@automationsolutionsinc.com	(617) 681-6900	38 Third Ave., Unit 100W		Boston	MA	02129
Bidder #2	New England Interior Specialties, Inc	Gary Powers x12	(508) 528-8087	GPowers@NEInterior.com	(508) 528-3431	124 Main Street		Norfolk	MA	02056
Bidder #3	Steeltech Building Products	Eva Tyz	(800) 840-9815	etyz@steeltechbp.com	(888) 873-8646	636 Nutmeg Rd North		South Windsor	CT	06074
Bidder #4	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Straford	CT	06614
10E Signage										
Bidder #1	Design Communications	Harvey Whiteaway	(617) 542-9620	projdev@dclboston.com	(617) 951-0777	25 Drydock Ave.		Boston	MA	02110
Bidder #2	Sign Lite	Elaine DuTulio	(203) 239-6799	elaine@signlite.net	(203) 234-8344	6 Corporate Drive		North Haven	CT	06473
Bidder #3	Sign Pro	Rick Charmut	(860) 229-1812	rick@signpro-usa.com	(860) 223-1812	168 Stanley Street		New Britain	CT	06051
Bidder #4	Metro Sign	Mark Vella	(978) 880-8593	marky@metrosign.net	(978) 851-2424	170 Lorum Street		Tuftsbury	CT	01876
10F Lockers										
Bidder #1	Automation Solutions	Majid Bonakdarpour	(617) 681-6700	majidb@automationsolutionsinc.com	(617) 681-6900	38 Third Ave., Unit 100W		Boston	MA	02129
Bidder #2	New England Interior Specialties, Inc	Gary Powers x12	(508) 528-8087	GPowers@NEInterior.com	(508) 528-3431	124 Main Street		Norfolk	MA	02056
Bidder #3	Steeltech Building Products	Eva Tyz	(800) 840-9815	etyz@steeltechbp.com	(888) 873-8646	636 Nutmeg Rd North		South Windsor	CT	06074
Bidder #4	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Straford	CT	06614
10H Toilet Accessories										
Bidder #1	Automation Solutions	Majid Bonakdarpour	(617) 681-6700	majidb@automationsolutionsinc.com	(617) 681-6900	38 Third Ave., Unit 100W		Boston	MA	02129
Bidder #2	New England Interior Specialties, Inc	Gary Powers x12	(508) 528-8087	GPowers@NEInterior.com	(508) 528-3431	124 Main Street		Norfolk	MA	02056
Bidder #3	Steeltech Building Products	Eva Tyz	(800) 840-9815	etyz@steeltechbp.com	(888) 873-8646	636 Nutmeg Rd North		South Windsor	CT	06074
Bidder #4	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Straford	CT	06614
10I Operable Partitions										
Bidder #1	Corbin Hufcor	Neil Donahue	(781) 871-4941	Ndonahue@corbinhufcor.com	(781) 871-8874	100 Weymouth Street		Rockland	MA	02370
Bidder #2	CRF Interior systems	Michael Fearing	(860) 779-5835	Mfearing@CRFInteriors.com	(860) 779-5836	364 Putnam Pike		Dayville	CT	06241
Bidder #3	Dynamic Dock & Door	Chris	(800) 573-3625	chris@dynamic-dock-door.com	(413) 736-8599	64 Lowell Street		West Springfield	MA	01089
11A Medical Equip Install										
Bidder #1	Whitehawk Const.	Bob Kravitz	(860) 693-9464	robert@whitehawkconstruct.com	(860) 693-9264	50 Albany Turnpike		Canton	CT	06019
Bidder #2	Rockman Construction	Rui Rodrigues	(203) 445-7844	joe@joermasonry.com	(203) 445-7844	24 Camelot Drive		Monroe	CT	06468
Bidder #3	Construction Mgmt Systems	Vernon Austin, Sr.	(203) 510-4934	vernon@cmsa.co	(203) 573-1150	4 Fleet Stret		Waterbury	CT	06704
Bidder #4	OWI Contractors	Robert Camillo	(203) 908-3545	bob@OWIContractors.com	(203) 870-6630	1681 Barnum Drive		Straford	CT	06614
Bidder #5	CRF Interior systems	Michael Fearing	(860) 779-5835	Mfearing@CRFInteriors.com	(860) 779-5836	364 Putnam Pike		Dayville	CT	06241
Bidder #6	TP Builders	Scott Thomas	(860) 306-6922	info@steeltechbp.com	(860) 872-9478	167 Porter Road		Ellington	CT	06029
Bidder #7	Gennarini Construction	John Gennarini, Jr.	(203) 366-8957	Gennariniconstco@aol.com	(203) 333-0351	25 Maple St		Bridgeport	CT	06608
Bidder #8										
12A Window Shades										
Bidder #1	Automation Solutions	Majid Bonakdarpour	(617) 681-6700	majidb@automationsolutionsinc.com	(617) 681-6900	38 Third Ave., Unit 100W		Boston	MA	02129
Bidder #2	New England Interior Specialties, Inc	Gary Powers x12	(508) 528-8087	GPowers@NEInterior.com	(508) 528-3431	124 Main Street		Norfolk	MA	02056
Bidder #3	Steeltech Building Products	Eva Tyz	(800) 840-9815	etyz@steeltechbp.com	(888) 873-8646	636 Nutmeg Rd North		South Windsor	CT	06074
Bidder #4										
21A Fire Protection										
Bidder #1	A&E Fire Protection	Ryan Jones	(781) 329-9799	rjones@aefireinc.com	(781) 329-9711	202 Bussey Street		Dedham	MA	02026
Bidder #2	Haas Contracting	Jeff Haas	(860) 388-9878	haascontracting@hotmail.com	(860) 388-0131	110 Essex Road		OLD SAYBROOK	CT	06475
Bidder #3	K&M Fire Protection	Greg	(860) 621-3040	gbike@kandmfire.com	(860) 621-3039	8 West Street		Plantsville	CT	06479
Bidder #4	Smith Automatic/Wolverine Fire	Jeff Corcoran	(860) 282-2488	jsmith@wolverinefp.com	(860) 282-2275	101 Bidwell Road		South Windsor	CT	06074
Bidder #5	H.H.S. Mechanical Contractors, Inc.	Debbie Levesque	(860) 643-3939	debbie@hhs-mech.com	(860) 643-3977	80 Colonial Road		Manchester	CT	06042
Bidder #6	M.J. Daly, LLC	Charles P. Gabriel	(203) 753-5131	cgabriel@mjdalyllc.com	(203) 597-0227	110 Mattatuck Heights Road		Waterbury	CT	06705
22A Plumbing										
Bidder #1	GEM Mechanical	James Ross	(401) 831-7000	jross@gemplumbing.com	(401) 784-0089	1 Wellington Road		Lincoln	RI	02865
Bidder #2	All State Construction	Erica Levis	(860) 677-1413	boiler@ici.net	(860) 679-0474	449 Cooke Street		Farmington	CT	06032
Bidder #3	B-G Mechanical	Stu Davis	(413) 592-5300	dalix@bgmechanical.com	(413) 594-5285	6 Second Avenue		Chicopee	MA	01020
Bidder #4	Eastern Energy Services	Debra Stout	(860) 823-6260	Dstout@easterncos.com	(860) 823-6269	15 Wisconsin Avenue		Norwich	CT	06360
Bidder #6	F & F Mechanical Enterprises, Inc.	Frank Ferrucci	(203) 239-7025	JFerrucci@FFMechanical.com	(203) 239-7011	2 Dwight Street		North Haven	CT	06473
Bidder #7	Ferguson Mechanical Company, Inc.	Linda McKim	(860) 517-3221	lmckim@ferguson-ct.com	(860) 793-5050	112 Northwest Drive		Plainville	CT	06062
Bidder #8	H.H.S. Mechanical Contractors, Inc.	Debbie Levesque	(860) 643-3939	debbie@hhs-mech.com	(860) 643-3977	80 Colonial Road		Manchester	CT	06042
Bidder #9	M.J. Daly, LLC	Charles P. Gabriel	(203) 753-5131	cgabriel@mjdalyllc.com	(203) 597-0227	110 Mattatuck Heights Road		Waterbury	CT	06705
Bidder #10	P & D Mechanical, Inc.	Phil Warzecha	(860) 537-0617	philw@pdmechanical-inc.com	(860) 537-0839	627 Old Hartford Road		Colchester	CT	06415
Bidder #11	Titan Mechanical Contractors, Inc.	Victor Paulo	(860) 645-1105	estimating@titanmechanical.com	(860) 645-1178	150 Batson Drive		Manchester	CT	06042
23A HVAC										
Bidder #1	All State Construction	Erica Levis	(860) 677-1413	boiler@ici.net	(860) 679-0474	449 Cooke Street		Farmington	CT	06032
Bidder #2	B-G Mechanical	Stu Davis	(413) 592-5300	dalix@bgmechanical.com	(413) 594-5285	6 Second Avenue		Chicopee	MA	01020
Bidder #3	Eastern Energy Services	Debra Stout	(860) 823-6260	Dstout@easterncos.com	(860) 823-6269	15 Wisconsin Avenue		Norwich	CT	06360
Bidder #4	Enterprise Plumbing & Heating	Lou Fonda	(203) 627-0882	lou@enterpriseplumb.com	(203) 787-2859	801 State Street		New Haven	CT	06511
Bidder #5	F & F Mechanical Enterprises, Inc.	Frank Ferrucci	(203) 239-7025	JFerrucci@FFMechanical.com	(203) 239-7011	2 Dwight Street		North Haven	CT	06473
Bidder #6	Ferguson Mechanical Company, Inc.	Linda McKim	(860) 517-3221	lmckim@ferguson-ct.com	(860) 793-5050	112 Northwest Drive		Plainville	CT	06062
Bidder #7	M.J. Daly, LLC	Charles P. Gabriel	(203) 753-5131	cgabriel@mjdalyllc.com	(203) 597-0227	110 Mattatuck Heights Road		Waterbury	CT	06705

UCONN HEALTH CENTER ACC - LIST OF PREQUALIFIED BIDDERS

Bid Package	Contractor	Contact	Phone	E-Mail	Fax	Address	Address2	City	State	Zip Code
Bidder #8	P & D Mechanical, Inc.	Phil Warzecha	(860) 537-0617	philw@pdmechanical-inc.com	(860) 537-0839	627 Old Hartford Road		Colchester	CT	06415
Bidder #9	Titan Mechanical Contractors, Inc.	Victor Paulo	(860) 645-1105	estimating@titanmechanical.com	(860) 645-1178	150 Batson Drive		Manchester	CT	06042
26A Electrical										
Bidder #1	C & H Electric, Inc.	John Economovich	(203) 754-3231	johneconomovich@chelectric.com	(203) 757-3695	1999 South Main Street		Waterbury	CT	06706
Bidder #2	Dicin Electric Co., Inc.	Tom Manente	(860) 442-0826	tmanente@sbcglobal.net	(860) 442-4734	156 Cross Road		Waterford	CT	06385
Bidder #3	Ducci Electrical Contractors, Inc.	Rick Kelleher	(860) 489-9267	rkelleher@duccielectrical.com	(860) 489-7980	427 Goshen Road		Torrington	CT	06790
Bidder #4	Ferguson Electric Company, Inc.	Linda McKim	(860) 517-3221	lmckim@ferguson-ct.com	(860) 793-5050	112 Northwest Drive		Plainville	CT	06062
Bidder #5	Ed-Mor Electric Co., Inc.	Joe Spaziante x26	(203) 248-9351	JoeS@edmor.com	(203) 248-1028	2666 State Street		Hamden	CT	06517
Bidder #6	Wayne J. Griffin Electric, Inc.	John Sullivan	(508) 429-8830	jsullivan@wigei.com	(508) 429-9251	116 Hopping Brook Road		Holliston	MA	01746
Bidder #7	McPhee Electric, Ltd	Julie Blum	(860) 677-9797	julieb@mcpheeusa.com	860-674-4892	505 Main Street		Farmington	CT	06032
Bidder #8	Paul Dinto Electrical Contractors, Inc.	Wayne Strong	(203) 575-9473	wstrong@pauldintoelec.com	(203) 573-8193	121 Turnpike Drive		Middlebury	CT	06762
Bidder #9	Semac Electric Co., Inc.	Tom Scanlon x333	(860) 229-0800	tscanlon@semacelectric.com	(860) 229-0406	45 Peter Court	638	New Britain	CT	06050
Bidder #10	Electrical Contractors, Inc	Jim Bona	(860) 549-2822	jimb@ecincorporated.com	(860) 549-7948	3510 Main St		Hartford	CT	06120
Bidder #11	All-Brite Electric	Cathy Adams	(203) 937-7211	cathy@all-briteinc.com	(203) 934-5847	4 Industry Drive		West Haven	CT	06516
Bidder #12	Siemens Industry, Inc	Michael Palumbo	(401) 732-4787	michael.palumbo@siemens.com	(401) 732-4742	40 Sharpe Drive, Bldg Technologies Division		Cranston	RI	02920

INVITATION TO BID

DUE DATE: Tuesday, September 17, 2013
TIME: 12:00 PM
PROJECT: University of Connecticut Health Center Finance Corporation
Ambulatory Care Center (ACC) Fit-Out
(Project #11-042)
LOCATION: TBD

This invitation is being distributed to ONLY Prequalified Bidders who responded and satisfied the requirements per Dimeo Construction Company's Request for Prequalification Questionnaire. Bids received late or from non-qualified bidders shall be returned unopened.

ALL BIDS MUST BE SUBMITTED IN A SEALED ENVELOPE CLEARLY IDENTIFIED AS FOLLOWS:

Bid Package # _____
Bid Package Description _____
UConn Health Center Finance Corporation Ambulatory Care Center (ACC) Fit-Out
Farmington, CT

Note: Two copies required

THE PRE-BID CONFERENCE INCLUDES A SITE WALK-THROUGH. ALL ATTENDEES ARE REQUIRED TO PROVIDE THEIR OWN PPE EQUIPMENT. NONE WILL BE PROVIDED. IF AN ATTENDEE DOES NOT HAVE THEIR OWN PPE EQUIPMENT THEY WILL NOT BE ALLOWED ON SITE!

PRE-BID CONFERENCE: Tuesday, September 10, 2013
TIME: 5:00 PM
LOCATION: Circle Road, off Main Road, Farmington, CT
ATTENDANCE: Strongly Recommended. Meet at the main construction gate.

THE PRE-BID CONFERENCE INCLUDES A SITE WALK-THROUGH. ALL ATTENDEES ARE REQUIRED TO PROVIDE THEIR OWN PPE EQUIPMENT. NONE WILL BE PROVIDED. IF AN ATTENDEE DOES NOT HAVE THEIR OWN PPE EQUIPMENT THEY WILL NOT BE ALLOWED ON SITE!

Below is a listing of trade packages for this project. Bidders are advised that the Department of Administrative Services Prequalification Certificate must accompany the bid proposal for Bid Packages estimated to exceed Five Hundred Thousand Dollars (\$500,000.00) (C.G.S. 4b-91 as amended). Failure to supply this with the bid will result in rejection of the bid

Bid Packages with Cost Estimates:	03A Concrete - \$110,000 (Set-Aside) 05A Misc Metals - \$375,000 (Set-Aside) 06A Millwork - \$5,450,000 06B Final Cleaning - \$440,000 (Set-Aside) 06C Temp Requirements - \$3,175,000 06D Temp Toilets - \$75,000 (Set-Aside)
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	06E Housekeeping - \$600,000 (Set-Aside) 06F Dumpsters - \$200,000 (Set-Aside) 07A Waterproofing - \$100,000 (Set-Aside) 08A Glass & Glazing - \$1,300,000 08B Door & Hardware Install - \$350,000 (Set-Aside) 08C Door, Frame & Hardware Material - \$2,100,000 09A Drywall - \$6,250,000 09B Inwall Blocking - \$350,000 (Set-Aside) 09C Acoustical Ceilings - \$1,800,000 09D Terrazzo - \$205,000 09E Resilient Flooring - \$575,000 09F Tile - \$900,000 09G Carpet & Entrance Mats - \$500,000 09H Painting & Wall Covering - \$500,000 (Set-Aside) 09I Painting & Wall Covering (2) - \$500,000 (Set-Aside) 10A Visual Displays – \$175,000 10B Toilet Partitions - \$80,000 10C Cubicle Curtains and Tracks - \$200,000 10D Wall Protection - \$275,000 10E Signage - \$350,000 10F Lockers - \$175,000 10G Fire Extinguishers & Cabinets - \$45,000 10I Operable Partitions - \$70,000 11A Medical Equipment Installation - \$170,000 (Set-Aside) 11B Projection Screens - \$35,000 11C Residential Equipment - \$45,000 12A Window Shades - \$400,000 21A Fire Protection – \$1,150,000 22A Plumbing - \$4,550,000 23A HVAC - \$10,500,000 26A Electrical \$11,500,000
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Bid Documents

Drawings, specifications and bid packages will be available on Wednesday, August 28, 2013 on Dimeo's project ftp site. Please go to www.dimeo.com, under Preconstruction follow the link for UConn Health Center ACC. All addenda and bid information will be posted so please check often.

Drawings and specifications can also be purchased through Joseph Merritt & Company at 203-562-9885.

Drawings will be made available for viewing at Dimeo's New Haven Office, 1211 Chapel St, New Haven, CT. Please contact Dan O'Connell at 401-781-9800 or doconnell@dimeo.com with any questions.

Set-Aside Participation

Bid Packages not listed as Set-Aside above must include a minimum of 30% of the awarded contract value to certified SBE companies and a minimum of 10% of their awarded contract value to certified MBE companies. The subcontractors are responsible for ensuring the SBE/MBE firms that have been

selected are eligible contractors and submit an Affirmative Action Plan to CHRO detailing their good faith efforts and processes for selecting these MBE/SBE companies.

Bid Security

As security, each bid must be accompanied by a bid bond or certified check in an amount which shall be Ten Percent (10%) of any bid for work with an estimated value of at least Fifty Thousand Dollars (\$50,000.00). If the bidder is a small contractor or minority business enterprise pursuant to Connecticut General Statutes Section 4a-60g, it may provide in lieu of a bid bond, a letter of credit in an amount equal to Ten Percent (10%) of the bid if the estimated value is less than one hundred thousand dollars and in an amount equal to Twenty-Five Percent (25%) if the estimated value is one hundred thousand dollars or greater.

Payment and Performance Bonding Requirements

Performance and Labor and Material Bonds to be furnished by the bidder awarded the subcontract shall be an amount not less than 100% of the contract price. Payment and performance bonds will be required from all subcontractors, except that in accordance with Connecticut General Statutes Sections 49-41, et. seq., the following restrictions apply:

A Payment Bond shall not be required to be furnished in relation to any sub-bid in which the total estimated cost of labor and materials under the contract to which the sub-bid is submitted is less than One Hundred Thousand Dollars (\$100,000.00).

A Performance Bond shall not be required to be furnished in relation to any sub-bid in which the total estimated cost of labor and materials under the contract to which the sub-bid is submitted is less than Fifty Thousand Dollars (\$50,000.00).

If the bidder is a small contractor or minority business enterprise pursuant to Connecticut General Statutes Section 4a-60g, it may provide in lieu of a Payment of Performance bond, a letter of credit in an amount equal to Ten Percent (10%) of the bid if the estimated value of the contract for which the bid is submitted is less than one hundred thousand dollars and in amount equal to Twenty-Five Percent (25%) if the estimated value of such contract is One Hundred Thousand Dollars (\$100,000.00).

Bidder Question Procedure

All technical and bid questions must be in writing (not phoned) and faxed or emailed to Dimeo Construction Company, attn: Dan O'Connell at 401-461-4580 or doconnell@dimeo.com. No questions shall be accepted after ~~September 5, 2013~~ **September 11, 2013** at 5:00 PM. Answers will be responded via addenda issued to all bidders and posted on Dimeo's ftp site.

All bidders must utilize the specified manufacturers or vendors. Any requests for substitutions must be submitted in writing no later than the Request for Information (RFI) deadline indicated above. Acceptance or rejection of a substitution will be issued to all bidders via addendum.

Additional Information

Contract Time Allowed: Per Dimeo Construction Company Project Schedule

Liquidated Damages: \$ 2,000 Per Calendar Day beyond Substantial Completion

Prevailing Wage Rates: Prevailing wages are required on this project, in accordance with the schedule provided in the bid documents, pursuant to Connecticut General Statutes Section 31-53 (a) through (h), as amended.

Each subcontractor who is awarded a contract on or after October 1, 2002 shall be subject to provisions of the Connecticut General Statutes, Section 31-55a concerning annual adjustments to prevailing wages.

Wage Rates will be posted each July 1st on the Department of Labor website: www.ctdol.state.ct.us . Such prevailing wage adjustment shall not be considered a matter for any contract amendment.

The wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund, as defined in subsection (h) of section 31-53 of the Connecticut General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any subcontractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as part of his wages the amount of payment or contribution for his classification on each pay day.

Dimeo Construction Company reserves the right to do any of the following without liability, including but not limited to: (a) waive technical defects in the bid proposal as he or she deems best for the interest of the State; (b) reject any or all bids; (c) cancel the award or execution of any subcontract prior to the issuance of the “Notice To Proceed;” and, (d) advertise for new bids.

Please advise if you do not plan intend to bid.

Sincerely,
Dimeo Construction Company

Dan O’Connell
Purchasing Agent

END INVITATION TO BID



THRESHOLD BUILDING

**DIMEO CONSTRUCTION COMPANY
BID PROPOSAL FORM
UCONN HEALTH CENTER FINANCE CORPORATION
AMBULATORY CARE CENTER (ACC) FIT-OUT**

DATE: _____

PROPOSAL OF

BIDDER'S LEGAL COMPANY NAME

BIDDER'S ADDRESS

To Dimeo Construction Company

Dear Sir:

- 1.0 In accordance with Chapter 60 Part II of the Connecticut General Statutes, as amended, and pursuant to, and in compliance with your Invitation to Bid, the Notice to Bidders, the Construction Manager/Trade Contractor Agreement, including the conditions thereto, the Bid Security, I (we) propose to furnish the labor and/or materials, installed as required for the project and bid package named and numbered on this Bid Proposal Form, submitted herein, furnishing all necessary equipment, machinery, tools, labor and other means of construction, and all materials specified in the manner and at the time prescribed strictly in accordance with the provisions of the Construction Manager/Trade Contractor Agreement including, but not limited to, the specifications and/or drawings together with all addenda issued by your authority and received prior to the scheduled closing time for the receipt of the bids, and in conformity with requirements of Dimeo Construction Company and any laws or Departmental regulations of the State of Connecticut or of the United States which may affect the same, for and in consideration of the price(s) stated on the said Bid Proposal Form, hereof.
- 2.0 The Lump Sum Base Bid by me (us) on the Bid Proposal Form *includes* all work indicated on the drawings and/or described in the specifications and Bid Package.
- 3.0 I (we) *acknowledge* and *agree* to the following:
 - 3.1 To provide Unit Prices as shown in Section 012200 "Contract Considerations" Division 1 as provided by the Construction Manager and listed below:

Unit Bid No. 1: One set of cubicle curtains and 14 linear feet of track with hangers:
\$_____/LF
 - 3.2 To complete and submit a Resolution/Certificate of Authority for contracts with a value of \$50,000 or more.

DPW Website location <http://www.ct.gov/dpw/cwp/view.asp?a=1983&q=289926>

- 3.3 To hold the bid price for one hundred and twenty (120) calendar days and any extensions caused by the Subcontractor's delays in required submissions. The Subcontractor and Dimeo Construction Company may mutually agree to extend this period. The agreement to extend the 120-day period may occur after the expiration of the original 120-day period.

The apparent low bidder is required to submit key supporting documents as noted under the caption Bid Submittal Time Line at the end of this Section 00 40 13, within ten (10) calendar days of the bid opening. If there are any delays in the receipt of these materials then the Bid shall remain valid for the same additional number of days. For example, if the materials are submitted four (4) days later; then the bid shall remain valid for one hundred twenty four (124) days.

- 4.0 This Bid Proposal Form is submitted to and in compliance with the foregoing and following conditions and/or information:

4.1 AWARD

- 4.1.1 All proposals shall be subject to provisions of Article 1 of the Notice to Bidders and for purpose of award, consideration shall be given only to Bid Proposals submitted by qualified and responsible bidders.
- 4.1.2 The award shall be made on the lowest Lump Sum Bid as stated in Section 7.3 of this Bid Proposal Form.
- 4.1.3 In the event of any discrepancy between the amount written in words and the amount written in numerical figures, the amount written in words shall be controlling.

4.2 COMMENCEMENT AND ACCEPTANCE

- 4.2.1 The Subcontractor shall commence Work within fourteen (14) calendar days after receiving "Construction Start Date and Notice To Proceed" by Dimeo Construction Company and continue for the amount of time required to complete the Project as defined in the Project Schedule provided by Dimeo Construction Company.

4.3 LIQUIDATED DAMAGES:

There is a provision for liquidated damages in the Contract Documents. The selected Subcontractors shall be liable unto the Construction Manager for any liquidated damages for which the Construction Manager is held responsible by the Owner by reason of the failure of the Subcontractor to prosecute the Work diligently and properly.

4.3.1 Each Subcontractor shall be assessed \$2,000 per day (or any portion thereof) for each calendar day for which he is responsible (or partially responsible) *beyond* the Date established for Substantial Completion of the Contract according to-the Dimeo Construction Company Project Schedule.

4.4 **SUBCONTRACTOR'S INSURANCE REQUIRED:**

4.4.1 The University of Connecticut is implementing and Owner Controlled Insurance Program ("OCIP") for this project. In an OCIP, the owner purchases most of the insurance to cover the Workers Compensation losses, and General Liability losses (and possibly other coverage's for other rises) associated with construction of the project. This insurance covers the Owner, Contractor and Subcontractors of all tiers, but not vendors, materialmen or suppliers coming onto the construction site. The Purpose of OCIP is to enhance safety and reduce overall project insurance costs. Some of the benefits of the OCIP include ensuring the availability of dedicated limits for the project, a comprehensive and uniform safety program, elimination of duplicate insurance coverage, broader insurance coverage, optimum insurance rates, improved claim handling procedures, and allowing small and disadvantaged contractors to participate in the project. **SINCE THE OWNER IS PURCHASING THE INSURANCE COVERING CONTRACTORS AND SUBCONTRACTOR'S WORK PERFORMED AT OR FROM THE PROJECT WORK SITE, THE PROPOSER SHALL NOT INCLUDE THE COST OF THIS INSURANCE IN ITS PROPOSAL, AND THE PROPOSER IS REQUIRED IN THE PROPOSAL FORM TO INCLUDE A STATEMENT CERTIFYING THAT SUCH COSTS ARE NOT INCLUDED.**

4.4.2 In the event the Owner should elect to eliminate the OCIP program please provide your Add for insurance:

_____ \$ _____

4.5 Each Subcontractor not indicated as Set-Aside on the list of bid packages shall be required to award not less than 30% of the total Contract Sum to sub-subcontractors who are certified and eligible to participate under The State of Connecticut Set-Aside Program for small contractors, including 10% to certified and eligible Minority Business Enterprises, in accordance with Connecticut General Statutes Section 4a-60g.

4.5.1 This requirement is not applicable for subcontractors currently certified as SBE or MBE in the Small Business Set-Aside Program.

4.6 **BIDDER'S UPDATED STATEMENT:**

4.6.1 The Subcontractor Bidder's Updated Statement in section 00 40 15 must be submitted along with the bid proposal form. Failure to comply with any portion of this requirement may be cause to reject your bid.

4.7 **NONDISCRIMINATION AND LABOR RECRUITMENT:**

4.7.1 The Subcontract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Subcontract as if they had been fully set forth in it. At the Subcontractor's request, the Client Agency shall provide a copy of these orders to the Subcontractor. The Subcontract may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

4.8 FEDERAL & STATE WAGE DETERMINATIONS:

4.8.1 The U. S. Secretary of Labor's latest decision and the State of Connecticut Wage Schedule are all incorporated in the documents. The higher rate (Federal or State) for any given occupation shall prevail. At the time of bidding, the bidder agrees to accept the current prevailing wage scale, as well as the annual adjustment to the prevailing wage scale, as provided by the Connecticut Department of Labor.

4.9 CERTIFICATION OF BIDDER REGARDING EQUAL EMPLOYMENT OPPORTUNITY & NON-SEGREGATED FACILITIES:

4.9.1 The Subcontractors are hereby advised that upon acceptance of their bids they are obligated to fill out within five (5) calendar days the certification required pursuant to Executive Order No. 11246, and agree to certify to the compliance of non-segregated facilities.

4.10 EQUALS AND SUBSTITUTION REQUESTS PROCEDURES:

4.10.1 In reference to Section 012500 – Substitution Procedures, each bidder may propose a material and/or equipment substitution to be evaluated by the Construction Manager, Architect/Engineer, Owner and Construction Administrator prior to the submission of the bid. The documentation required to initiate a substitution request will be required in strict adherence to specifications and bid documents and will be required to be submitted no later than the last day of RFI submission. Any substitution requests that do not conform to all requirements listed within Section 012500 will be considered incomplete and will not be reviewed.

5.0 ACCOMPANYING THIS PROPOSAL IS:

5.1 For bids with an estimated value of at least Fifty Thousand Dollars (\$50,000.00), a CERTIFIED CHECK, equal to 10% of the bid, drawn to the order of "Dimeo

Construction Company”, in the which it is understood shall be cashed and the proceeds thereof used so far as may be necessary to reimburse the State of Connecticut and/or Dimeo Construction Company for losses and damages arising by virtue of my (our) failure to file the required Bonds and execute the required contract if this proposal is accepted by the Awarding Authority.

OR

- 5.2 For bids with an estimated value of at least Fifty Thousand Dollars (\$50,000.00), a BID BOND having as surety thereto a Surety Company or Companies authorized to transact business in the State of Connecticut and made out in the penal sum of 10% of the bid.
- 5.3 If the bidder is a small contractor or minority business enterprise pursuant to Connecticut General Statutes Section 4a-60g, it may provide in lieu of a bid bond, a letter of credit in an amount equal to Ten Percent (10%) of the bid if the estimated value is less than one hundred thousand dollars and in an amount equal to Twenty-Five Percent (25%) if the estimated value is one hundred thousand dollars or greater.
- 5.4 A DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) CONTRACTOR PRE-QUALIFICATION CERTIFICATE
- The DAS Prequalification Certificate is required for Bid Packages estimated to exceed \$500,000.00 (C.G.S. 4b-91 as amended)
- 5.6 CHECKLIST OF INCLUDED ITEMS WITH BID PROPOSAL AT TIME OF BID PROPOSAL SUBMITTAL:

<u>IMPORTANT:</u>		
<u>Item</u>	All forms below must be included when you submit your bid.	<u>Section</u>
1	Bid Proposal Form	00 40 13
2	Appropriate Resolution or Certificate of Authority	00 40 14
3	Ethics Affidavit (Regarding State Ethics) (New July 1, 2005) (for Bid Packages Estimated to Exceed \$500,000.00)	00 40 14
4	Nondiscrimination Certification	00 40 14
5	Department of Administrative Services Pre-qualification Certificate (for Bid Packages Estimated to Exceed \$500,000.00)	00 40 15
6	Department of Administrative Services Update Statement	00 40 15
7	Standard Bid Bond or Certified Check (or Letter of Credit in accordance with Part 5.3 herein)	00 43 16

- 6.0 I (we), the undersigned, hereby declare that I am (we are) the only person(s) interested in the Bid Proposal and that it is made without any connection with any other person making any Bid Proposal for the same work. No person acting for, or employed by, the State of Connecticut or Dimeo Construction Company is directly or indirectly interested in this Bid Proposal, or in any Contract which may be made under it, or in expected profits to arise therefrom. This Bid Proposal is made without directly or indirectly influencing or attempting to influence any other person or corporation to bid or refrain from bidding or to influence the amount of the Bid Proposal of any other person or corporation. This Bid Proposal is made in good faith without collusion or

connection with any other person bidding for the same work and this proposal is made with distinct reference and relation to the plans and specifications prepared for this Subcontract. I (we) further declare that in regard to the conditions affecting the Work to be done and the labor and materials needed, this Bid Proposal is based solely on my (our) own investigation and research and not in reliance upon any representations of any employee, officer or agent of the State or Dimeo Construction Company.

7.1 The undersigned proposes to furnish all labor and materials required for

Project Number: _____

Project Title: _____

Bid Package Number _____

Bid Package Title _____

in accordance with the accompanying Plans and Specifications

Prepared by:

Engineer/Architect

for the Contract Sum specified in Section 7.3 subject to additions and deductions according to the terms of the specifications.

7.2 This Bid Proposal includes _____ number of Addenda/Addendum.

7.2.1 The Subcontractor is to fill in item 7.2 above, acknowledging the number of Addenda that the Subcontractor is including in the Bid Proposal Form. Failure to acknowledge all addenda in the space provided in the Bid Proposal Form shall be cause for rejection of the bid.

7.3 **THE PROPOSED CONTRACT PRICE IS AS FOLLOWS:**

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(Place figures in appropriate boxes.)

DOLLARS

(Written Amount)

7.3.1 In Accordance With Section 4.5 Not Less Than **30 %** Of This Total Must be Awarded to Certified Set-Aside Contractors, including **10%** Minority Business Enterprises. Failure to Meet This Requirement Will Be Cause To Reject Your Bid.

- 7.4 On and after October 1, 2007, no person whose sub-subcontract *exceeds* five hundred thousand dollars in value may perform work as a sub-subcontractor on a Bid Package estimated to cost more than five hundred thousand dollars, unless the person is prequalified in accordance with section 4a-100, as amended by Public Act 06-134.
- 7.5 There are no supplemental bids for this project.
- 7.6 The Subcontractor shall provide utilize the Prevailing Wage Rates as posted in the Contract Documents. All increases in the Prevailing Wage Rates must be included for the duration of the project. No additional compensation will be provided for Prevailing Wage Rate increases.
- 7.7 The undersigned agrees that if selected as the Subcontractor, I (we) shall, within five (5) calendar days (legal State holidays excluded) after notification thereof by Dimeo Construction, execute a Subcontract in accordance with the terms of this Bid Proposal Form and Construction Manager/Trade Contractor Agreement.
- 7.9 The undersigned agrees and warrants that they have made good faith efforts to employ minority business enterprises as Sub-subcontractors and suppliers of materials under such Subcontract and shall provide the Commission on Human Rights and Opportunities and Dimeo Construction Company with such information as is requested by the Commission or Dimeo Construction Company concerning their employment practices and procedures as they relate to the current provisions of the Connecticut General Statutes governing Contract requirements.
- 7.10 This project is a “Threshold Building” and subject to all Statutory provisions as stated threshold buildings.
- 7.11 Alternates: All the alternates listed herein need to be filled out by all applicable bid packages. Reference Specification section 012300 for additional information on the Alternates. In the event an alternate does not affect your bid package please write in “Not Applicable”. No lines shall be left blank:

Alternate No. 1: Provide ceiling hung toilet partitions:

ADD/DEDUCT _____

Alternate No. 2: Provide structural supports for ceiling mounted running rails for patient lifts, including engineering design:

ADD/DEDUCT _____

Alternate No. 3: Provide hollow metal doors at Exam Rooms:

ADD/DEDUCT _____

Alternate No. 3A: Provide 36-inch wide doors at Exam Rooms:

ADD/DEDUCT _____

Alternate No. 3B: Provide partitions in lieu of sliding doors:

ADD/DEDUCT _____

Alternate No. 4: Provide stainless steel countertops with integral sinks at all Soiled Utility Rooms in lieu of solid surface countertops with integral sinks as indicated:

ADD/DEDUCT _____

Alternate No. 5: In lieu of wood veneer as indicated for all wood paneling and column enclosures provide plastic laminate:

- ADD/DEDUCT _____
Alternate No. 5A: In lieu of wood veneer as indicated on the documents for all wood paneling and column enclosures, provide gypsum wallboard level 5 finish:
ADD/DEDUCT _____
- Alternate No. 6: Remove all wood frame and glazing at Retail Spaces on Level 1, All waiting rooms adjacent to Public concourse at all levels, provide butt glazing in lieu of wood frame and glazing:
ADD/DEDUCT _____
- Alternate No. 7: Provide decorative window film in lieu of decorative glazing as indicated on the documents at glazing of Waiting Rooms adjacent to Public Concourse space at all levels:
ADD/DEDUCT _____
- Alternate No. 8: Omit Solid Polymer Glazing Panels and associated system and support, on level 6 in the Orthodontic Exam spaces as indicated.
ADD/DEDUCT _____
- Alternate No. 8A: Omit Solid Polymer Glazing Panels at all Clinical Team areas as indicated on the documents. Alternate will provide half-height GWB partitions with clear glazing panels from top of low height partition to ceiling:
ADD/DEDUCT _____
- Alternate No. 9: Omit all "Armstrong Axiom" ceiling transition trim as indicated on the documents and provide a transition between two difference ceiling heights. Provide all ceilings at a consistent and uniform level.
ADD/DEDUCT _____
- Alternate No. 10: Omit the custom vinyl wallcovering from the reception/intake/discharge desks located in all waiting rooms at all levels as indicated. Include painted finish:
ADD/DEDUCT _____
- Alternate No. 11: Omit the Sky Factory ceiling mounted skylight in rooms S1860 and S1865. Include ceiling material to match remainder of rooms:
ADD/DEDUCT _____
- Alternate No. 12: Provide porcelain floor tile and base on level 1 public concourse in lieu of Epoxy Terrazzo Floor and Base as indicated:
ADD/DEDUCT _____
- Alternate No. 13: Omit Cubicle Curtain Tracks:
ADD/DEDUCT _____
- Alternate No. 14: Omit Projection Screens:
ADD/DEDUCT _____
- Alternate No. 15: Provide folding partition in lieu of vertical drop partition at Conference Room S7103 and S1302:
S7103 ADD/DEDUCT _____
S1302 ADD/DEDUCT _____
- Alternate No. 16: Provide motorized window shades in lieu of manual shades on the south facing curtainwall at all levels:
ADD/DEDUCT _____
- Alternate No. 17: Quick-response recessed sprinklers shall be provided in light hazard/HC-1 occupancy areas with finished ceilings, similar to Reliable Model FIFR, chrome plated ½" orifice, rated at 155 degrees – Refer to Spec Section 211010, item 2.04.K.
ADD/DEDUCT _____

Alternate No. 18: Provide ProPress fittings in lieu of fittings as shown and specified:
ADD/DEDUCT _____

Alternate No. 19: Provide PVC soil, waste and vent piping in lieu of No-hub cast iron pipe soil, waste and vent piping:
ADD/DEDUCT _____

Alternate No. 20: Reduce number of sinks in Level 6 Orthodontics. Where CONSO-2 is shown on the equipment plan, provide one sink in lieu of 2 as shown:
ADD/DEDUCT _____

Alternate No. 21: Provide battery power to all sensor operated plumbing fixtures in lieu of hardwired fixtures as indicated:
ADD/DEDUCT _____

Alternate No. 22: Provide Access Control Readers at all Waiting room entrances on all levels:
ADD/DEDUCT _____

Alternate No. 22A: Provide Access Control Readers at all Janitor Closets, Equipment Storage Rooms and Storage Rooms:
ADD/DEDUCT _____

8.0 CONFIDENTIALITY OF DOCUMENTS

8.01 The undersigned agrees that if not selected as a Subcontractor for this project, all plans and specifications in their possession for the project shall be destroyed.

8.02 The undersigned agrees that if selected as a Subcontractor for this project:

8.02.1 The plans and specifications shall not be disseminated to anyone except for construction of this project.

8.02.2 The following provision shall be included in all of its contracts with sub-contractors and sub-consultants:

Any and all drawings, specifications, maps, reports, records or other documents associated with the subcontract shall only be utilized to the extent necessary for the performance of the work and duties under this subcontract. Said drawings, specifications, maps, reports, records and other documents may not be released to any other entity or person except for the sole purpose of the work described in this subcontract. No other disclosure shall be permitted without the prior written consent of Dimeo Construction Company. When any such drawings, specifications, maps, reports, records or other documents are no longer needed, they shall be destroyed.”

8.02.3 Upon completion of the construction and the issuance of a certificate of occupancy, the plans and specifications shall be returned to Dimeo Construction Company, or destroyed, or retained in a secure location and not released to anyone without first obtaining the permission of Dimeo Construction Company.

9.0 A duly authorized representative of the Bidder or Bidder's partnership, firm, corporation or business organization must sign all Bid Proposals Forms.

**(NO FACSIMILE SIGNATURE IS PERMITTED).
ALL INFORMATION BELOW IS TO BE FILLED IN BY THE BIDDER.**

Project Number _____

Firm Name _____
Complete BIDDER'S LEGAL COMPANY NAME

Subcontractor's State of Connecticut, D.C.P. License/ Registration No. _____
(Applicable for Threshold Building projects only. Insert "N/A" if not applicable. Also refer to Item 7.10. This is applicable only for the following Bid Packages: 05B Miscellaneous Metals, 09A Drywall, 21A Fire Protection, 22A Plumbing, 23A HVAC, 26A Electrical)

Firm Federal Employer Identification Number _____

Firm CT Tax Registration Number _____

Firm Address _____
Street City State Zip Code

Telephone Number _____

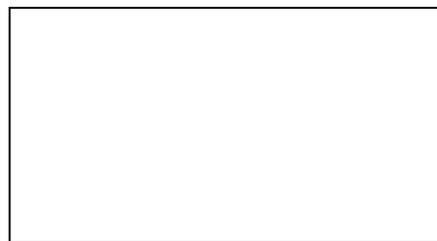
FAX Number _____

E-mail Address _____

Type of Business (check one):

- ___ Corporation
- ___ Limited Liability Corporation (**LLC**)
- ___ Partnership
- ___ Sole Proprietor
- ___ Doing Business As (d/b/a), if yes,
provide complete name **below:**

Corporate Seal, *if a Corporation*



Provide Exact Wording on Corporate Seal
below:



This Bid Submission is **only** for Subcontractors who are **Certified** in the **DAS Prequalification Classification** noted in the **Invitation to Bid**.

A Resolution/Certificate of Authority must be submitted with your Bid Proposal.

Signed this _____ day of _____ 20 _____

Bidder's Signature _____
Duly Authorized Title

Print Name Date

THE APPARENT TWO LOW BIDDERS WILL BE REQUIRED TO ATTEND SCOPE REVIEWS AS SCHEDULED BY DIMEO CONSTRUCTION.

SUBMITTALS **DUE** WITHIN 10 CALENDAR DAYS **AFTER** BID OPENING
(From the Apparent **Two** Low Bidders):

1. The names of all lower tier subcontractors whose contract values will exceed \$500,000.00, along with their Department of Administrative Services Pre-qualification Certificates
2. Section 00 73 27 Set-Aside Schedule
3. DAS Set-Aside Subcontractor Certificate of Eligibility (SBE's & MBE's)
4. Section 00 73 38 Set-Aside Plan
5. Section 00 73 44 Wage Certification to DOL and Dimeo Construction Company

SUBMITTALS **DUE** WITHIN 5 BUSINESS DAYS **AFTER** EXECUTION OF THE CONSTRUCTION MANAGER/TRADE CONTRACTOR AGREEMENT

1. Section 00 62 16 OCIP Enrollment Form
2. Section 00 92 10 Performance Bond
3. Section 00 92 10 Payment Bond
4. Section 00 92 10 Non-Residents Certificate – DRS – Guarantee Bond (form AU-766)
5. Section 00 40 14 Affidavit Regarding State Ethics – for each lower tier subcontractor whose contract value exceeds \$500,000.00
6. Certificate of Legal Existence from Corporations

END OF SECTION

UCONN Health Center Ambulatory Care Center Fit-out

Drawings and Specifications

BID/CONTRACT DOCUMENT LOG

9/04/2013

ITEM	DESCRIPTION	REVISION DATE	REVISION NUMBER
DRAWINGS AND SPECIFICATIONS			
DRAWINGS			
Volume 1: Architectural			
G-001A	Drawing List Volume 1	8/23/13	
G-010	Code Compliance	8/23/13	
G-100	Mounting Heights & Accessibility Clearances	8/23/13	
G-101	Life Safety Plan - Level 01	8/23/13	
G-102	Life Safety Plan - Level 02	8/23/13	
G-103	Life Safety Plan - Level 03	8/23/13	
G-104	Life Safety Plan - Level 04	8/23/13	
G-105	Life Safety Plan - Level 05	8/23/13	
G-106	Life Safety Plan - Level 06	8/23/13	
G-107	Life Safety Plan - Level 07	8/23/13	
G-108	Life Safety Plan - Level 08	8/23/13	
A-101	Level 01 Overall Floor Plan	8/23/13	
A-102	Level 02 Overall Floor Plan	8/23/13	
A-103	Level 03 Overall Floor Plan	8/23/13	
A-104	Level 04 Overall Floor Plan	8/23/13	
A-105	Level 05 Overall Floor Plan	8/23/13	
A-106	Level 06 Overall Floor Plan	8/23/13	
A-107	Level 07 Overall Floor Plan	8/23/13	
A-108	Level 08 Overall Floor Plan	8/23/13	
A-110A	Level 01 Construction Plan - Area 1A	8/28/13	Rev. 1
A-110B	Level 01 Construction Plan - Area 1B	8/28/13	Rev. 1
A-110C	Level 01 Construction Plan - Area 1C	8/28/13	Rev. 1
A-110D	Level 01 Construction Plan - Area 1D	8/28/13	Rev. 1
A-110E	Level 01 Construction Plan - Area 1E	8/28/13	Rev. 1
A-110F	Level 01 Construction Plan - Area 1F	8/28/13	Rev. 1
A-110G	Level 01 Construction Plan - Area 1G	8/28/13	Rev. 1
A-110H	Level 01 Construction Plan - Area 1H	8/28/13	Rev. 1
A-120A	Level 02 Construction Plan - Area 2A	8/28/13	Rev. 1
A-120B	Level 02 Construction Plan - Area 2B	8/28/13	Rev. 1
A-120C	Level 02 Construction Plan - Area 2C	8/28/13	Rev. 1
A-120D	Level 02 Construction Plan - Area 2D	8/28/13	Rev. 1
A-120E	Level 02 Construction Plan - Area 2E	8/28/13	Rev. 1
A-120F	Level 02 Construction Plan - Area 2F	8/28/13	Rev. 1
A-120G	Level 02 Construction Plan - Area 2G	8/28/13	Rev. 1
A-130A	Level 03 Construction Plan - Area 3A	8/28/13	Rev. 1
A-130B	Level 03 Construction Plan - Area 3B	8/28/13	Rev. 1
A-130C	Level 03 Construction Plan - Area 3C	8/28/13	Rev. 1
A-130D	Level 03 Construction Plan - Area 3D	8/28/13	Rev. 1
A-130E	Level 03 Construction Plan - Area 3E	8/28/13	Rev. 1
A-130F	Level 03 Construction Plan - Area 3F	8/28/13	Rev. 1
A-130G	Level 03 Construction Plan - Area 3G	8/28/13	Rev. 1
A-140A	Level 04 Construction Plan - Area 4A	8/28/13	Rev. 1
A-140B	Level 04 Construction Plan - Area 4B	8/28/13	Rev. 1
A-140C	Level 04 Construction Plan - Area 4C	8/28/13	Rev. 1
A-140D	Level 04 Construction Plan - Area 4D	8/28/13	Rev. 1
A-140E	Level 04 Construction Plan - Area 4E	8/28/13	Rev. 1
A-140F	Level 04 Construction Plan - Area 4F	8/28/13	Rev. 1
A-150A	Level 05 Construction Plan - Area 5A	8/28/13	Rev. 1
A-150B	Level 05 Construction Plan - Area 5B	8/28/13	Rev. 1
A-150C	Level 05 Construction Plan - Area 5C	8/28/13	Rev. 1
A-150D	Level 05 Construction Plan - Area 5D	8/28/13	Rev. 1
A-150E	Level 05 Construction Plan - Area 5E	8/28/13	Rev. 1
A-150F	Level 05 Construction Plan - Area 5F	8/28/13	Rev. 1

A-160A	Level 06 Construction Plan - Area 6A	8/28/13	Rev. 1
A-160B	Level 06 Construction Plan - Area 6B	8/28/13	Rev. 1
A-160C	Level 06 Construction Plan - Area 6C	8/28/13	Rev. 1
A-160D	Level 06 Construction Plan - Area 6D	8/28/13	Rev. 1
A-160E	Level 06 Construction Plan - Area 6E	8/28/13	Rev. 1
A-160F	Level 06 Construction Plan - Area 6F	8/28/13	Rev. 1
A-170A	Level 07 Construction Plan - Area 7A	8/28/13	Rev. 1
A-170B	Level 07 Construction Plan - Area 7B	8/28/13	Rev. 1
A-170C	Level 07 Construction Plan - Area 7C	8/28/13	Rev. 1
A-170D	Level 07 Construction Plan - Area 7D	8/28/13	Rev. 1
A-170E	Level 07 Construction Plan - Area 7E	8/28/13	Rev. 1
A-170F	Level 07 Construction Plan - Area 7F	8/28/13	Rev. 1
A-180A	Level 08 Construction Plan - Area 8A	8/28/13	Rev. 1
A-180B	Level 08 Construction Plan - Area 8B	8/28/13	Rev. 1
A-180C	Level 08 Construction Plan - Area 8C	8/28/13	Rev. 1
A-180D	Level 08 Construction Plan - Area 8D	8/28/13	Rev. 1
A-180E	Level 08 Construction Plan - Area 8E	8/28/13	Rev. 1
A-180F	Level 08 Construction Plan - Area 8F	8/28/13	Rev. 1
A-210A	Level 01 Reflected Ceiling Plan - Area 1A	8/23/13	
A-210B	Level 01 Reflected Ceiling Plan - Area 1B	8/23/13	
A-210C	Level 01 Reflected Ceiling Plan - Area 1C	8/23/13	
A-210D	Level 01 Reflected Ceiling Plan - Area 1D	8/23/13	
A-210E	Level 01 Reflected Ceiling Plan - Area 1E	8/23/13	
A-210F	Level 01 Reflected Ceiling Plan - Area 1F	8/23/13	
A-210G	Level 01 Reflected Ceiling Plan - Area 1G	8/23/13	
A-210H	Level 01 Reflected Ceiling Plan - Area 1H	8/23/13	
A-220A	Level 02 Reflected Ceiling Plan - Area 2A	8/23/13	
A-220B	Level 02 Reflected Ceiling Plan - Area 2B	8/23/13	
A-220C	Level 02 Reflected Ceiling Plan - Area 2C	8/23/13	
A-220D	Level 02 Reflected Ceiling Plan - Area 2D	8/23/13	
A-220E	Level 02 Reflected Ceiling Plan - Area 2E	8/23/13	
A-220F	Level 02 Reflected Ceiling Plan - Area 2F	8/23/13	
A-220G	Level 02 Reflected Ceiling Plan - Area 2G	8/23/13	
A-230A	Level 03 Reflected Ceiling Plan - Area 3A	8/23/13	
A-230B	Level 03 Reflected Ceiling Plan - Area 3B	8/23/13	
A-230C	Level 03 Reflected Ceiling Plan - Area 3C	8/23/13	
A-230D	Level 03 Reflected Ceiling Plan - Area 3D	8/23/13	
A-230E	Level 03 Reflected Ceiling Plan - Area 3E	8/23/13	
A-230F	Level 03 Reflected Ceiling Plan - Area 3F	8/23/13	
A-230G	Level 03 Reflected Ceiling Plan - Area 3G	8/23/13	
A-240A	Level 04 Reflected Ceiling Plan - Area 4A	8/23/13	
A-240B	Level 04 Reflected Ceiling Plan - Area 4B	8/23/13	
A-240C	Level 04 Reflected Ceiling Plan - Area 4C	8/23/13	
A-240D	Level 04 Reflected Ceiling Plan - Area 4D	8/23/13	
A-240E	Level 04 Reflected Ceiling Plan - Area 4E	8/23/13	
A-240F	Level 04 Reflected Ceiling Plan - Area 4F	8/23/13	
A-250A	Level 05 Reflected Ceiling Plan - Area 5A	8/23/13	
A-250B	Level 05 Reflected Ceiling Plan - Area 5B	8/23/13	
A-250C	Level 05 Reflected Ceiling Plan - Area 5C	8/23/13	
A-250D	Level 05 Reflected Ceiling Plan - Area 5D	8/23/13	
A-250E	Level 05 Reflected Ceiling Plan - Area 5E	8/23/13	
A-250F	Level 05 Reflected Ceiling Plan - Area 5F	8/23/13	
A-260A	Level 06 Reflected Ceiling Plan - Area 6A	8/23/13	
A-260B	Level 06 Reflected Ceiling Plan - Area 6B	8/23/13	
A-260C	Level 06 Reflected Ceiling Plan - Area 6C	8/23/13	
A-260D	Level 06 Reflected Ceiling Plan - Area 6D	8/23/13	
A-260E	Level 06 Reflected Ceiling Plan - Area 6E	8/23/13	
A-260F	Level 06 Reflected Ceiling Plan - Area 6F	8/23/13	
A-270A	Level 07 Reflected Ceiling Plan - Area 7A	8/23/13	
A-270B	Level 07 Reflected Ceiling Plan - Area 7B	8/23/13	
A-270C	Level 07 Reflected Ceiling Plan - Area 7C	8/23/13	
A-270D	Level 07 Reflected Ceiling Plan - Area 7D	8/23/13	
A-270E	Level 07 Reflected Ceiling Plan - Area 7E	8/23/13	
A-270F	Level 07 Reflected Ceiling Plan - Area 7F	8/23/13	
A-280A	Level 08 Reflected Ceiling Plan - Area 8A	8/23/13	

A-280B	Level 08 Reflected Ceiling Plan - Area 8B	8/23/13	
A-280C	Level 08 Reflected Ceiling Plan - Area 8C	8/23/13	
A-280D	Level 08 Reflected Ceiling Plan - Area 8D	8/23/13	
A-280E	Level 08 Reflected Ceiling Plan - Area 8E	8/23/13	
A-280F	Level 08 Reflected Ceiling Plan - Area 8F	8/23/13	
A-310	Level 01 - Interior Elevations	8/23/13	
A-311	Level 01 - Interior Elevations	8/23/13	
A-320	Level 02 - Interior Elevations	8/23/13	
A-321	Level 02 - Interior Elevations	8/23/13	
A-330	Level 03 - Interior Elevations	8/23/13	
A-331	Level 03 - Interior Elevations	8/23/13	
A-341	Level 04 - Interior Elevations	8/23/13	
A-342	Level 04 - Interior Elevations	8/23/13	
A-350	Level 05 - Interior Elevations	8/23/13	
A-351	Level 05 - Interior Elevations	8/23/13	
A-361	Level 06 - Interior Elevations	8/23/13	
A-362	Level 06 - Interior Elevations	8/23/13	
A-370	Level 07 - Interior Elevations	8/23/13	
A-380	Level 08 - Interior Elevations	8/23/13	
A-381	Level 08 - Interior Elevations	8/23/13	
A-400	Enlarged Toilet Plans - Floors 01-03	8/23/13	
A-401	Enlarged Toilet Plans - Floors 04-07	8/23/13	
A-402	Enlarged Toilet Plans - Floors 008 and Elevations	8/23/13	
A-403	Enlarged Toilet Plans - Elevations	8/23/13	
A-406	Enlarged Railing Plan and Details	8/23/13	
A-441	Enlarged Plan (Chemo Pharmacy)	8/23/13	
A-481	Enlarged Plan (OR-1)	8/23/13	
A-482	Enlarged Plan (OR-2)	8/23/13	
A-483	Enlarged Plan (IVF Lab)	8/23/13	
A-484	Enlarged Plan (ARE Lab)	8/23/13	
A-601	Partition Types and Details	8/23/13	
A-602	Partition Details	8/23/13	
A-603	Enlarged Column Plans	8/23/13	
A-604	Enlarged Column Plans	8/23/13	
A-605	Enlarged Column Plans	8/23/13	
A-630	Door Schedule Levels 01, 02, 03	8/23/13	
A-631	Door Schedule Levels 04, 05, 06	8/23/13	
A-632	Door Schedule Levels 07, 08	8/23/13	
A-633	Door and Window Details	8/23/13	
A-640	Reception/Intake Details	8/23/13	
A-641	Reception/Intake Details	8/23/13	
A-642	Information Volunteer and Vestibule Enlarged Plans	8/23/13	
A-643	Concourse and Millwork Details	8/23/13	
A-644	Concourse Part Plan and Details	8/23/13	
A-645	Nurse Station Details	8/23/13	
A-760	Typ. Millwork Details	8/23/13	
A-761	Typ. Millwork Details (Laboratory)	8/23/13	
A-770	Ceiling Details	8/23/13	
A-771	Ceiling Details	8/23/13	

Volume 2: Equipment, Interior Finishes, Furniture

G-002A	Drawing List Volume 2	8/23/13	
Q-110B	Level 01 Equipment Plan - Area 1B	8/23/13	
Q-110C	Level 01 Equipment Plan - Area 1C	8/23/13	
Q-110D	Level 01 Equipment Plan - Area 1D	8/23/13	
Q-110E	Level 01 Equipment Plan - Area 1E	8/23/13	
Q-110F	Level 01 Equipment Plan - Area 1F	8/23/13	
Q-110G	Level 01 Equipment Plan - Area 1G	8/23/13	
Q-110H	Level 01 Equipment Plan - Area 1H	8/23/13	
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Exhibit E

Project Specific Requirements

UCHC Interior Fit-Out

Dimeo Job No. 527-12

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Article 1: Schedule

- 1.1 The Trade Contractor/Subcontractor must review the project schedule requirements with the Project Manager and Superintendent for items such as schedule breakdown, identification of safety, QA/QC compliance, commissioning, and BIM Coordination along with project logistics. An initial schedule from the Trade Contractor/Subcontractor, which must be in accordance with Dimeo's project schedule, must be provided by the Trade Contractor/Subcontractor to Dimeo's designated Project Manager no later than fifteen (15) days after the award of the Trade Contract.
- 1.2 The Trade Contractor/Subcontractor is responsible to provide weekly updates for each material or equipment item until such time as it is delivered. The updates must be submitted with the requisition. Failure to submit updates may be the basis for withholding payments at the discretion of the Project Manager
- 1.3 The Trade Contractor/Subcontractor must provide detailed analysis of the required resources, material, equipment, personnel, labor craft, and required logistics associated with all activities.
- 1.4 The schedule shall indicate dates for starting and completing all required activities inclusive of placing materials orders, material and equipment delivery, submission of shop drawings, safety, QA/QC, close-out and turnover. All work activities must be in sufficient detail of not greater than ten (10) days duration per activity unless authorized by the Construction Manager.
- 1.5 The Trade Contractor/Subcontractor is required to attend progress meetings at least weekly to address the schedule and associated status, update, and required recovery as deemed necessary by the Construction Manager.
- 1.6 In the event of a delay, the Trade Contractor/Subcontractor is responsible to provide a detailed recovery plan and schedule within five (5) business days clearly identifying the methodology and logic to recover any lost time.
- 1.7 All costs for overtime and/or shift work premium time as necessary to maintain the durations on the Dimeo project schedule are included. Proper management, manpower, equipment and hours required to achieve the contract schedule is included. Average weather conditions as defined by NOAA are included within the durations contained in the Project Schedule. Testing and inspections are included within the durations contained in the Project Schedule.
- 1.8 All time to perform all activities required by the Trade Contractor/Subcontractor's scope of work, regardless of whether or not that activity is specifically shown on the schedule, is included.

- 1.9 All references to schedule requirements herein shall mean a resource loaded schedule which is a requirement for this project. The Trade Contractor/Subcontractor is required to submit a resource loaded schedule which includes all manpower and equipment required to maintain the schedule durations. The total man-hours within the resource loaded schedule must match the projected man-hours provided in any OCIP documentation if applicable.
- 1.10 Escalation Costs – All trade contractors are responsible for all escalation costs for materials and equipment and any and all increases to wages, prevailing wage rates, and/or union agreements for the duration of the project.

Article 2: Submittals, Shop Drawings, Product Data, Samples and Mock-Ups

- 2.1 The Trade Contractor/Subcontractor must develop a schedule of all required submittals, including how submittals will be broken down into packages, within fourteen (14) days of contract award.
- 2.2 The Trade Contractor/Subcontractor must provide a Submittal Schedule clearly identifying each submittal and duration along with the associated process for submittal development and approvals, re-submittals, fabrication and delivery. The submittal schedule shall be of sufficient detail to clearly identify requirements of any related information not part of the Contract Documents such as field verification of existing conditions, information from the other related shop drawings, or prepayment for placing material orders, etc., so that the submittal schedule is consistent with the project schedule and will cause no delay in the work or in the work of any other contractor.
- 2.3 The Trade Contractor/Subcontractor must provide a Material/Equipment Status Report (form enclosed) identifying all materials and equipment to be provided along with pertinent information relative to lead time durations for fabrication; delivery sequence and durations; whether field dimensioning is required prior to fabrication; special openings required for installation; identification of color selections required prior to fabrication; etc... along with installation crew sizing and durations for each material/equipment item.
- 2.4 No portion of the work for which a submittal is required shall be fabricated, manufactured or constructed, until the Architect/Design Team has approved the respective submittal.
- 2.5 If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required by the Contract Documents the basis of design shall be clearly stated and must be certified by an individual licensed in the State that the project is located. The design professional will also be required to provide an affidavit that the work has been performed in accordance with his design.
- 2.6 Presentation of a submittal by any person or entity for review shall constitute a representation that such person or entity has examined all materials, field measurements and field construction criteria related to the submittal and that it has been checked for



accuracy and coordination. Any deviation from the Contract Documents must be conspicuously identified. Field measurements required for fabrication must be identified within the submittal as well.

- 2.7 The Construction Manager will review such submittals with reasonable promptness checking only for the completeness and conformance with the Contract Documents. Incomplete submittals will be returned to the Trade Contractor/Subcontractor for re-submittal. Any delays caused by incomplete submittals will be the responsibility of the Trade Contractor/Subcontractor. The Construction Manager will forward the submittals to the Architect/Engineer for review and approval.
- 2.8 Approval of the Trade Contractor/Subcontractor's submittals does not constitute a complete check and the Trade Contractor/Subcontractor is solely responsible to meet the requirements of the Contract Documents.
- 2.9 The Trade Contractor/Subcontractor is responsible to ensure that only "Approved" copies of the shop drawings bearing approval of the Architect/Design Team are allowed on the project.
- 2.10 All submittals shall be transmitted via electronic files and shall be uploaded to the Box.net account. The Dimeo PM will provide the account information upon contract award. The submittals shall be submitted to the Construction Manager and shall include:
 1. Date and revision dates
 2. Name of the Project
 3. Names of the following:
 - a. Submitting Trade Contractor/Subcontractor, lower tier subcontractor, supplier, manufacturer, fabricator, or processor
 - b. Preparer of the submittal
 - c. Separate detailer
 4. Number of submittal (system by Construction Manager)
 5. Product or material identification
 6. Required field dimensions
 7. Specification section number and paragraph
 8. Applicable standards such as ASTM
 9. Identification of any deviations from Contract Documents
 10. Identification of any required special openings
 11. Lead time and Anticipated install date
 12. Other pertinent data.
- 2.11 Shop Drawings submittals to the Construction Manager shall be submitted in the following formats and quantities:

Format: Electronic file: PDF, Drawing or CADD at the direction of the Construction Manager as may be applicable to the submittal.

Copies: Provide eight (8) hard copies for Architect's/Engineer's review unless submitted electronically

Samples: Provide three (3) samples for review. Properly label samples to indicate material type, intended use and manufacturer, specification section.

2.12 Shop Drawings shall show the design, dimension and connections to adjoining work in such detail as necessary to demonstrate proper connections and coordination with said adjoining work.

2.13 Manufacturers' catalog numbers alone are not acceptable as sufficient information or compliance with a requirement to provide Product Data.

2.14 Samples and their transmittal letters shall be labeled, tagged or clearly identified, leaving sufficient clear space for the Construction Manager's and the Architect's stamps, and shall identify the trade designation and the grade or quality of the material or products.

2.15 In the event that a range of variations in textures, graining, color or other characteristics may be anticipated in finished materials, assemblies or elements of the Work, a sufficient number of Samples of such materials must be submitted to indicate the full range of characteristics that will be present in the materials proposed for the Work. Any such materials delivered or erected prior to approval of full range Samples shall be subject to rejection.

2.16 After review by the Architect or Engineer, the Construction Manager will return the submittals which will have been stamped with the following:

1. "No Exception Taken" means that fabrication, manufacture or construction may proceed in accordance with the Contract Documents.
2. "Make Corrections Noted" means that fabrication, manufacture or construction may proceed in accordance with the Architect's notations and the contract Documents. If, for any reason, the submitting entity cannot comply with the notations, they shall resubmit as described for Submittals stamped "Revise and Resubmit".
3. "Make Corrections Noted, Resubmit for the Record" means that fabrication, manufacturer or construction may proceed in accordance with the Architect's notations and the Contract Documents, and the submitting entity shall revise the Submittal for eth record as noted. If, for any reason, the submitting entity cannot comply with the notations, they shall resubmit as described for Submittals stamped "revise and Resubmit".
4. "Revise and Resubmit" means that fabrication, manufacturer or construction shall not proceed on the Submittal, and the submitting entity shall revise the Submittal until final acceptance is obtained. No Submittals stamped "Revised and Resubmit" shall be utilized for construction.
5. "Rejected" means that the Submittal is not in conformance with the design concept and does not comply with the Contract Documents. Fabrication,

manufacture or construction shall not proceed, and the submitting entity shall revise the Submittal until final acceptance is obtained. No Submittals stamped “Rejected” shall be utilized to place work on the Project Site.

6. “No Action Required” means the Submittal is not required and is for the Architect’s information and record only.

2.17 Monthly submittal, for review by Dimeo, of all as-built drawings will be required. This requirement will be directly tied into the release of regular progress payments.

2.18 Mock-Ups as required by the Contract Documents, the Trade Contractor/Subcontractor is responsible to provide submittals, engineering, coordination, construction and removal of the mock-ups in a timely manner so as not to delay the construction schedule. Trade Contractors./Subcontractors shall provide a schedule outlining the mock-up activities to the Construction Manager for approval.

Article 3: Substitutions

3.1 The products, materials and equipment referenced in the Contract Documents are intended to establish the standard of quality and design required by the Architect. When the specification of a named product, material or equipment permits an approved equal, proposed Substitutions may be submitted provided that:

1. The contract price shall be responsive as to specified products, materials and equipment and, if they contain proposed Substitutions, shall separately and conspicuously identify each proposed Substitution Alternate;
2. The Trade Contractor/Subcontractor proposing a Substitution bears the burden of proving that the proposed Substitution meets the essential characteristics of the specified products, materials or equipment and can be implemented, assuming a reasonable time for review and consideration by the Architect within the Schedule. The Schedule shall not be extended by reason of a proposed Substitution;
3. After review the Architect, Construction Manager or the Owner may accept or reject proposed Substitutions at their sole discretion.
4. In addition to the above, the Trade Contractor shall furnish all required documentation referenced in the Contract Documents relative to product substitutions.
5. In the event a substitution is accepted, the Trade Contractor/Subcontractor is fully responsible for any resultant costs from associated work of this Trade Contractor/Subcontractor and/or any other Trade Contractors/Subcontractors.

Article 4: Requests for Information (RFI's)

4.1 Trade Contractor/Subcontractor must document all questions regarding clarifications to the Contract Documents through the RFI process in an electronic PDF format and hard copy on



a form provided by the Construction Manager. The Construction Manager will review and submit the RFI to the Architect/Engineer. Upon receipt of the answered RFI the Construction Manager will forward to the Trade Contractor/Subcontractor.

- 4.2 The Trade Contractor/Subcontractor is responsible to review the Contract Documents to eliminate RFI requests which are clearly identified within the Contract Documents.
- 4.3 The Trade Contractor/Subcontractor is responsible to initiate RFI's in a proactive and anticipatory manner to allow reasonable time to respond so as not the delay the project.
- 4.4 The Trade Contractor/Subcontractor, upon receipt of a response to an RFI which would create a potential increase or decrease in cost or time to the project, shall notify the Construction Manager immediately and in no event no more than two (2) business days and shall not proceed with the work until directed to do so by the Construction Manager.

Article 5: Change Management / Contract Amendments

- 5.1 In the event that Labor Rates have not been identified within the Trade Contract Agreement, the Trade Contractor/Subcontractor immediately upon award of the contract shall submit on a form as provided for the specific project, confirmation of the applicable labor rates that are consistent with the contract terms and conditions. The allowable labor rate will be limited to cost plus mark-up as indicated in Item No. 5.2 herein. Trade Contractor Labor Rates are subject to the review and approval of the Construction Manager.
- 5.2 Reference Exhibit A. In the absence of identified language contained in the contract documents, the following calculation for applicable mark-up on overhead, profit, bonds and permits will be as follows:

Subcontractor Combined Overhead and Profit Markup Table:	
Subcontractor markup on self-performed work	10%
Subcontractor markup on first tier sub-subcontractor work	5%
Sub-Subcontractor markup on self performed work	10%
Subcontractor markup on Sub-contractor subtier work	0%
Sub-subcontractor markup on subtier work	0%

- 5.3 Contract Amendments will be issued to the Trade Contractor/Subcontractor by Dimeo to provide a formal agreement of a contract change in work, contract sum or contract time. Contract Amendments signed by the Trade Contractor/Subcontractor constitutes the Trade Contractor/Subcontractor's acceptance and agreement therewith. The contract sum and contract time may only be changed by a written Contract Amendment. Trade Contractor/Subcontractor must return executed Amendments within ten (10) calendar days



of receiving the Amendment. In the event that the Trade Contractor/Subcontractor disagrees with the Amendment, they must provide written notice clearly stating their position within the ten (10) calendar days.

- 5.4 A comprehensive list identifying the status of outstanding claims for additional compensation as understood by the Trade Contractor/Subcontractor must be submitted by the 25th of each month. The identification of an item which may potentially increase the cost in no way represents agreement by the Construction Manager or suggests that the work represented by the potential change has been authorized to proceed.
- 5.5 A Document Clarification Request (DCR) issued by Dimeo will identify a change in the Contract Documents, which may include drawings, specifications, sketches, etc. A specific Change Estimate (CE) number will be assigned to each DCR for tracking purposes.
- 5.6 The Trade Contractor/Subcontractor must respond within five (5) days of receipt of a DCR and provide a complete price and any associated impacts to the schedule. Failure to submit complete pricing within five (5) days may result in withholding of payment at the Project Managers discretion. If, due to reasons beyond the Trade Contractor/Subcontractor's control, a complete response cannot be provided within five (5) days, or if the Trade Contractor/Subcontractor is not sure if the change will involve extra work, they must obtain written acknowledgement from the Project Manger within five (5) days. If the Trade Contractor/Subcontractor does not respond within five (5) days, they forfeit their rights to additional compensation for such changes. In the event the Trade Contract does not issue changes for which work has been deleted the Construction Manager will assess the fair value and credit the Trade Contractor/Subcontractor value in accordance with Trade Contracts provisions.
- 5.7 Claims for additional compensation for changes as a result of a request for information (RFI) response, modification to a submittal, or discovery of a concealed unknown condition must be submitted in writing including anticipated or estimated costs broken down into labor, materials, equipment and fee and schedule impacts immediately, but in no event more than two (2) business days of receipt of such change or discovery.

Article 6: Time and Material Requirements

- 6.1 Time and Material work (T&M): It may be necessary for the Construction Manager to direct changes in the work to be performed on a Time & Material Basis.
- 6.2 Trade Contractor/Subcontractor shall obtain "in writing" (each day) authorization from the Construction Manager prior to performing Time and Material work. Any work that cannot be performed as a lump sum change order and is agreed to be performed on a time and material basis must be pre-authorized by Dimeo's Project Executive or Project Manager prior to work commencing. The pre-authorization form must include a description of work to be performed and an estimated total amount of hours to complete the work, including a

rough estimated amount of materials to be utilized and equipment required. Once the pre-authorization form is signed by the Dimeo Project Executive or Project Manager, the work can commence with a daily submittal of Time and Material (T&M) slips outlining the following information / requirements for each slip:

- a. Day, date & project name.
- b. Complete description of activities for the work day.
- c. List full name of each individual performing the work with the corresponding hours worked.
- d. Identify each person involved with the work as a Foreperson (F), Journeyperson (J) or Apprentice (A).
- e. List all materials utilized to perform the work.
- f. List all equipment utilized to perform the work.
- g. Signature of foreperson will be required on each T&M slip.
- h. Present the T&M slip to the Dimeo Superintendent for verification and Project Manager for signature.
- i. Trade Contractor/Subcontractors must notify Dimeo field personnel prior to starting Time & Material work & immediately upon completion. Notification must be given daily. Time spent working without prior notification will not be compensated
- j. Failure to present these T&M slips at the end of each workday for verification will result in the work not being compensated. This procedure is also mandated for any Trade Contractor/Subcontractor overtime authorized in advanced by Dimeo as a result of schedule recovery efforts that are not due to the fault of the Trade Contractor/Subcontractor performing the overtime work. All T&M change order work must be submitted on the Dimeo change order form.

6.3 The Construction Manager's Superintendent and Project Manager will promptly review and verify the work completed under a Time and Material Basis. The Project Manager is the sole acceptable authorized signature for T&M work unless expressly modified in writing by the Construction Manager.

Article 7: Trade Labor

7.1 Equal Employment Opportunity and Affirmative Action – All applicable workforce initiatives required by the Construction Manager, State/City/Town and/or Owner under which the project is being constructed are to be fully complied with and all supporting written documentation provided to the compliance unit and/or CM, as required. Including the submission of Certified Payroll Records in a timely manner.

Article 8: Rental Rates

- 8.1 Rental costs of machinery, tools and equipment, including costs of transportation, loading and unloading, installing, dismantling, removal, repair and replacement made necessary by ordinary wear and tear, exclusive of hand tools, whether rented from the Trade Contractor/Subcontractor or others shall not exceed seventy-five percent (75%) of the purchase price for a functionally comparable item. A schedule of rental rates shall be submitted to the Construction Manager in advance for approval.

Article 9: Communications

- 9.1 Project communications shall be through the Construction Manager. Direct Trade Contractor/Subcontractor communications with the Architect/Engineer or Owner will not be recognized unless it has been authorized in writing in advance by the Construction Manager's Project Manager.
- 9.2 Written correspondence shall be directed to the Project Manager. Email correspondence is allowed. However, for items that may require revisions to Trade Contractor/Subcontractor Agreement, the Trade Contractor/Subcontractor shall document these requested revisions in accordance with Article V, Change Management herein.
- 9.3 All direct trade foreman, sub-foreman and lower tier foreman must maintain a cell phone in good working condition on his person for direct communication at all times. If cell coverage is not available the Trade Contractor/Subcontractor will be required to utilize a job site radio.
- 9.4 All Trade Contractor/Subcontractors will be required to utilize a common electronic file sharing platform (box.net) for the uploading of all submittals, RFI's, change requests, payment requests, daily reports, etc.
- 9.5 All Trade Contractors/Subcontractors and their employees are strictly prohibited from speaking to the media. All media inquiries are to be directed to Dimeo's Project Executive. In addition, any photographs taken of this project or information/statistics associated with the project may not be used in any publications or distributed to any third party without prior written consent from Dimeo Construction Company.

Article 10: Coordination Drawings and Building Information Models

10.1 Coordination Drawings and Building Information Models (3D)

- 10.2.1 The HVAC, Plumbing, Fire Protection, Electrical, HVAC Controls, Tel/Data, and Fire Alarm (M/E/P Trades) Trade Contractor/Subcontractors are required to develop, create, coordinate, manage, their work utilizing three dimensional (3D) models (BIM).

Each trade of the M/E/P Trades shall develop their coordination drawings within a three dimensional model. The requirements of the models are as listed below.

The HVAC contractor shall be the Gatekeeper and be responsible to retain all MEPFP trades electronic file drawings of each designated building area to be coordinated. Each trade contractor will be responsible to attend a weekly meeting to coordinate the MEPFP systems with the HVAC (Gatekeeper) and Dimeo's on-site MEPFP coordinator. Each Trade Contractor will still be required to provide their respective coordination layer drawing in 3D for approval, as required. The HVAC Contractor (Gatekeeper) will be responsible to collect all electronic files and run "clash detection" programs to identify any conflicts not discovered by the Trade Contractors. The use of BIM will be utilized as an aid to the entire coordination process. However, it does not relieve the Trade Contractors of their responsibility for providing full coordination support and a complete building system layout that does not conflict with installation of any system and is in accordance with the Contract Documents.

10.2.2 Specific Product Requirements for the file sharing platform as provided by the Construction Manager are as follows:

- a) Access rights manage functionality that can accomplish the following:
 - i) All project team members can see and download other participant's component models uploaded to the file sharing platform.
 - ii) Only project team members who are associated with a certain organization or trade can upload files to a location on the file sharing platform that is the collection point for files of that organization or trade. Example: only the plumbing contractor has upload rights for its folder (e.g. PLM) on the file sharing platform.
- b) Effective upload and download speeds of > 500kb/sec.
- c) Accessible via web interface.
- d) Adequate storage space and number of Project users for facilitating the inclusive collaborative process described in this Document.
- e) Adequate capacity for archiving of Component Models and Federated Models that are being created in the iterative and collaborative coordination process must be provided.
- f) The file sharing platform will be Box.net

10.2.3 Requirements for Component Models

- a) Definition: A Component Model is a model provided by each of the M/E/P/ Trades that have a degree and definition that corresponds to shop drawings.
- b) File structure and file naming:

- i) The file structure is created by the CM and coordinated with all project team members, including the Owner.
- ii) The file structure to be used on the project must support the workflow of the coordination process.
- iii) The file structure shall be chosen in a manner that ensures that file sizes are limited, to permit all relevant project team members to participate in the BIM-based collaborative coordination process.
- c) The file names used on the project shall be jointly determined in the BIM Kick-Off meeting and shall include the following components:
 - i) Name of the model (e.g. Mechanical, Electrical, etc.).
 - ii) The author of the model (name or the organization).
 - iii) Locality of the content in the model (e.g. L01).
- d) The file management approach instituted by the CM shall be such that it supports an iterative coordination process, yet records and maintains the audit trail from previous versions of files provided by the project team members.

10.2.4 File Formats

- a) The CM shall determine, jointly with the project team and the Owner, the file formats used for the coordination process.
- b) The minimum requirements are:
 - i) The files shall be of a format that can be opened in Autodesk Navisworks 2010.
 - ii) The final As-Built version of the Component Models of all project team members submitted to the Owner shall be in the native file formats of the applications that was used to create the Component Models, and in AutoCAD 2010 drawing file format, and PDF format.

10.2.5 Content

- a) Component models shall only include components that the respective project team members are responsible for. Example: the electrical Component Model shall only include electrical components, no drywall or ductwork components.
- b) The content of the Component Models shall be determined by the CM in coordination with the subcontractors and the Owner. As a minimum, the content specified in Article 10.5 shall be included in the respective Component Models.
- c) The representations of building elements in Component Models shall be of a granularity that corresponds to the natural configuration of building elements and the installation process in the field, so that additional information (e.g. Operations and Maintenance manuals for MEP equipment) can be linked to meaningful representations in the model, and that the elements in the model can be linked to an installation schedule.

- d) The final submission of the Component Models to the Owner shall represent the as-built condition.

10.2.6 Coordinate Systems

- a) All component Models shall follow the coordinate system and scale of the architectural design model.
- b) The coordinate systems used for shop drawings by the subcontractors shall be the same as the coordinate systems used for the Component Models so that models and drawings can be overlaid in a model review tool (e.g. Autodesk Navisworks).

10.2.7 Requirements for Federated Models

- a) Consistent color coding of component models represented in Federated Models.
- b) Identification of constructability issues as viewpoints in the model and assignment of responsibilities and deadlines for resolution of the issues in the model.

10.2.8 Requirements for Providing Facility Management Related Information

- a) All facility management related deliverables to the Owner (product documentation, Operation & Maintenance documentation, warranty documents, tec.) are to be provided to the Owner as electronic documents.

10.2.9 Documents to be Provided by the Design Team to the CM and the Subcontractors

- a) After signing and transmitting liability waivers from the authors, the following models will be made available to the CM and the subcontractors:
 - i) Project 2D documents in Auto CADD format
- b) In the case of conflicts or discrepancies between information represented in the design models and the Contract Drawings, the CM shall notify the Owner and Architect for resolution of the conflict.

10.2.10 Final Deliverables

- a) All documentation created in the BIM Process, including but not limited to the BIM Execution Plan, and a list of the software applications used by the different project team members for creating Component Models.
- b) Component models representing the as-built condition:
 - i) In the native file format of the software applications used for creating these models.
 - ii) In pure Auto CADD 2010 or later drawing format (note that file formats of Auto CADD Add-On applications that require Object Enablers are not acceptable as pure Auto CADD dwg format).

- c) A Federated Model of the entire Project in Navisworks 2010 nwf file format (including component models associated with the nwf file) and in nwd file format.

10.2 Execution

10.3.1 General Requirements - The CM is required to facilitate a level of modeling and a BIM process that is adequate for the complexity and the nature of the Project. Specifically, the CM shall:

- a) Identify, articulate and document challenges for spatial coordination.
- b) Develop a BIM Execution Plan for the Project that addresses the identified challenges. The BIM Execution Plan shall be jointly developed and coordinated with the Owner and the authors of the design model(s) and the relevant subcontractors who are involved in the BIM-based coordination effort.
- c) Implement the minimum requirements described in this document and additional requirements called out in the BIM Execution Plan.

10.3.2 Specific Requirements – All project team members are responsible of assisting in the implementation of an iterative Spatial Coordination Process in which Component Models provided by the different Project team members are used for:

- a) Spatial Coordination
- b) Constructability Review
- c) Studying and communicating installation sequences of complex components on the project.
- d) The process begins with the subcontractors providing component models of their respective scopes of work. The Gatekeeper shall integrate these models into a Federated Model that can be used for Spatial Coordination. By reviewing the Federated Model and applying clash detection tools, the Gatekeeper and M/E/P Trades shall identify clashes and constructability issues and manage their resolution. By creating Clash Reports and conducting coordination meetings, the Gatekeeper facilitates the process of the M/E/P Trade Contractor/Subcontractors making adjustments to their respective component models and resolving the identified issues. The process is to be repeated until resolution is reached for all identified issues, and all clashes are resolved. However, not every clash reported by a clash detection tool is a constructability issue that must be corrected (e.g. penetration of a conduit through a partition above a ceiling).
- e) Requirements for creating Federated Models:
 - i) The Gatekeeper shall create Federated Models on a regular basis and actively identify spatial conflicts and manage the resolution of these conflicts.

- ii) The Gatekeeper shall document identified conflicts, assign responsibilities for the resolution of these conflicts and verify that resolution occurs.
 - iii) The Gatekeeper shall document the process of identifying and resolving conflicts and make the relevant documents easily accessible to the Project team.
 - iv) The process of creating Federated Models shall be implemented in a manner such that all project team members can access the latest versions of Component Models used to create Federated models as the need arises. Each Trade Contractor is required to develop individual Federated models to progress their individual coordination.
- f) Use of the model for determining the installation sequence: After completion of the Spatial Coordination process, each M/E/P Trade Coordinator shall use the model for determining optimal installation sequences. Based on its experience and the specific complexities of the design, the M/E/P Trade Contractor/Subcontractors shall determine:
- i) The areas in the facility for which the model is needed to determine a workable and efficient installation sequence.
 - ii) The level of detail at which the model represents the installation sequence.
 - iii) The schedule as to when the sequence models are created and updated.

10.3 Specific Responsibilities

- 10.4.1 The Construction Manager or Designated Gate-Keeper's responsibility include, but are not limited to:
- a) Organizing and facilitating the Spatial Coordination process.
 - b) Identifying needs and opportunities for leveraging the model to determine optimal installation sequences.
 - c) Developing the BIM Execution Plan in coordination with the design team and the subcontractors to ensure that a level of BIM implementation and coordination is used that is adequate for the complexity of the Project. The BIM Execution Plan shall, at a minimum, include the following:
 - i) Goals for the BIM effort on the Project.
 - ii) Contact information of relevant Project team members
 - iii) Relevant BIM applications used by the Project team members.
 - iv) A description of the iterative coordination process that is to be instituted on the Project.
 - v) File structure and file names to be to be used on the Project.
 - vi) The required content of the Component Models. This should include representations of building elements as well as additional content. (e.g. clearance space, temporary works etc).

- d) Conducting a BIM Kick-Off meeting with the relevant Project team members including the Owner and members of the Owner's facility management team.
- e) Compilation of Federated Models on a regular basis.
- f) Development of Clash Reports and facilitation of in-person and web-meeting based coordination meetings.
- g) Management of the coordination process including development of an audit trail of coordination and clash resolution activities.
- h) Providing a file sharing platform that facilitates an effective and efficient exchange . Box.net is to be utilized.
- i) Handling of facility management related information:
 - i) Overseeing the process of the M/E/P Trade Contractor/Subcontractors providing facility management related information (electronic documents uploaded to the server).

10.4.2 The M/E/P Trade Contractor/Subcontractors Responsibility Include, But Are Not Limited to:

- a) Providing Component Models of their specific discipline / trade.
- b) Participation in in-person and web-based coordination meeting. Assignment of individual coordination team leaders for Specific areas of work.
- c) Pro-active and timely resolution of clashes and conflicts identified and discussed in coordination meetings. Each Trade Contractor responsible for developing Component Models, shall be responsible as part of the development of the Component Model perform clash detection of their component model with the latest posted Component models of the other trades. This requires each Trade Contractor to own clash detection software ie: Navisworks.
- d) Providing facility management related information in electronic format:
 - i) Submittals that are documents, e.g. drawings, certificates, product descriptions, etc., shall be uploaded to an a agreed upon file sharing platform. The files upload to the file sharing platform shall conform to an agreed upon file naming convention. As build documents in AutoCad 2010 and in PDF formats.
- e) Once the coordination is complete for a designated area, each trade is responsible to provide (6) six hard "Paper Color" copies and an electronic file representing the final coordinated drawings. This will become the submittal for approval as well as the "sign off set". The Gatekeeper will produce (6) six hard "Paper Color" copies of the composite prints of each trade.
- f) As a separate document each trade contractor shall provide dimensioned floor and masonry or concrete wall penetration drawings for

approval. Note that the coordination must utilize the identified penetration criteria as outlined in the structural documents for concrete and steel penetrations.

- g) As a separate document each trade contractor shall provide dimensioned access panel drawings for review.

10.4 Minimum Requirements for Component Models, Building Information Modeling (BIM)

10.5.1 Structural Steel Model (Fabrication Model)

- a) Inclusions: All structural steel members in their true shape and dimensions
- b) Exclusions: Nuts and Bolts

10.5.2 Miscellaneous Steel Model (Excluded)

10.5.3 Mechanical Systems

- a) Inclusions: All systems and components in the mechanical scope of work that are generally relevant for spatial coordination, including but not limited to ductwork, diffusers, flex duct, VAV boxes, access space for maintenance of installed equipment, Air Handler Units, fans, pumps, tanks, control boxes and panels, heat exchangers, piping, pipe racks valve hangers, and seismic restraints.
- b) Exclusions: Not used

10.5.4 Plumbing Systems

- a) Inclusions: All systems and components in the plumbing scope of work that are generally relevant for spatial coordination, including but not limited to pipe, pipe racks and support structures, distribution systems and equipment; gas, gas tanks; rain water leaders, pressure and drainage pipe, and seismic restraints.
- b) Exclusions: Pipe sizes $\frac{3}{4}$ " and under, fixtures.

10.5.5 Electrical Systems

- a) Inclusions: All systems and components included in the electrical scope of work that are generally relevant for spatial coordination, including but not limited to all conduit in conduit racks carrying more than 3 conduits, light fixtures, required clearance space (e.g. in front of electrical, panels, around light fixtures, access to electrical J-boxes); ceiling plane.
- b) Exclusions: Conduit 1" and smaller

10.5.6 Fire Protection Systems

- a) Inclusions: All systems and components included in the fire protection scope of work that are generally relevant for spatial coordination, including but not limited to pipe, sprinkler heads, valves, fire pumps.
- b) Exclusions: Not Used

10.5.7 Control Systems

- a) Inclusions: All systems and components included in the control systems scope of work that are generally relevant for spatial coordination, including but not limited to required clearance space (e.g. in front of control panels).
- b) Exclusions: Conduit 1” and smaller

10.5.8 Exterior Skin Systems (Excluded)

10.5.9 Other Project Specific Systems as Determined by the Owner

used to create Federated models as the need arises.

- f) Use of the model for determining the installation sequence: After completion of the Spatial Coordination process, each M/E/P Trade Coordinator shall use the model for determining optimal installation sequences. Based on its experience and the specific complexities of the design, the M/E/P Trade Contractor/Subcontractors shall determine:
 - i) The areas in the facility for which the model is needed to determine a workable and efficient installation sequence.
 - ii) The level of detail at which the model represents the installation sequence.
 - iii) The schedule as to when the sequence models are created and updated.

10.5 Specific Responsibilities

10.4.1 The Construction Manager or Designated Gate-Keeper’s responsibility include, but are not limited to:

- a) Organizing and facilitating the Spatial Coordination process.
- b) Identifying needs and opportunities for leveraging the model to determine optimal installation sequences.
- c) Developing the BIM Execution Plan in coordination with the design team and the subcontractors to ensure that a level of BIM implementation and coordination is used that is adequate for the complexity of the Project. The BIM Execution Plan shall, at a minimum, include the following:
 - i) Goals for the BIM effort on the Project.
 - ii) Contact information of relevant Project team members
 - iii) Relevant BIM applications used by the Project team members.

- iv) A description of the iterative coordination process that is to be instituted on the Project.
- v) File structure and file names to be used on the Project.
- vi) The required content of the Component Models. This should include representations of building elements as well as additional content. (e.g. clearance space, temporary works etc).
- d) Conducting a BIM Kick-Off meeting with the relevant Project team members including the Owner and members of the Owner's facility management team.
- e) Compilation of Federated Models on a regular basis plus whenever the need arises.
- f) Development of Clash Reports and facilitation of in-person and web-meeting based coordination meetings.
- g) Management of the coordination process including development of an audit trail of coordination and clash resolution activities.
- h) Providing a file sharing platform that facilitates an effective and efficient exchange
- i) Handling of facility management related information:
 - i) Overseeing the process of the M/E/P Trade Contractor/Subcontractors providing facility management related information (electronic documents uploaded to the server and embedding of hyperlinks in the Components Models provided by the subcontractors) including Quality Assurance and Quality Control functions.

10.4.2 The M/E/P Trade Contractor/Subcontractors Responsibility Include, But Are Not Limited to:

- a) Providing Component Models of their specific discipline / trade
- b) Participation in in-person and web-based coordination meeting
- c) Pro-active and timely resolution of clashes and conflicts identified and discussed in coordination meetings.
- d) Providing facility management related information in electronic format:
 - i) Submittals that are documents, e.g. drawings, certificates, product descriptions, etc., shall be uploaded to an agreed upon file sharing platform. The files upload to the file sharing platform shall conform to an agreed upon file naming convention.

10.6 Minimum Requirements for Component Models, Building Information Modeling (BIM)

10.5.1 Structural Steel Model (Fabrication Model)

- a) Inclusions: All structural steel members in their true shape and dimensions
- b) Exclusions: Nuts and Bolts

10.5.2 Miscellaneous Steel Model

- a) Inclusions: All support steel
- b) Exclusions: Nuts and Bolts, hand rails mounted to walls (not to the floor)

10.5.3 Mechanical Systems

- a) Inclusions: All systems and components in the mechanical scope of work that are generally relevant for spatial coordination, including but not limited to ductwork, diffusers, flex duct, VAV boxes, access space for maintenance of installed equipment, Air Handler Units, fans, pumps, tanks, control boxes and panels, heat exchangers, piping, valve and hangers.
- b) Exclusions: Not used

10.5.4 Plumbing Systems

- a) Inclusions: All systems and components in the plumbing scope of work that are generally relevant for spatial coordination, including but not limited to pipe, pipe racks and support structures, distribution systems and equipment; medical gas systems, gas, gas tanks; rain water leaders, pressure and drainage pipe,
- b) Exclusions: Not used

10.5.5 Electrical Systems

- a) Inclusions: All systems and components included in the electrical scope of work that are generally relevant for spatial coordination, including but not limited to all conduit in conduit racks carrying more than 3 conduits, light fixtures, required clearance space (e.g. in front of electrical, panels, around light fixtures, access to electrical J-boxes); ceiling plane.
- b) Exclusions: Conduit 1" and smaller

10.5.6 Fire Protection Systems

- a) Inclusions: All systems and components included in the fire protection scope of work that are generally relevant for spatial coordination, including but not limited to pipe, sprinkler heads, valves, fire pumps.
- b) Exclusions: Not Used

10.5.7 Control Systems

- a) Inclusions: All systems and components included in the control systems scope of work that are generally relevant for spatial coordination, including but not limited to required clearance space (e.g. in front of control panels).
- b) Exclusions: Conduit 1" and smaller

10.5.8 Exterior Skin Systems

- a) Inclusions: To be Determined by Construction Manager
- b) Exclusions: To be Determined by Construction Manager



10.5.9 Other Project Specific Systems as Determined by the Owner and/or the Contract Documents

Article 11: Foreman and Key Personnel

- 11.1 The Trade Contractor/Subcontractor must employ a competent foremen and necessary assistants who must be in attendance at the Project site during the progress of the Work. The foreman must be satisfactory to the Construction Manager, and shall not be changed without the written consent of the Construction Manager. The foreman shall represent the Trade Contractor/Subcontractor and all communications given to the foreman shall be as binding as if given to the Trade Contractor/Subcontractor. Important communications shall be confirmed in writing. Other communications shall be so confirmed on written request in each case.
- 11.2 A duly authorized representative of the Trade Contractor/Subcontractor shall be available for project meetings and have emergency telephone communication from the Owner or Construction Manager on a 24-hour basis, seven days a week during the performance of the work.
- 11.3 The Trade Contractor/Subcontractor shall identify the key personnel he intends to assign to the project, to the Construction Manager within 48 hours after the Trade Contractor/Subcontractor has been notified to proceed. Trade Contractor/Subcontractor shall, upon request from the Construction Manager, provide resumes and references of proposed key personnel. If the Construction Manager feels that it would be in their best interest to request a change in the Trade Contractor/Subcontractor's personnel, they may do so; and the Trade Contractor/Subcontractor shall immediately assign an acceptable replacement at no additional cost.
- 11.4 To ensure a safe working environment and the effective coordination of the work, the Trade Contractor/Subcontractor's foremen must be able to effectively communicate both orally and by the written word with the Construction Manager's project staff and the workforce under the foreman's control.

Article 12: Use of Site

- 12.1 The Trade Contractor/Subcontractor must confine operations at the site to areas designated by the Construction Manager, permits and by the Contract, and shall not unreasonably encumber the site with any materials or equipment. Parking on surrounding roads is strictly prohibited and will resulting towing. A second offence will result in the individual being permanently removed from the site. The Trade Contractor/Subcontractor shall not use any of the existing Owner's facilities, such as toilets, cafeteria, parking areas, power hookup, etc. except with Construction Manager's



- prior written approval. The Trade Contractor/Subcontractor shall not, block or restrict access to the site.
- 12.2 The Trade Contractor/Subcontractor must coordinate all of their operations with the Construction Manager and obtain approval, as well as any applicable State and/or local approvals required to transport materials, before using any portion of the project site in accordance with the Construction Manager's site logistics plan.
 - 12.3 Due to limited available space on-site storage space for Trade Contractor/Subcontractor's field office trailer, sheds, materials, tools, equipment, and supplies must be kept to a minimum and must be coordinated with and approved by the Construction Manager in advance. Trade Contractor/Subcontractor's materials, equipment, tools and supplies must be moved at no cost if their location obstructs or impedes the work of others at any time during construction.
 - 12.4 All deliveries must be scheduled, in advance with the Dimeo superintendent. No trucks will be allowed to be queued within the surrounding streets and or campus roadways. Due to limited site access, deliveries may need to be brought in during off hours at the Trade Contractor/Subcontractors expense. Due to limited site access, there is very limited laydown/storage area. Materials can only be delivered on an 'as needed' basis and must be installed immediately. Trade Contractor/Subcontractors must receive written permission from Dimeo prior to storing any materials on the site. Any interior stored material must be relocated as necessary to accommodate the progression of work by others. Trucks are not allowed to idle on site longer than 15 minutes.
 - 12.5 No company branding or organizational branding will be allowed on any temporary or permanent work to be installed on the site or affixed to the façade of the buildings. This includes but is not limited to project signs, fences, barricades, fencing scrim, tarpaulins, poly protection, trash chutes, banners, structural steel members, cranes, swing staging & mast climber platforms etc.
 - 12.6 Absolutely no photography or videotaping will be allowed by the Trade Contractor/Subcontractor at any time during the construction process without the express written consent of Dimeo Construction and the Owner. Violators will be permanently removed from the project.
 - 12.7 Dimeo will designate the location(s) where lunch and coffee breaks shall take place. Trade Contractor/Subcontractor shall be responsible for all costs associated with "temporary" structures for break/lunch rooms, etc.
 - 12.8 Use of loud, foul, abusive or vulgar language will not be tolerated.
 - 12.9 This is a smoke free project. Smoking will not be allowed. All violators will be removed from the site immediately with no return.

- 12.10 All Trade Contractor/Subcontractors performing work in the streets and/or sidewalks, whether to install work, occupy a portion of the street/sidewalk to perform hoisting operations or set-up lifts, shall secure and pay for any police details and sidewalk rentals required for the specific work. If police details are not required, the Trade Contractor/Subcontractor must have a designated flag person to attend the site entrance gates when a delivery is scheduled and/or when working within a public access way and/or congested site location.
- 12.11 The project has a noise and vibration ordinance which must be understood and adhered to for all construction activities. If an activity goes beyond the limit, an immediate notice will be given to the Trade Contractor/Subcontractor and the activity will be shut down until an alternate method is put in place. No additional costs to adhere to this requirement will be allowed. Failure to adhere to this regulation is grounds for immediate dismissal from the project. Brigade SA-BBS-107 (“white noise” back-up alarms) or equal are required on all on-site equipment, concrete trucks, sitework trucks and all trucks making regular deliveries (dumpsters, toilets, etc.). Miscellaneous delivery trucks are excluded.

Article 13: Cutting & Patching

- 13.1 The Trade Contractor/Subcontractor is responsible for all cutting, coring, or patching including protection of existing Work that may be required to complete the Work.
- 13.2 The Trade Contractor/Subcontractor shall not damage or endanger any portion of the work of the Construction Manager or any separate contractors by cutting, patching or otherwise altering any work, or by excavation. The Trade Contractor/Subcontractor shall not cut or otherwise the work of the Construction Manager or any separate contractor except with written consent of the Construction Manager and of such separate contractor.
- 13.3 All Trade Contractor/Subcontractors that have attachment points to the structure above ceiling MEPFP system piping / conduit / wire / equipment etc. and/or hung ceiling and framed ceiling assemblies shall coordinate locating and installing the attachments prior to the application of spray fireproofing materials to minimize patching of fireproofing removals. Any Trade Contractor/Subcontractor that applies attachment anchors or fasteners and/or removes spray fireproofing material from the structure will be required to pay for the cost associated with patching the fireproofing as performed by the Fireproofing Trade Contractor/Subcontractor.

Article 14: Site Utilization / Logistics

- 14.1 The Trade Contractor/Subcontractor must coordinate its work with the site logistics and utilization plans in Exhibit D.

Article 15: Quality Assurance and Control Program

- 15.1 The Trade Contractor/Subcontractor must develop, coordinate and maintain a QA/QC Program for the fabrication, manufacture, installation and finishing of equipment, materials, and systems to assure the standards as outlined within the specifications are achieved or exceeded, throughout the entire project until such time as the project has been completed.
- 15.2 The Trade Contractor/Subcontractors Program must include the following actions:
1. Careful review of the Contract Documents, governing correspondence, schedule and logistics safety submittals are accurate and comply.
 2. Verification of the Fabrication process
 3. Development and participation in pre-installation meetings
 4. Coordination inspections of the work with the Construction Manager, authorities have jurisdiction, third party/testing agencies
 5. Proactively respond and correct any identified work deficiencies.
 6. Documentation that materials utilized in the work conform to the specifications and submittals
 7. Documentation of required testing providing copies to the Construction manager
 8. Participation in a comprehensive Punch-List program providing updates in writing and or through website based portal updates.
 9. Identify all notification requirements for tests and/or inspection requests
 10. Identify requirements for pre-inspection and existing conditions prior to start of new work.
 11. Provide suitable protection of work
 12. Identify the Trade Contractor's/Subcontractor's QA/QC representative
- 15.3 All pre and final punch list tasks will be generated utilizing the Vela Software System. The system will be operated and managed by Dimeo with the Architect, Engineer, Consultants, Construction Administrator and Owner being active participants in generating and providing final acceptance to the punch list activities. All punch lists and/or deficiency reports by third party inspectors, architects, engineers or Dimeo must be immediately addressed & returned to Dimeo with the Foreman's signature indicating action or completion to the items noted on the punch list and/or deficiency report.
- 15.4 Each Trade Contractor/Subcontractor must update the status of work, work to complete, punch list, pre-commissioning/commissioning list via a web based platform on a daily basis to maintain the project schedule.

Article 16: Testing and Inspection

- 16.1 If the Contract Documents, laws, ordinances, regulations or order of any public authority having jurisdiction require any portion of the Work to be inspected, tested or approved,

the Trade Contractor/Subcontractor must give the Construction Manager timely notice of its readiness so that Architect/Engineer and Construction Manager may observe such inspection, testing or approval. The Trade Contractor/Subcontractor must bear all costs of such inspections, tests or approvals unless otherwise provided.

- 16.2 If the Architect/Engineer or Construction Manager determines that any Work requires special inspection, testing or approval which Article 16.1 above does not include, they will, through the Construction Manager, instruct the Trade Contractor/Subcontractor to order such special inspection, testing or approval and the Trade Contractor/Subcontractor must give notice as in Article 16.1. If such special inspection or testing reveals a failure of the Work to comply with the requirements of the Contract Documents, the Trade Contractor/Subcontractor must bear all costs thereof, including compensation for the Architect/Engineer's and Construction Manager's additional services made necessary by such failure. If the Work complies, the Owner will bear such costs and an appropriate Amendment will be issued.
- 16.3 Required certificates and all reports of inspection, testing or approval must be obtained by the Trade Contractor/Subcontractor and promptly delivered to the Construction Manager. The Trade Contractor/Subcontractor must maintain a file of all test reports. At the completion of the project, these reports must be submitted to the Construction Manager in an electronic PDF format.
- 16.4 Observations of the Architect/Engineer, the Construction Manager, or inspections, tests and approvals by persons other than the Trade Contractor/Subcontractor, shall not relieve the Trade Contractor/Subcontractor from their obligation to perform the Work in accordance with the Contract Documents.

Article 17: Protection of Work

- 17.1 Trade Contractor/Subcontractor is responsible to protect its own work from damage as may be caused from standard construction work until commencement of final cleaning.
- 17.2 Trade Contractor/Subcontractor must submit, for Construction Manager's approval, materials or methods for protection prior to start of work.

Article 18: Temporary Construction Services & Systems

- 18.1 Limited temporary power may be available for use in temporary field offices and may be available to the Trade Contractor/Subcontractor from a central location. The Trade Contractor/Subcontractor must furnish and remove any required extensions from this location at his own expense.

- 18.2 All Trade Contractor/Subcontractors are responsible for furnishing drinking water, ice, cups, etc. for their employees.
- 18.3 The Construction Manager will provide temporary toilets, excluding Trade Contractor/Subcontractor's trailer hookup.
- 18.4 The Construction Manager will provide temporary fire safety equipment for general use. Each Trade Contractor/Subcontractor must provide their own fire extinguishers for their trailers, and for use, as required when cutting and burning are performed.
- 18.5 The Construction Manager will provide dumpsters and disposal service unless noted otherwise. The Trade Contractor/Subcontractor must not use these containers for the disposal of earth, surplus or slurry concrete, hazardous materials, regulated materials, and/or steel stock. Each Trade Contractor/Subcontractor must dispose of these elements at their own expense.
- 18.6 Each Trade Contractor/Subcontractor is responsible for furnishing, installing or otherwise providing any or all of the following temporary facilities, structured or services as may be necessary or required for or during, performance of the work of their Contract.
 - 18.6.1 Temporary field office facilities complete, including all furniture, heat, cooling, lighting, telephone, plumbing, and toilet fixtures as they may require for their exclusive use. (Site locations and number are subject to approval of the Construction Manager).
 - 18.6.2 Temporary storage facilities, sheds or buildings as may be required for the proper protection or storage of materials and/or equipment. (Site locations and number are subject to approval of the Construction Manager).
 - 18.6.3 Temporary extension from, and hookup to, all temporary utilities which have been provided to a common point for use by the Trade Contractor/Subcontractors during construction.
 - 18.6.4 Maintenance, cleanup and removal of all temporary facilities provided by the Trade Contractor/Subcontractor for their exclusive use.
 - 18.6.5 Furnishing, erection, maintenance and removal of all temporary hoists and scaffolding as may be required by the Trade Contractor/Subcontractor for the performance of the work of his Contract. Engineering cost/stamped drawing if required shall be provided and paid for by the Trade Contractor/Subcontractor.
 - 18.6.6 Temporary drainage and dewatering measures including all pumping, drainage, erosion control or other work required to protect the work of the Trade Contractor/Subcontractor while in progress and shall be responsible to obtain and pay for any approvals or permits related to this work.
 - 18.6.7 All temporary facilities, structures, services or items of work specifically required or defined in Exhibit A or otherwise required by the Contract Documents for the work of the Trade Contractor/Subcontractor.



- 18.6.8 Distribution of drinking water for the Trade Contractor's/Subcontractor's construction personnel.
- 18.6.9 At the end of the day's work, all work subject to damage by adverse weather conditions shall be covered or otherwise protected as required. Weather protection shall be adequate to permit each Trade Contractor/Subcontractor to work on a continuous basis without shutdown due to temperature or weather conditions as far as possible.
- 18.6.10 All Trade Contractors/Subcontractors are responsible to provide fully stocked first aid kits for the sole use of their employees while working on this project

18.7 Temporary Electric System

- 18.7.1 The distribution will be extended upward to other floors of the building as indicated.
- 18.7.2 As the work progresses and structure and decks are constructed, the lighting/hand tool circuits will be installed throughout the building according to the following criteria.
- 18.7.3 Temporary lighting shall be installed in all areas and rooms, including all platforms, levels and stairways but excluding crawl spaces, duct and riser shafts. Temporary lighting shall be a minimum of 1/4 watt per square foot. For all areas 3,200 or less, 100 watt lamps spaces approximately 20 foot centers shall be used. Each room or enclosed area shall have, at least, one lighting and one tool outlet. Where 100 watt lights are used, the outlets shall consist of double weather proof sockets. One (1) socket shall be used for the 100 watt lamp and the other socket shall be used for portable power tools.
- 18.7.4 Any temporary lighting required beyond the foregoing shall be provided by the party requiring the same and the work will be paid for by the Trade Contractor/Subcontractor.
- 18.7.5 Any extension cords must be provided by the Trade Contractor/Subcontractor/Subcontractor, inclusive of GFCI protection, and must be free of any defects.
- 18.7.6 Connecting and disconnecting Trade Contractor/Subcontractor tools and equipment to (and from) the above distribution system will be performed by qualified personnel, ALL grounding as required by the National Electrical Code, OSHA or any and all local codes, including approved ground fault interrupters shall be furnished and installed at the Trade Contractor/Subcontractor's expense.

- 18.7.7 All contractors must share the system provided and average usage is anticipated. Any contractor anticipating fabrication area or operations must coordinate his needs through the Construction Manager. If additional distribution is required and available at the control service, it will be provided at the Trade Contractor/Subcontractor's expense.
 - 18.7.8 Operations and Maintenance: The system will be operated during normal work week, defined as five (5) days, including ½ hour before regular working hours and ½ hour after regular working hours for every trade. Maintenance of the electrical service beyond the duration defined above will be at the expense of the Trade Contractor/Subcontractor requesting the service. Charges for maintenance of the services will be made from the Operating Contractor to the Trade Contractor/Subcontractor and will not involve (nor occur cost to) the Construction Manager or Owner.
 - 18.7.9 Relocation to allow construction to proceed and removal when permanent power is available will be coordinated with the Construction Manager as part of the maintenance service.
 - 18.7.10 The Electrical Trade Contractor/Subcontractor may be required in Exhibit A to include part or all of the above described temporary service and distribution and/or maintenance (review Exhibit A carefully.)
 - 18.7.11 Payment for Electrical Energy: The Construction Manager will pay for energy consumed by all trades during the construction period metered through this system.
- 18.8 Temporary Heating
- 18.8.1 Construction Heating: Each Trade Contractor/Subcontractor is responsible for providing his own temporary heat and weather-tight enclosures as required for the satisfactory performance of his work and to comply with the construction schedule. Temporary heat systems must be approved by the Construction Manager.
 - 18.8.2 Temporary Use of Building System: It is not anticipated that the permanent building system will be utilized to provide "temporary heat" during the major portion of construction operations.
 - 18.8.3 It is anticipated that activation, testing and balancing of the building heating/cooling system will be critical to the completion and acceptance of the project and, therefore, actuation of the permanent system will be scheduled for the earliest possible time.



18.8.4 Within these parameters the Trade Contractor/Subcontractor must provide any supplemental heat required to perform his work.

18.9 Temporary Water

18.9.1 Temporary water distribution, as indicated in Exhibit D, will be provided for the use of all Trade Contractor/Subcontractors and to provide a temporary fire protection system.

18.9.2 The temporary fire protection system shall be installed using the permanent standpipes and risers if possible, and must be installed as rapidly as construction permits.

18.9.3 Temporary fire standpipe connections, including pipe fittings, and valves must be provided at the location of each permanent hose rack or station as shown on the contract drawings.

18.9.4 At each temporary riser connection a temporary hose rack, 100 feet of 1-1/2" UL approved fire hose system with brass couplings and a 1-1/2" nozzle must be provided. The system must also provide 2-1/2" valved, capped connections at each location together with 1-1/2" valved connections with a pair of hose bibs. Hose adaptors on the discharge side of the 2-1/2" valve must be compatible with hose fittings used by the local fire department.

18.9.5 All Trade Contractor/Subcontractors are responsible for providing their own hoses to bring water from the hose rack location to their work areas. Only heavy duty 3/4" hose in good condition will be permitted in use in the interior of the building. The discharge end of each hose shall be equipped with a means of positive shut off. The use of hoses with leak at connections or elsewhere throughout their length will not be permitted. All hoses must be disconnected from hose bibs when not in use and before the end of each work day.

18.9.6 When no longer required, as determined by the Construction Manager, the temporary systems shall be dismantled and removed.

18.9.7 Water will be provided to all Trade Contractor/Subcontractors without cost, and any billings therefore will be paid by the Construction Manager.

18.9.8 The Plumbing Trade Contractor/Subcontractor may be requested in the Exhibit A to include furnishing installing and dismantling and removing the temporary water/temporary fire protection system described above. In



such event the temporary equipment and materials so removed shall become the property of the Plumbing Trade Contractor/Subcontractor.

18.10 Housekeeping – Cleaning, Rubbish and Trash Removal

- 18.10.1 Each Trade Contractor/Subcontractor is responsible for daily and final cleanup and continuous removal of all rubbish and debris from their work area to the dumpster. Failure of a Trade Contractor/Subcontractor to do so will require that this be done by the Construction Manager after proper notice to the Trade Contractor/Subcontractor and labor for doing so will be charged to the responsible Trade Contractor/Subcontractor.
- 18.10.2 The job-site must, on a daily basis, be maintained in a neat orderly condition and kept free from accumulations of waste materials and rubbish during the entire construction period. Trade Contractor/Subcontractor must remove all crates, cartons and other flammable waste materials or trash from the work areas at the end of each working day.
- 18.10.3 Elevator shafts, electrical closets, pipe and duct shafts, chases, furred spaces and similar spaces which are generally unfinished, must be cleaned and left free from rubbish, loose plaster, mortar drippings, extraneous construction materials, dirt and dust before substantial completion inspection.
- 18.10.4 Each Trade Contractor/Subcontractor is responsible for cleaning all surfaces as necessary to make them free of spatters or other deposits of paint, plaster, mortar, concrete, adhesives, roofing, dirt, soil, oil, or any other material foreign to the surface involved. The Construction Manager shall back-charge the guilty party the cost of cleaning or replacing which is required by accidental soiling or damage by another Trade Contractor/Subcontractor.
- 18.10.5 Each Trade Contractor/Subcontractor is responsible to share the task of litter cleanup (e.g., coffee cups, lunch wrappers, etc.)
- 18.10.6 To insure proper cleanup, notwithstanding the Trade Contractor/Subcontractor's obligations to cleanup any debris resulting from his own operations, and following proper notices, the Construction Manager will undertake the cleanup and disposal of litter and other debris whose source is unidentifiable. The cost of this special cleanup detail will be assessed weekly against all Trade Contractor/Subcontractors on a per capita basis and will be back-charged against the respective Trade Contractor/Subcontractor's monthly payment application.

- 18.10.7 The Trade Contractor/Subcontractor is responsible to maintain his own trailer, storage and work areas in a sanitary condition to minimize the hazard of attracting vermin and breeding mosquitoes. If the Trade Contractor/Subcontractor fails to comply, the Construction Manager may do so, and the cost thereof shall be charged to the Trade Contractor/Subcontractor. Rodent extermination materials shall be those approved by the local health department or other agency having jurisdiction.
- 18.10.8 Use only cleaning materials and methods recommended by manufacturer of surface to be cleaned. Use cleaning materials only on surfaces recommended by cleaning material manufacturer. Each Trade Contractor/Subcontractor is responsible for assuring that affected employees are provided with, and required to use, all needed personal protective devices in connection with cleaning. Sweeping compound must be used to prevent dust generation during clean-up. Vacuums must be used during sanding operations to contain dust.
- 18.10.9 At completion of work, each Trade Contractor/Subcontractor must remove tools, equipment, machinery, and surplus materials from the project site and perform whatever additional cleaning is required in a timely manner. Warehousing of equipment, machinery and surplus material that is not actively being utilized in a reasonable period of time as determined by the Construction Manager is strictly prohibited.

Article 19: Project Meetings

- 19.1 Trade Contractor/Subcontractor is responsible to identify and designate a representative with authority to accept instructions, make decisions, attend all required meetings and act for Trade Contractor/Subcontractor at all time. Attendance at the following meetings is mandatory. The Construction Manager will conduct at a minimum the following meetings. Additional meetings will be necessary. The Trade Contractor/Subcontractor shall make the designated representative available at the Construction Manager's reasonable request.
- **Project Kick-Off Meetings** – Held between Dimeo and Trade Contractor/Subcontractors to establish guidelines for communications between parties, requisition procedures, submittal review, issuance of changes to the documents, change orders, primary contact personnel, required meetings, logistics, safety, quality and commissioning.
 - **Pre-Installation Meetings** – Held between Trade Contractor/Subcontractors, Architects/Engineers, Owner Construction Manager at the start of a new portion of the work to establish workflow, responsibility, required inspections, safety management, plan, logistics, quality and schedule.

- **Subcontractor Meetings** – Held regularly between Dimeo and subcontractors, Owner and A/E sometimes attend these meetings. Establish job procedures, review schedule and coordination, any problem areas and discuss solutions, keep all parties up to date with recent changes/happenings on jobsite and maintain open flow of communications and ideas.
- **Foreman’s Meetings** - Held regularly between Dimeo and subcontractors, Owner and A/E sometimes attend these meetings. Establish job procedures, review schedule and coordination, any problem areas and discuss solutions, keep all parties up to date with recent changes/happenings on jobsite and maintain open flow of communications and ideas.
- **Safety Meetings** – Also called “Tool Box Talks” held on a weekly basis between the Project Superintendent and the Subcontractor foreman to review job specific safety and discuss safety procedures in general.
- **Coordination Meetings** – Held between subcontractors involved in similar work or work performed in close proximity such as mechanical/electrical coordination, exterior façade coordination and coordination for setting of the roof top units. These meetings are used to establish routing of the work, the proper work flow, scheduling of the work, etc.
- **Scheduling Meetings** – Held on a discretionary basis between Trade Contractor/Subcontractor and Construction Manager to review the schedule in accordance with Article 10.
- **Commissioning Meetings** – Held between all MEP Trade Contractor/Subcontractors to facilitate the commissioning of the project.

Article 20: Drug Testing

20.1 Drug testing of workers may be required. Failure to take required tests and/or failure to pass required tests will be deemed just cause for immediate dismissal.

Article 21: Project Close-Out

21.1 At a minimum, the Trade Contractor/Subcontractor must provide the following project close-out items (Construction Manager reserves the right to amend this list at its sole discretion) as a condition of payment as identified in the schedule of values line item. “Project Close-Out & Required Documents” must be provided in duplicate and one electronic copy in PDF format or as indicated. Documents must be organized in accordance with their respective specification sections.

1. Test and Inspection Reports
2. Final permit inspections authorizing use and occupancy
3. All warranties and guarantees with commencement/completion dates
4. As-Built drawings (PDF and Auto CAD format) (BIM Model if applicable)

5. All Trade Contractor/Subcontractors that require owner demonstration and training sessions within their scope of work must provide a narrated video training session of the system being demonstrated. The videotaped session can be the actual training session to the owner / user or can be a separate taped session. Include four (4) DVD's of the narrated training session.
 6. Operation and Maintenance Manuals
 7. LEED Required Documentation
 8. Verification of Commissioning Completion by Commissioning Agent
 9. Verification of Punch-List Completion
 10. Attic stock in accordance with the individual specification sections
 11. Final summary of financial accounting (signed by authorized representative)
 12. Affidavits from Trade Contractor/Subcontractor/Subcontractors designers
 13. Verification of removal of all temporary services and or construction provided by this Trade Contractor/Subcontractor/Subcontractor
 14. Consent of Surety
 15. Final waivers
 16. State Sales Tax compliance documentation (where and when applicable) as required by the Construction Manager
 17. Insurance Certificates through warranty period
- 21.2 Final payment to the Trade Contractor/Subcontractor will be conditioned upon approval of the Architect/Engineer and Owner of these Close-Out documents as listed above.

Article 22: Parking and Project Access

- 22.1 There may be no on-site parking. All workmen are responsible for their legal off-site parking and any related costs. Parking on surrounding roads is prohibited, and will result in towing. A second offense will result in the individual being permanently removed from the project.

Article 23: Project Hours

- 23.1 The standard project work hours have been established as 7:00 AM to 3:30 PM Monday through Friday. The Construction Manager reserves the right to modify the standard work hours/times as required and Trade Contractors/Subcontractors will not be allowed to claim additional costs. Additional work hours may be authorized. However, they must comply with all local rules, regulations, and/or ordinances in conjunction with this project.

Article 24: Minority, Local and Apprenticeship Hiring Requirements



24.1 The Trade Contractor/Subcontractor shall comply with the minority, local hiring and apprenticeship requirements as follows:

- Minority Business Requirements
 - MBE = 10%
 - SBE = 30%

24.2 Trade Contractor/Subcontractor must provide Certified Payroll on a monthly basis by the 5th of the following month submitted to the Construction Manager utilizing the standard Form 257 “Monthly Employment Utilization Report” as follows:

INSTRUCTIONS FOR FILING MONTHLY EMPLOYMENT UTILIZATION REPORT

This Monthly Utilization Report is to be completed by each subject Contractor (both prime and sub) and signed by a responsible official of the Company. The reports are to be filed by the 5th day of each month during the term of the contract, and they shall include the total work-hours for each employee classification in each trade in the covered area for the monthly reporting period. The prime contractor shall submit a report for its aggregate work force and collect and submit reports for each subcontractor's aggregate work force to the General Contractor.

- Minority Includes Blacks, Hispanics, American Indians, Alaskan Natives, and Asian and Pacific Islanders - both men and women.
- Current Goals (Minority & Female) See Contract Notification.
- Reporting Period Monthly, or as directed, beginning with the effective date of the Contract.
- Construction Trade Only those construction crafts which contractor employs in the covered area.
- Work-Hours of Employment (a-e)
 - a. The total number of male hours and the total number of female hours worked by employees in each classification.
 - b-e. The total number of male hours and the total number of female hours worked by each specified group of minority employees in each classification.
- Classification The level of accomplishment or status of the worker in the trade (Journey Worker, Apprentice, Trainee).
- Minority Percentage The percentage of total minority work-hours of all work-hours (the sum of columns b, c, d and e divided by a; just one figure for each construction trade).
- Female Percentage For each trade the number reported in a. Female divided by the sum of the numbers reported in a. Male and Female.
- Total Number of Employees Total number of male and total number of female employees working in each classification of each trade in the contractor's aggregate work force during reporting period.
- Total Number of Minority Employees Total number of male minority employees and total number of female minority employees working in each classification working in each classification in each trade in the contractor's aggregate work force during reporting period.



STANDARD FORM 257 MONTHLY EMPLOYMENT UTILIZATION REPORT

SUB: _____ ADDRESS: _____ PHONE: (____) _____

REPORTING PERIOD
FROM: _____ TO: _____

WORK HOURS OF EMPLOYMENT

CONSTRUCTION TRADE	CLASSIFICATION	B. EMPLOYMENT												C. MINORITY		D. TOTAL	
		1. TOTAL ALL EMPLOYEES BY TRADE		2. BLACK (Not of Hispanic Origin)		3. HISPANIC		4. ASIAN OR PACIFIC ISLANDERS		5. AMERICAN INDIAN OR ALASKAN NATIVE		6. FEMALE		M	F	M	F
		M	F	M	F	M	F	M	F	M	F	M	F				
	Journey Worker																
	Apprentice																
	Trainee																
	SUB-TOTAL																
	Journey Worker																
	Apprentice																
	Trainee																
	SUB-TOTAL																
	Journey Worker																
	Apprentice																
	Trainee																
	SUB-TOTAL																
	Journey Worker																
	Apprentice																
	Trainee																
	SUB-TOTAL																
	Journey Worker																
	Apprentice																
	Trainee																
	SUB-TOTAL																

TOTAL JOURNEY WORKERS
TOTAL APPRENTICES
TOTAL TRAINEES

GRAND TOTAL

Company Official's Signature & Title	Telephone Number	Date Signed
PAGE		PAGE

Article 25: Engineering and Layout

25.1 Trade Contractor/Subcontractor is responsible for the engineering and layout of its work from control lines and grade provided by the Construction Manager.

Article 26: Daily Reports

26.1 Each Trade Contractor/Subcontractor must submit, by 10:00 AM, the daily work report and activity reports for that same day including a detailed description of the work activities of the prior day. Daily reports must be received in full for the prior month as a condition of payment.

26.2 This report will be on a form approved by the Construction Manager and must indicate Supervisors, Journeymen, Laborers or Helpers and, by crew, the activities, related to the contractor's schedule, that are being performed and must include material deliveries, tests and other significant events.

26.2.1 Separate Daily Documentation of any "Changes in the Work" being performed on a time and material basis described in Article VI of the Contract Agreement.

26.2.2 Weekly minutes/reports of Safety Program "Tool Box Talks" meeting and other safety information.

Article 27: Project Labor Agreement (PLA)

27.1 If the Project is being completed under a Project Labor Agreement (PLA), all Trade Contractor/Subcontractors agree to abide by the terms and conditions of the PLA and if required sign the PLA.

Article 28: Sustainable Design/Construction Practices and LEED Compliance

28.1 The Trade Contractor/Subcontractor shall conduct its operations in a manner which supports the initiatives as identified by the United States Green Building Council, Leadership in Energy and Environmental Design (LEED). The Trade Contractor/Subcontractor shall implement the following as required by the Project Specifications:

1. Designate a qualified and trained Project LEED Representative
2. Provide products that minimize consumption of non-renewable resources, consume reduced amounts of energy and minimize amounts of pollution to produce, and employ recycled and/or recyclable materials.
3. Provide verification that materials used have been reviewed for environmental considerations as specified.

4. Conduct special meetings
5. Provide building commissioning plan.
6. Control environmental air quality pollutants by controlled selection of materials and processes used in project construction in order to attain acceptable indoor air quality as specified.

Article 29: Applicable Forms / Reports

- 29.1 See Contract Exhibits for additional project Specific Forms / Reports.
- Material Erection Status Report

Article 30: Project Safety Requirements

- 30.1 See Exhibit “F” Project Safety Requirements

Article 31: Liquidated Damages

- 31.1 If the Trade Contractor/Subcontractor fails to achieve Substantial Completion of the Work within the Contract Time and as otherwise required by the Contract Documents, the Owner shall be entitled to retain or recover from the Trade Contractor/Subcontractor, as liquidated damages and not as to penalty, the sum of Two Thousand Dollars (\$2,000.00) per day, commencing upon the first day following the expiration of the Contract Time for Substantial Completion and continuing until the actual Date of Substantial Completion. Such liquidated damages are hereby agreed to be a reasonable pre-estimate of damages the Owner/CM will incur as a result of delayed completion of the work.

There is a provision for liquidated damages in the Contract Documents. The selected trade contractors shall be liable unto the Construction Manager for any liquidated damages for which the trade contractor extends their work activities beyond the durations identified in the project schedule per Exhibit ‘C’. Each trade contractor causing extension to the project schedule shall be assessed \$2,000 per day (or any portion thereof) for each calendar day for which he is responsible (or partially responsible) beyond completing work that impacts the project. Any Trade Contractor with closeout type items (i.e. warranties, punch list, attic stock, O&M manuals, as-builts, keys, etc.) that are not complete and turned-over by the completion of this Acceptance period will be assessed a monetary value of \$2,000 per calendar day.



Exhibit I

Insurance Requirements

UCHC Interior Fit-Out

Dimeo Job No. 527-12

1. The Trade Contractor shall obtain and maintain insurance coverage on the following terms and in the following amounts, all such coverage to be occurrence based:

	<u>Coverage</u>	<u>Amount</u>
a.	Commercial General Liability including Bodily Injury and Property Damage. Policy must include: Explosion, Collapse and Underground Hazards; Completed Operations Coverage; Contractual Liability, Premises Liability, independent contractor liability covering all operations of Trade Contractor and its subcontractors, contractual liability, including Trade Contractor's obligations of indemnity under the Agreement, and elevator liability where applicable. Policy must be on the Insurance Services Office (ISO) 2001 form or equivalent. It is the responsibility of the Trade Contractor to maintain general liability coverage on an occurrence form including completed operations for a period of 5 years beyond final payment	\$1,000,000. Combined Single Limit Each Occurrence \$2,000,000. General Aggregate/On a per Project Basis \$2,000,000 Completed Operations Aggregate
b.	Commercial Automobile Liability including Bodily Injury and Property Damage (Owned, Hired and Non-Owned)	\$1,000,000. Combined Single Limit Each Occurrence No Aggregate
c.	Professional Liability	In the event Trade Contractor's Scope of Work include the design of any component of the Work, prior to the start of work, Trade Contractor shall provide Certificates of Insurance certifying to the procurement of professional errors and omissions insurance covering those persons furnishing such design services in an amount not less than \$1 million or such greater amount as required by the Contract Documents. (a) Such insurance shall have an effective date and retroactive date prior to the start of all design work on this project. (b) Such insurance shall remain in full effect for a period of six (6) years from the date of substantial completion with the original



retroactive date carried forward, or will include six (6) years of “tail” coverage.

Trade Contractor shall provide to Construction Manager on an annual basis a list of all prior and subsequent claims upon such policies and an annual accounting of coverage limit available for each year.

- d. Workers Compensation. Coverage applies in the state work is performed. \$1,000,000 Minimum Employers Liability. W/C Statutory Limits Required.
 - e. Umbrella Liability \$10,000,000 Each Occurrence
\$10,000,000 General Aggregate, \$10,000,000 Completed Operations Aggregate
 - f. Construction Manager’s Equipment Floater (covering Trade Contractor’s equipment) – All Risk Insurance to protect the Trade Contractor against loss of, or damage to, its owned or rented capital equipment, tools, scaffolding, staging, towers and forms; including the provision for waiver of subrogation against Construction Manager, and the Owner.
2. In addition to the preceding the commercial general liability policy must include an endorsement or endorsements naming the Construction Manager, Owner and others as required by contract as additional insureds on a primary and noncontributory basis. Only the following ISO endorsements or their equivalents are acceptable:
- (i) CG2010 (11/85), or
 - (ii) CG2010 (10/01) when used with CG2037 (10/01), or
 - (iii) CG2033 (10/01) when used with CG2037 (10/01), or
 - (iv) CG2010 (07/04) when used with CG 2037 (07/04).
3. All commercial, auto and umbrella coverages must name the Construction Manager, Owner, and others as required under the Prime Contract, as additional insureds on a primary, non-contributory basis.
4. Current Certificates that evidence all such insurance shall be filed with the Construction Manager prior to the commencement of any work at the Project location for all liability, auto and umbrella coverages, and shall be in a form acceptable to Construction Manager. Trade Contractor shall be strictly obligated to immediately notify Construction Manager in writing should Trade Contractor receive any notice or notification in any form from any insurance carrier regarding the cancellation or suspension of, or any change in, any such coverages. Any failure to provide such immediate written notice to Construction Manager shall be deemed a material default and breach of Trade Contractor's obligations under the Agreement for which Construction Manager may immediately terminate the Agreement.
- a. The description of operations section of the certificate of insurance must include the following:



- (1) a statement that the policies evidenced meet all the insurance requirements of Article IV of the Agreement.
 - (2) a list of all additional insureds required by the Agreement.
 - (3) a statement that the worker's compensation policy provides coverage in the state where the Work is performed.
- b. Failure of Construction Manager to demand such certificates or other evidence of full compliance with these insurance requirements or failure of the Construction Manager to identify a deficiency from evidence that is provided shall not be construed as a waiver of Trade Contractor's obligation to maintain such insurance. Construction Manager shall have the right, but not the obligation, of prohibiting Trade Contractor or any subcontractor from entering the Project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Construction Manager. Failure to maintain the required insurance may result in termination of this Agreement at Construction Manager's option. If Trade Contractor fails to maintain the insurance as set forth herein, Construction Manager shall have the right, but not the obligation, to purchase said insurance at Trade Contractor's expense. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Construction Manager whenever requested. Trade Contractor shall provide certified copies of all insurance policies required above within 10 days of Construction Manager's written request for said copies.



UConn Health Center

Finance Corporation Ambulatory Care Center (ACC) Fit-Out

Owner Controlled Insurance Program



Version: 08/2013 (Dimeo)

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INTRODUCTION

This manual identifies, defines, and assigns responsibilities related to the administration of the **UConn Health Center Owner Controlled Insurance Program (OCIP)**. *Please note that throughout this Manual Subcontractors of any tier are referred to as Contractors.*

This manual:

- Describes the OCIP and details the insurance related responsibilities of the various parties involved. **All insurance costs are to be included and identified in your bid and all change orders.**
- Provides a basic description of the OCIP structure and operation, with an overview of coverage provided by the OCIP and guidelines for carrying out specific administrative and audit procedures.
- Provides answers to questions that are likely to arise during the course of the project. Because it is impossible to anticipate every question or situation that may arise, the directory (page 2) lists those involved in the administration of the OCIP and their areas of expertise. **Please feel free to call with any questions.**
- Will be updated as changes dictate during the course of this project.
- ***Does not and is not intended to provide coverage interpretations. The terms and conditions of the policies alone govern how coverage is applied***

ADMINISTRATION DIRECTORY

OCIP SPONSOR:

UConn Health Center

263 Farmington Ave.
Farmington, CT 06032

Facilities, Development & Operations:

Tom Trutter

Phone: TBD
E-mail: trutter@uchc.edu

OCIP INSURANCE BROKER:

People's United Insurance Agency / RC Knox Division

One Goodwin Square
Hartford, CT 06103

Program Advisor:

Fred Tanguay

Phone: 860-524-7670
E-mail: FTanguay@rcknox.com

PROGRAM ADMINISTRATOR:

Willis of Massachusetts, Inc.

Three Copley Place, Suite 300
Boston, MA 02116

Office: 617-437-6900
Fax: 617-351-7430
E-mail: wrapup.boston@willis.com

Program Advisor:

Alice Sherman

Phone: 860-241-4425
E-mail: alice.sherman@willis.com

Program Manager: (Primary Contact)

Christina Weissensee

Phone: 617-351-7429
E-mail: christina.weissensee@willis.com

Safety/Loss Control:

Ed LaVallee

Phone: 617-510-8186
E-mail: ed.lavallee@willis.com

Claims Specialist:

Chris Miskavitch

Phone: 617-351-7462
E-mail: christopher.miskavitch@willis.com

ADMINISTRATION DIRECTORY CONTINUED

INSURANCE CARRIER (WC & GL):

The Hartford

One Hartford Plaza
Hartford, CT 06155

Program Manager:	Darren Goddard	Phone: 860-547-8208 E-mail: darren.goddard@thehartford.com
WC & GL Claims Contact:	Mark Lemire	Phone: 860-471-7296 E-mail: mark.lemire@thehartford.com
Safety/Loss Control:	Joseph Malva	Phone: 860-324-6809 E-mail: joseph.malva@thehartford.com
	Stephan Petrolati	Phone: 413-348-4674 E-mail: steve.petrolati@thehartford.com
	David Cole	Phone: 508-397-4994 E-mail: david.cole@thehartford.com

ALL WORKER'S COMPENSATION AND GENERAL LIABILITY CLAIMS SHOULD BE REPORTED TO DIMEO CONSTRUCTION (THE GENERAL CONTRACTOR) WHO WILL REPORT IT TO JACOBS AND ULTIMATELY THE CARRIER.

CONSTRUCTION MANAGER:

Jacobs

Senior Project Manager:	Ray LaBrec	Phone: 860-679-3299 E-mail: labrec@uchc.edu
Project Manager:	Zach Zelms	Phone: 860-679-3064 E-mail: zelms@uchc.edu
Sr. Construction HSE Manager:	Tom Royle	Phone: 832-477-6953 E-mail: royle@uchc.edu
Project Safety Manager:	Robert Paloma	Phone: 224-545-9796 E-mail: paloma@uchc.edu

ADMINISTRATION DIRECTORY CONTINUED

GENERAL CONTRACTOR:

Dimeo Construction

75 Chapman Street
Providence, RI 02905

SR. Project Manager:	James Bendokas	Phone: 401-639-4558 E-mail: jbendoka@dimeo.com
Site Safety Manager:	Bob Kunz	Phone: 401-226-1270 E-mail: bkunz@dimeo.com

PROGRAM DEFINITIONS

CERTIFICATE OF INSURANCE: Written evidence of the existence of coverage terms of a particular insurance policy.

CONTRACTOR: Company, including Construction Manager, General Contractor or Subcontractor of Any Tier, undertaking the execution of the Work.

ELIGIBLE CONTRACTORS: Contractors (see above definition) providing labor on site; Temporary labor services and leasing companies are to be treated as a subcontractor; The term ‘**Contractor(s)**’ as used throughout this Manual refers to all eligible contractors including the General Contractor, Trade Contractors and Subcontractors of all tiers unless more specifically defined otherwise.

ENROLLED CONTRACTORS: Eligible Contractors that have submitted all necessary enrollment information and have been accepted into the OCIP as evidenced by the Certificate of Insurance.

ENROLLMENT PACKAGE: The ‘Form 1: Insurance Cost Verification Form / Application for Insurance’, Contractor’s own policy rating pages and Off–Site Certificate of Insurance that is to be forwarded to the OCIP Administrator prior to starting work on the Jobsite.

EXCLUDED PARTIES: Contractors not eligible for enrollment. See Ineligible Contractors.

FINAL CONTRACT VALUE: The initial contract value upon contract award plus all approved Change Orders.

GENERAL CONTRACTOR: **Dimeo Construction**, hereinafter called the ‘General Contractor’. Firm under contract with **UConn Health Center** to oversee the construction of the project.

INELIGIBLE CONTRACTORS: At the discretion of **UConn Health Center** the following parties may be excluded:

- Demolition (where demolition is the only scope of work) and abatement contractors;
- Vendors, suppliers and fabricators (that do not perform or subcontract installation), material dealers, truckers, haulers, drivers and others who merely make deliveries or provide pick-up service at the site;
- Professional service providers such as architects, engineers, surveyors or other consultants or professionals;
- Guard services and janitorial services.

INSURANCE COST VERIFICATION FORM / APPLICATION FOR INSURANCE (FORM 1): Worksheet required to be completed by the Contractors to calculate their Estimated Insurance Cost to provide the insurance required by the Contract Documents. The worksheet is to be submitted with the bid/proposal form.

INSURANCE CARRIER: The Insurance Company issuing policies for the OCIP. **The Hartford** is the Insurance Company providing coverage for the Worker’s Compensation and General Liability. **ACE** is the Insurance Company providing coverage for the Contractors Pollution Liability.

INSURANCE MANUAL: Manual outlining OCIP procedures.

INSURED: **UConn Health Center**, Construction Manager, General Contractor, Contractors and Subcontractors of any tier who are properly enrolled in the OCIP and who have been named in the policy, certificate of insurance, or advice of insurance.

JOBSITE: See definition for Project Site below.

OCIP ADMINISTRATOR: The Firm, Willis, responsible for the brokering and administration of the Owner Controlled Insurance Program. More specifically OCIP Manager refers to the individual at Willis (Christina Weissensee) responsible for the day-to-day administration of the program (refer to the directory for all contact information).

OFF-SITE: Generally refers to operations outside the defined jobsite, such as at a Contractor's fabrication facility.

OFF-SITE CERTIFICATE OF INSURANCE: Certificates setting forth the required coverages maintained by Contractors beyond the OCIP coverage.

ON-SITE ACTIVITIES: Those activities at the Project Site or emanating from the Project Site, such as adjacent sidewalks, streets and contiguous areas; the OCIP does not provide insurance coverage for permanent yards or other locations of the Contractors, except as specifically requested by the Contractors, approved by **UConn Health Center** and endorsed by Insurer.

OWNER: See Sponsor.

OWNER CONTROLLED INSURANCE PROGRAM (OCIP): A coordinated insurance program providing specific insurance coverage as generally described in this manual for work on this project. A program under which Worker's Compensation, Employer's Liability, Commercial General Liability and Excess Liability are procured or provided on a project "wrap-up" basis for Contractors, who have been properly enrolled, while performing operations at the **UConn Health Center** Project site.

PROJECT SITE: The site designated by **UConn Health Center** and on file with Insurer. The Project Site is located at **Farmington Ave, Farmington, CT** and includes operations necessary or incidental thereto. The site does not include operations at your regularly established workplace, plant, factory, office, shop, warehouse, yard or other property even if such operations are for fabrications of materials to be used at the job site.

REPORTED PAYROLL: Payroll reported by Contractors to the OCIP Administrator for work expended on the Jobsite.

SAFETY CONSULTANTS: These representatives are employees of the Insurer and Willis who will provide safety consulting services to **UConn Health Center** and its Contractors enrolled in the OCIP.

SPONSOR: **UConn Health Center**, the purchaser of the OCIP; also referred to as the Owner.

SUBCONTRACTOR OF ANY TIER: Subcontractors and lower tier subcontractors engaged to perform work on the Project. **Throughout this Manual, Subcontractors of any tier are referred to as Contractors.**

INSURANCE OVERVIEW

UConn Health Center has elected to implement an Owner Controlled Insurance Program (OCIP) that will provide Workers' Compensation, Employers' Liability, General Liability and Excess Liability for all eligible **enrolled** contractors and subcontractors of every tier and Contractors' Pollution Liability and Builders' Risk for subcontractors of every tier providing direct labor on the designated project. **UConn Health Center** will pay all premiums associated with the OCIP policies including deductibles or self-insured retention.

PARTICIPATION IN THE OCIP IS MANDATORY BUT NOT AUTOMATIC.

UConn Health Center has decided on an Add-Alternate Insurance Cost Identification Program and requires that all insurance costs for coverages provided under the OCIP be excluded but identified in all bids. Form 1 (included in this manual) must be completed and submitted with all bids. All insurance costs must be excluded but identified on all change orders by completing Form 6 (please refer to Item B on Page 18 for more detail).

Upon Contract award, eligible Contractors of all tiers will be required to submit enrollment forms to the OCIP Administrator. After receipt of the required forms, the OCIP Administrator will issue a certificate of insurance to the Enrollee. The Certificate issued by the OCIP Administrator will provide evidence of OCIP coverage for the Enrollee's on-site operations. An individual Workers' Compensation policy will automatically be issued to each Enrollee, and a copy of the General Liability and Excess Liability policies are available from the OCIP Administrator upon request.

Contractors are required to provide evidence of Workers' Compensation, General Liability and Excess Liability insurance for off-site operations. ***Contractors must also provide evidence of coverage for their Owned, Non-Owned and Hired Automobiles (Automobile Liability) as the OCIP does not provide this coverage.***

It is the obligation of Enrollees to notify their own insurance agents, brokers and companies of their OCIP participation to avoid duplication of coverage. Enrollees should request that any payroll expended for the Project be excluded from future audits of policies they carry outside of the OCIP. Additionally, Enrollees should ask their insurance agent or broker to review the coverage provided by the OCIP. Policy forms are available for review upon written request to the OCIP Administrator.

Certain work is excluded from the OCIP. Entities performing such are responsible for procuring and maintaining their own insurance (as set forth in Section 'E' of this section) and must provide the necessary documentation. The following are types of typically excluded work (*note that **UConn Health Center reserves the right to determine if a type of work should be added or removed from the list***):

- Demolition (where demolition is the only scope of work) and abatement contractors;
- Vendors, suppliers (that do not perform or subcontract installation), material dealers, haulers/truckers or others only making deliveries or providing pick-up service at the site;

- Professional service providers such as architects, engineers, surveyors or other consultants or professionals;
- Guard services and janitorial services.

While the OCIP is intended to provide broad coverages and high limits, the OCIP is not intended to meet all the insurance needs of a Contractor/Subcontractor. ***The OCIP does not provide coverage for Automobile Liability, Equipment Floaters or Performance Bonds.*** We recommend that each Contractor/Subcontractor discuss the OCIP with their insurance agent or consultant to ensure that other proper coverages are maintained.

If you have any question regarding your eligibility or that of one of your subcontractors, please contact the Willis Program Manager (see Page 2).

INSURANCE COVERAGE

This section provides a brief outline of the OCIP Coverages and Limits.

The term ‘Contractor(s)’ refers to all eligible contractors including the General Contractor, Trade Contractors and Subcontractors of all tiers.

The OCIP is for the benefit of **UConn Health Center**, and contractors of all tiers (unless specifically excluded) who have on-site employees. Such coverage applies only to work performed under this contract at the Project Site, as defined above. All contractors must provide their own insurance for off-site activities (see item ‘E’ below).

The OCIP policies are available for review by the contractor upon request to Willis as the administrator of the **UConn Health Center OCIP**. The terms of such policies or programs, as such policies or programs may be from time to time amended, are incorporated herein by reference. The Contractor hereby agrees to be bound by the terms of coverage as contained in such insurance policies.

Through the OCIP, UConn Health Center will provide and maintain in force the types of insurance listed in subparagraphs (1) through (3) below for all eligible and ENROLLED contractors and all tiers of subcontractors.

A. DESCRIPTION OF OCIP COVERAGE

The following sections OUTLINE the policies that **UConn Health Center** has arranged for this project. Contractors should refer to the policy for actual terms, conditions, exclusions, and limitations. All insurance policies provided by the Owner are primary and non-contributory.

1. Workers’ Compensation and Employer’s Liability

It is provided in accordance with applicable state law. Each enrolled Contractor of any tier will be issued a separate Workers’ Compensation and Employer’s Liability policy.

		<u>Policy Limit</u>
Part One	Workers’ Compensation	Statutory Limit
Part Two	Employer’s Liability	
	Bodily Injury By Accident, Each Accident	\$1,000,000
	Bodily Injury By Disease, Each Accident	\$1,000,000
	Bodily Injury By Disease, Policy Limit	\$1,000,000

2. Commercial General Liability

A single General Liability policy will be issued for all Enrolled Contractors with all Enrolled Contractors Named as Insureds, a copy can be obtained from the OCIP Program Manager.

- Seven Years Products & Completed Operations
- Other Extensions of Coverage and Policy Exclusions/Restriction.

- Occurrence Basis;
- Personal Injury;
- Products – Completed Operations Aggregate Limit;
- Designated Project – General Aggregate Limit

	<u>Limits of Liability</u>
Annual General Aggregate	\$4,000,000
Project Products/Completed Operations Aggregate	\$4,000,000
Personal/Advertising Injury – Each Occurrence	\$2,000,000
Each Occurrence Limit	\$2,000,000
Medical Expense Limit (any one person)	\$10,000
Fire Damage Legal Liability (any one fire)	\$300,000

3. Excess Liability

Excess Liability coverage will be provided under a master liability policy for all insureds. Certificates of insurance will be provided to the contractor reflecting the Limits of Liability, Coverage's, and Terms as follows:

- Limits of Liability:
 - \$100,000,000 Any one occurrence and general aggregate; and
 - \$100,000,000 Aggregate Products and Completed Operations.
- Coverage's and Terms:
 - Excess of General Liability
 - Excess of Employer's Liability
 - Completed Operations (Seven Year Term)

4. Builder's Risk Insurance - (This program is separate from the OCIP)

This insurance will include **UConn Health Center**, the General Contractor and all Contractors of every tier as Named Insureds. Certificates of Insurance will be provided as requested to the contractor and all tiers of subcontractors reflecting limits of equivalent to the replacement cost valuation.

Materials, supplies, and equipment destined to become a permanent part of the completed structure while on or about the Project site or at other locations approved by Owner's Risk Manager and or project management in writing will be covered.

Contractors' tools, equipment, vehicles, mobile equipment and other materials not to become a permanent part of the completed structure are excluded from coverage.

The Contractors agree to indemnify, defend, and hold **UConn Health Center** and its officers, agents, and employees harmless from any such loss, theft, or disappearance of tools or equipment that are **not to become a permanent part of the completed structure**. The Contractors waive all rights of recovery and shall cause their carriers to waive subrogation rights.

5. Pollution Liability - (This program is separate from the OCIP)

This insurance will include **UConn Health Center**, the General Contractor and Contractors of every tier as Named Insureds. Certificates of Insurance will be provided as requested to the contractor and all tiers of contractors reflecting limits of \$10,000,000 for each loss and \$10,000,000 aggregate. Completed operations term is seven years.

B. OCIP CERTIFICATES AND POLICIES.

All insurance coverage under the OCIP, furnished by **UConn Health Center**, outlined above shall be written by insurance companies approved by **UConn Health Center**. **UConn Health Center**, through the OCIP Administrator, shall provide all **enrolled** contractor(s) with appropriate policies or certificates of insurance evidencing the coverage outlined above.

NO CONTRACTOR IS PERMITTED ON-SITE UNTIL A CERTIFICATE HAS BEEN ISSUED BY WILLIS (THE OCIP ADMINISTRATOR). WILLIS REQUIRES 48 HOURS TO PROCESS ALL ENROLLMENTS BEFORE A CERTIFICATE WILL BE ISSUED - NO EXCEPTIONS WILL BE MADE.

C. TERMINATION/MODIFICATION OF THE OCIP.

UConn Health Center through its risk management department reserves the right to terminate or to modify the OCIP or any portion thereof. To exercise this right, **UConn Health Center** shall provide sixty (60) days advance written notice to all contractors covered by the OCIP. The contractors shall immediately be required to obtain appropriate replacement insurance coverage acceptable to **UConn Health Center**. See Section 'E' below for the coverage requirements in the event of a cancellation; coverage will be required for all operations. **UConn Health Center** will reimburse the cost of such replacement insurance based on the verified insurance cost per the Form 1 insurance cost pro rated for the remaining term of the project. Written evidence of such insurance shall be provided to **UConn Health Center** prior to the effective date of the termination or modification of the OCIP.

D. ASSIGNMENT OF RETURN PREMIUMS.

UConn Health Center will be responsible for the payment of all premiums associated with the OCIP policies and will be the sole recipient of any dividends and/or return premiums generated by the OCIP. In consideration of **UConn Health Center's** provision of said coverages the contractors agree to:

- Identify all applicable insurance costs in their award price; furnish the proper documentation to support this cost and cooperate with the OCIP Insurance Administrator in the confirmation of all contractor's insurance cost.
- Irrevocably assign to and for the benefit of **UConn Health Center**, all return premiums, premium refunds, premium discounts, dividends, credits, and any other monies due **UConn Health Center** in connection with the Insurance which **UConn Health Center** herein agrees to provide, and agrees to evidence same by signing the Form 1. The Contractor further agrees to require each subcontractor to execute the assignment on the Form 1, for the benefit of **UConn Health Center**. (The assignment agreement is found in Form 1, page 2 of 2.)

SPECIAL NOTE -- WARRANTY PERIOD

Any contractor who has otherwise completed their work at the Project Site and whose insurance as provided by the **UConn Health Center** OCIP has been terminated, who returns to the site to perform warranty type work does so under its own insurance coverage's and not under those provided by the **UConn Health Center** OCIP.

E. CONTRACTOR PROVIDED COVERAGES.

All **Ineligible** contractors (as defined on pages 5 & 6) shall promptly furnish to the Insurance Administrator certificates of insurance giving evidence that the following coverage's are in force for **all operations** for any work under this contract, and until completion and final acceptance of the work.

All **Eligible** contractors shall promptly furnish to the Insurance Administrator certificates of insurance giving evidence that the following coverage's are in force for off-site activities, **except the Automobile Liability which must be in force for all operations**, for any work under this contract, and until completion and final acceptance of the work:

(1) **Automobile Liability Insurance (All Operations for All Contractors):**

The Contractor and each of his subcontractors performing operations or services at the site shall provide at their own expense Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the work. The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each shall be endorsed as Additional Insureds. A Waiver of Subrogation in favor of The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each shall be endorsed to the policy.

The limits shall not be less than:

- (a) Bodily Injury \$1,000,000 per occurrence;
- (b) Property Damage \$1,000,000 per occurrence
- (c) If a Combined Single Limit is provided, the total coverage shall not be less than \$1,000,000 per occurrence

(2) **Workers' Compensation and Employer's Liability Insurance (Off-Site Activities Only for OCIP Eligible Contractors, All Operations for OCIP Ineligible Contractors):**

Statutory Limits with All States Endorsement and minimum Employer's Liability Limits will be provided as follows:

- (a) \$1,000,000 Bodily Injury with Accident - Each Accident
- (b) \$1,000,000 Bodily Injury by Disease - Policy Limit
- (c) \$1,000,000 Bodily Injury by Disease - Each Employee; and
- (d) A Waiver of Subrogation in favor of UConn Health Center Health, the Construction Manager and the General Contractor shall be endorsed to the policy.

(3) **Commercial General Liability Insurance (Off-Site Activities Only for OCIP Eligible Contractors, All Operations for OCIP Ineligible Contractors):**

- (a) Limits of Liability:
 - (i) \$1,000,000 Each Occurrence
 - (ii) \$2,000,000 General Aggregate
 - (iii) \$1,000,000 Products/Completed Operations

- (b) Including the following coverages:
 - (i) Occurrence Basis;
 - (ii) Premises operations;
 - (iii) Contractual Liability;
 - (iv) Products/Completed Operations;
 - (v) Broad Form Property Damage; and
 - (vi) Independent Contractors.
- (c) The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each shall be endorsed as Additional Insureds.
- (d) A Waiver of Subrogation in favor of The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each shall be endorsed to the policy.

(4) **Excess Liability Insurance**

- (a) Limits of Liability for **General Contractor**:
 - (i) \$50,000,000 Any one occurrence and general aggregate annually; and
 - (ii) \$50,000,000 Annual Aggregate Products and Completed Operations.
- (b) Limits of Liability for ***Contractors and Subcontractors of All Tiers who perform the following trades: Demolition, Abatement, Cast in Concrete, Structural Steel, Miscellaneous Metals, Roofing, Glass & Glazing, Drywall, Fire Protection, Plumbing, HVAC & ATC, Electrical:***
 - (i) \$5,000,000 Any one occurrence and general aggregate annually; and
 - (ii) \$5,000,000 Annual Aggregate Products and Completed Operations.
- (c) Limits of Liability for ***Contractors and Subcontractors of All Tiers who perform the remaining trades not listed above:***
 - (i) \$2,000,000 Any one occurrence and general aggregate annually; and
 - (ii) \$2,000,000 Annual Aggregate Products and Completed Operations.
- (d) Coverage's and Terms:
 - (i) Excess of General Liability
 - (ii) Excess of Employer's Liability
 - (iii) Completed Operations
- (e) The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each shall be endorsed as Additional Insureds.
- (f) A Waiver of Subrogation in favor of The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each shall be endorsed to the policy.

Note: If your contract requires you to add any further additional insureds to your policies these must also be shown on the certificate of insurance submitted to Willis.

If the contractor chooses to have any policy (through which coverage is provided under the OCIP) endorsed to recognize the project site during the construction period, coverage should be Excess and/or Difference in Conditions (DIC) of the OCIP. This shall not reduce the cost identification requirement nor shall the contractor pass these charges back to the Owner.

F. CONTRACTORS CERTIFICATES OF INSURANCE.

All required insurance shall be maintained without interruption from the date of commencement of the work under the contract until the date of the final payment. The contractor will provide the Insurance Administrator with a certificate of insurance setting out the above coverage's, limits, and amendments to the certificate necessitated by changes to the work to be performed under the contract until the date of final payment. Such certificate shall be forwarded to the Insurance Administrator at:

UConn Health Center
c/o Willis - Wrap Up Dept.
Three Copley Place, Suite 300
Boston, MA 02116
wrapup.boston@willis.com

G. NOTICE OF CANCELLATION.

Policies and/or certificates shall specifically provide a thirty (30) day notice of cancellation, non-renewal or material change to be sent to:

UConn Health Center
c/o Willis - Wrap Up Dept.
Three Copley Place, Suite 300
Boston, MA 02116
wrapup.boston@willis.com

H. OTHER INSURANCE.

Any type of insurance or any increase of limits of liability not described above which a contractor/subcontractor requires for their own protection or on account of any statute shall be their own responsibility and their own expense. **All insurance coverages and costs provided by the contractor on this project must be identified.**

I. WAIVER OF SUBROGATION.

The contractor waives all rights of subrogation and recovery against The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each to the extent of any loss or damage, which is insured under the OCIP. Notwithstanding the foregoing and not by way of limitation of the same, contractor waives their rights of subrogation and recovery for damage to any property, or equipment against UConn Health Center Health, the Construction Manager and the General Contractor, other contractors and subcontractors of all tiers. Each contractor shall require all

subcontractors to similarly waive their rights of subrogation and recovery in each of their respective construction contracts with respect to their work.

J. NO RELEASE.

The carrying of the above-described insurance shall in no way be interpreted as relieving the contractor of any other responsibility or liability under this agreement or any applicable law, statute, regulation or order.

K. APPROVAL OF FORMS AND COMPANIES.

All insurance described in this contract shall be written by an insurance company or companies licensed to do business in Maine, be rated A- or higher by AM Best and shall be in a form and content satisfactory to **UConn Health Center** and its risk management department. No party subject to the provisions of this contract shall violate or knowingly permit to be violated any of the provisions of the policies of insurance described herein.

L. CONTRACTOR/SUBCONTRACTOR PARTICIPATION.

Upon execution of the contract, the contractor will immediately report all new subcontracts to the Insurance Administrator for enrollment in the OCIP. The contractor shall incorporate all the provisions of this manual in all subcontractor agreements. All awarding contractors shall cause their subcontractors to cooperate fully with **UConn Health Center**, the Insurance Administrator and the Insurance Companies for the project, in the administration of the OCIP and in the safety and accident prevention program and claim handling procedures as established for the project.

In accordance with this manual, the Contractor shall not permit any Contractor of any tier to enter the UConn Health Center Project Site prior to enrollment in the Owner Controlled Insurance Program (OCIP) and prior to the issuance of an OCIP certificate of insurance unless they are Ineligible and covered by their own insurance; failure to do so shall negate the afforded coverage's and could result in fines. Failure to cooperate with OCIP responsibilities may result in delayed progress payments.

CONTRACTOR RESPONSIBILITIES

The term 'Contractor(s)' refers to all eligible contractors including the General Contractor, Trade Contractors and Subcontractors of all tiers.

The Contractor is required to cooperate with UConn Health Center and Willis, the OCIP Insurance Administrator, with regards to the administration and operation of the OCIP. No Contractor of any tier is permitted to start work on-site until they are properly enrolled in the OCIP and a certificate of insurance has been issued. Willis requires 48 hours to process all enrollments before a certificate will be issued – no exceptions will be made.

The contractor's responsibilities shall include, but not be limited to:

- Compliance with applicable Construction Safety Program, OCIP Manual and Claims procedures as outlined in the respective manuals setting forth the administrative procedures required of the contractors;
- Provision of necessary contract, operations and insurance information;
- Immediately notifying Willis of all subcontract awards by submitting the 'Form 4: Notice of Subcontract Award'. Furnish all new subcontractors the OCIP Manual as part of the bid documents;
- Maintenance and provision of monthly payroll records and other records as necessary for premium computation;
- Cooperation with the Insurance Carrier and Willis with respect to requests for claims, payroll or other information required under the program;
- Immediately notifying **UConn Health Center** that any contractor provided coverages have been cancelled, materially changed, or not been renewed.
- Complete the following administrative forms and submitting them to Willis within the time frames specified:
 - **Form 4: Notice of Subcontract Award** - Upon execution of a subcontract.
 - **Form 1: Insurance Cost Verification Form/Application for Insurance** – To be submitted as soon as a contract is awarded and no later than 72 hours prior to starting work on site (Form 1 should also be submitted with the bid).
 - **Form 6: Supplemental Insurance Information** (identifying insurance cost on additional contracts or cumulative change orders totaling \$150,000) - Upon approval of additional work or contract award.
 - **Form 3: Monthly Payroll Reporting Form** – To be submitted each month to Willis. *Please refer to page 22 for details on payroll reporting.*

- **Certificate of Insurance** evidencing coverage for off-site work (on and off site for auto) – to be submitted with Form 1.
- **Form 5: Notice of Substantial Completion** - Upon completion of all work being performed under the contract.

Failure to follow the procedures outlined in the OCIP Manual could result in fines being assessed by the State’s Workers’ Compensation Commission or State Claims Bureau/Authority against the contractor. **UConn Health Center** shall deduct from monies due or to become due under the provisions of this contract for any applicable fines that are assessed against a contractor.

A. CONTRACTOR INSURANCE COST IDENTIFICATION

All bids are to be submitted excluding (but identifying) all insurance costs. Contractors of all tiers shall identify their cost for all insurance coverages to be provided by the Owner for the work at the Project site as an add-alternate cost of insurance on the ‘**Form 1: Insurance Cost Verification Form / Application for Insurance**’ (see Section 8 of this manual for a copy of the form). The following procedures should be followed in determining this insurance cost:

- **Form 1 calculations should be based on first dollar cost.** Contractor insurance programs that include high deductibles; self-retention levels; self-insured portions (Workers’ Compensation or General Liability) must use the following for their calculations:
 - Although Deductible or Self-Retention Credits or Self-Insured amounts are to be identified, they will not serve to reduce insurance costs. To accurately calculate the actual cost of insurance when using any of these programs requires including the cost for projected loss funding. Verification of this amount requires that the Contractor furnish loss runs and payroll information on all work (including any Wrap-Ups) for the last four years.
 - Policies using Composite rates must show at a minimum the deductible/self-retention/self-insured amount and the rating breakdown. If the credit percentage is not available, minimum and maximum rates for the program must be identified.
 - Corporate allocations will not be allowed; the same format for calculation as shown for Composite Rates must be shown on the Form 1 and furnished with the bid documents.
- Any credits (other than credits for deductibles or self-retention or self-insured plans), or surcharges shown on the declaration and/or rating sheets will be used to calculate contractor’s actual cost.

If the Contractor does not furnish the required information shown above, state rates will be used for Workers’ Compensation calculations and rates furnished by the OCIP Insurer will be used for General Liability calculations.

Coverage and limit requirements for purposes of calculation of the insurance are as follows:

- (1) Workers’ Compensation and Employer’s Liability Insurance:
 - Statutory Limits with All States Endorsement; and Employer’s Liability Limits:
 - (a) \$1,000,000 Bodily Injury with Accident - Each Accident;
 - (b) \$1,000,000 Bodily Injury by Disease - Policy Limit

- (c) \$1,000,000 Bodily Injury by Disease - Each Employee
- (2) Commercial General Liability Insurance:
 - (a) \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations

Coverages should include but not limited to the following supplementary coverages:

- (i) Contractual Liability to cover liability assumed under this agreement;
- (ii) Premises operations;
- (iii) Explosion, collapse and underground hazards (deletion of the X,C,U exclusions) if such exposure exists;
- (iv) Products/Completed Operations;
- (v) Broad Form Property Damage; and
- (vi) Independent Contractors.
- (3) Excess Liability Insurance:
 - (b) (a) Limits of Liability for **Contractors and Subcontractors of All Tiers who perform the following trades: Cast in Concrete, Structural Steel, Miscellaneous Metals, Roofing, Glass & Glazing, Drywall, Fire Protection, Plumbing, HVAC & ATC, Electrical:**
 - \$5,000,000 Any one occurrence and general aggregate annually; and
 - (i) \$5,000,000 Annual Aggregate Products and Completed Operations.
 - (b) Limits of Liability for **Contractors and Subcontractors of All Tiers who perform the remaining trades not listed above:**
 - (i) \$2,000,000 Any one occurrence and general aggregate annually; and
 - (ii) \$2,000,000 Annual Aggregate Products and Completed Operations.
 - (c) Coverage's and Terms:
 - (i) Excess of General Liability
 - (ii) Excess of Employer's Liability
 - (iii) Completed Operations

It is understood and agreed that the insurance cost identified on the Form 1 is the cost of insurance excluded from the bid price. The final insurance cost will be subject to review and audit of actual insurance policies rate information, actual payrolls and revenues for the initial award plus any additive amendments. During the term of Contractor/Subcontractor's contract, including extended periods thereof, **UConn Health Center** shall have the right to recover any costs for insurance as described above that are in addition to those initially identified by the Contractor/Subcontractor on the initial Form 1 included with the bid.

B. CHANGE ORDER / PURCHASE ORDER / WORK ORDER

Contractor shall price, and shall require that all enrolled contractors price Change Orders, and/or any Purchase Order or Work Order to exclude the cost to provide insurance as specified above in Paragraph "A" and they must identify the amount of insurance excluded in the change order proposals using the Form 6 when changes total a cumulative amount of \$150,000.

C. CONTRACTOR'S RESPONSIBILITY FOR ITS SUBCONTRACTORS.

The contractor or awarding contractor shall require each of its subcontractors to identify their cost for any and all of their workers' compensation, general liability and excess liability exposures associated with work performed on the project site as described above in Paragraph "A". The contractor or awarding contractor shall include information concerning the OCIP in every subcontract so that such provisions will be binding upon each subcontractor. Each awarding contractor of any tier will include all of the provisions of the OCIP in every lower tier subcontract.

D. AUDIT AND RECOVERY OF CONTRACTOR "INSURANCE COST"

For insurance purposes, **contractors of all tiers** will agree to keep and maintain accurate and classified record of their payroll for operation at the project site. Contractors further agree to furnish to the OCIP Insurance Administrator full and accurate payroll data and information monthly on 'Form 3: Monthly Payroll Reporting Form' in accordance with the requirements of this OCIP Manual (please refer to **Section 7, page 22**).

All contractors shall further permit examination and/or audit of its books and records by the OCIP Carrier (The Hartford). Contractor shall also provide any additional information to **UConn Health Center** or their appointed representatives as may be required to complete an audit of the OCIP policies.

During the term of the contractor's contract, including extended periods thereof, **UConn Health Center** shall have the right to adjust the contract price to reflect any additional costs for the contractor's insurance had **UConn Health Center** not implemented an OCIP. All costs for sub-tier contractors will be collected through changes to the prime subcontractor's contract.

OCIP CONTRACTOR PROCEDURES

Administration is an integral part of the success of the OCIP. All contractors must be properly enrolled in the OCIP and have copy of their OCIP Certificate of Insurance before access to the project site is allowed. Willis requires 48 hours to process all enrollments before a certificate will be issued. Contractors should contact their insurance agent for assistance in completing the forms and following the administration process.

The contractor shall adhere to and perform all reporting requirements as detailed. Failure to follow the procedures outlined in the manual could result in fines assessed by the appropriate state agencies or commissions or default judgments from a lawsuit against **UConn Health Center** or the contractor. The Party at Fault shall at their own expense be responsible for any fines or judgments arising out of failure to follow these procedures. **UConn Health Center** shall deduct from monies due or to become due under the provisions of this contract for any applicable fines or judgments that are assessed.

The term ‘Contractor(s)’ refers to all eligible contractors including the General Contractor, Trade Contractors and Subcontractors of all tiers.

Coverage under the OCIP is required, but not automatic. The Contractors must be properly enrolled in the OCIP before access to the Project Site is allowed.

To properly manage the OCIP, the following procedures must be followed:

▪ **AT BID**

Each contractor submitting a bid for work at the project site shall complete the **Form 1: Insurance Cost Verification Form / Application for Insurance** and present it as part of their bid submission. Your calculation must be the rates scheduled on your existing worker’s compensation, general liability and excess liability policies reflecting all credits and/or surcharges including but not limited to insurance premiums and/or expected losses within any retention or deductible program. Please refer to Section 6, Item A (page 17) for how to determine rates if not under a guaranteed cost program. **A copy of all policy declaration pages and all rating sheets must be attached to the Form 1.**

Note: The **Start Date** indicated on the subcontract award form is the date that the Subcontractor is expected to begin operations at the project site. This is the date coverage will be effective under the OCIP. If the Subcontractor has already started work at the project site, then the effective date of coverage will be agreed to by the Insurance Administrator (Willis), the Carrier (The Hartford) and **UConn Health Center**. **Back dating coverage will require proof of no on-site losses and if a loss did occur coverage will take effect after the date of loss.**

▪ **AT CONTRACT AWARD**

When an enrolled contractor, of any tier, awards a subcontract, the awarding contractor shall complete a **Form 4: Notice of Subcontract Award** on each new subcontractor and immediately forward to the Insurance Administrator. It is the awarding contractor’s

responsibility to assure that their subcontractors complete the **Form 1: Insurance Cost Verification Form / Application for Insurance** and immediately forwards to the Insurance Administrator. Failure by the lower tier subcontractors to follow the OCIP procedures could result in penalties to the awarding contractor. The awarding contractor will be responsible for furnishing copies of the OCIP Manual in the bid documents to all their subcontractors, and for assisting in securing the required enrollment and payroll/premium information from their subcontractors of all tiers.

■ **PRIOR TO ENTERING THE SITE**

Contractor must submit the completed and signed **Form 1: Insurance Cost Verification Form / Application for Insurance** to the OCIP Manager with **copies of the contractor's policy rating pages**. Willis requires **Form 1** to be submitted as soon as a contract is awarded and no later than 72 hours prior to starting work on site.

The **Certificate of Insurance** evidencing the Contractor Provided Coverages must also be included with Form 1. The certificate should reflect that your current Workers' Compensation, General Liability, Automobile Liability and Excess Liability and exclude coverage on the Project site (WC & GL Only) if you have chosen to do so. This alerts your insurance company to notify the audit department that all payroll and/or receipts for this project should be excluded from your audit. The certificate must also show that The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each, and all others required by contract are endorsed as Additional Insureds on the General Liability, Automobile Liability and Excess Liability policies. A Waiver of Subrogation in favor of The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each shall also be endorsed to the Workers Compensation, General Liability, Automobile Liability and Excess Liability.

- Upon receipt of the completed **Form 1: Insurance Cost Verification Form / Application for Insurance** including the rating data and the Certificate of Insurance evidencing the contractor provided coverages; the Insurance Administrator will issue the OCIP Certificate of Insurance. The Certificate of Insurance evidences the OCIP Workers' Compensation, Employer's Liability, General Liability, Excess Liability, Contractors Pollution Liability and Builders Risk coverage. The documentation is forwarded to the Carrier (The Hartford) who will issue the Workers' Compensation policy as well as the required Workers' Compensation posting notices for transmittal to the contractor. A copy of the General Liability policy can be obtained by sending a request to Willis at wrapup.boston@willis.com.

Contractors will not be allowed on the project site until they have submitted Form 1 and a Certificate of Insurance AND have received an OCIP Certificate of Insurance from Willis. Failure to enroll in the OCIP prior to starting work on-site could result in fines to both the Awarding Contractor and the Subcontractor.

■ **ADDITIONAL CONTRACT AWARDS**

If a contractor has been awarded more than one contract on this project, **Form 1: Insurance Cost Verification Form / Application for Insurance** must be completed by the contractor on the first contract, for each additional contract, the **Form 6: Supplemental Insurance Information** may be completed and forwarded to Insurance Administrator.

■ **CHANGE ORDERS**

If a contractor has cumulative change orders, purchase orders or work orders totaling \$150,000, the **Form 6: Supplemental Insurance Information** must be completed and forwarded to Insurance Administrator to identify the insurance costs excluded in the changes.

■ **PAYROLL REPORTING AND AUDITS**

Payroll must be recorded monthly on the **Form 3: Monthly Payroll Reporting Form. Certified Payroll Reports are not acceptable.** All contractors of all tiers are required to submit a monthly report of man hours and payroll to Willis **within 10 days following the end of the month.**

- Project Payroll shall include the total remuneration and hours worked for all employees working at the UConn Health Center Project site **ONLY**. All payroll records for the UConn Health Center Project should be kept separate from all other work. This will make the audit process easier.
- Project Payroll must be reported on a monthly basis; the covered period should be the first of the month through the last day of the month. For example, the report for month ending June 30th would be submitted by July 10th.
- Please use the same workers compensation codes and classifications as shown on your current Workers' Compensation policy. Show only total hours and total payroll for each classification of employee.
- Please use the same general liability codes and classifications as shown on your current General Liability policy. Please be sure to provide your revenue (total amount of your monthly requisition) value if your general liability is not based on payroll.
- In addition to providing your monthly payroll, Willis requires that you provide the total amount your company billed for the month (your requisition amount).
- Earnings for overtime should be included only at the straight hourly rate, **(do not include extra wages paid for overtime hours)**. Overtime means those hours in excess of 8 hours worked each day, 40 hours in any week or on Saturdays, Sundays, or holidays, but only when there is an increase in the hourly rate to work such hours. The man hours should reflect all hours worked, including overtime.
- If no work was performed on site for one or more months after your enrollment date, a report must be submitted indicating 'zero' hours.
- **If you have more than one contract and/or work order, please complete a separate Form 3 for each contract.**

Please retain a copy for your files. **Payroll reports must be submitted monthly to Willis.**

ALL CONTRACTORS MUST MAKE THEIR PAYROLL RECORDS AVAILABLE TO THE CARRIER'S (THE HARTFORD) AUDITOR AT ANY TIME DURING THE POLICY PERIOD AND UP TO THREE YEARS AFTER COMPLETION OF THE PROJECT.

■ **WHEN CONTRACT IS COMPLETE**

When the contractor is 85% complete Form 5: Notice of Substantial Completion should be completed by the contractor and sent to the Insurance Administrator. Receipt of this form will alert the Insurance Administrator to verify all payroll records were received and, if necessary, request the carrier to perform a final audit.

**CHANGES TO ANY OCIP REQUIREMENT OR PROCEDURE MUST BE APPROVED BY
UCONN HEALTH CENTER AND THE OCIP MANAGER.
NO CONTRACTOR HAS THE AUTHORITY TO AMEND ANY OCIP REQUIREMENTS.**

Form 1: Insurance Cost Verification Form/Application for OCIP Insurance

About This Form:

- This form must be completed by each contractor/subcontractor as soon as a contract is awarded. No certificates of insurance or policies will be provided under the Owner Controlled Insurance Program (OCIP) until this form is received.
- Insurance costs must be verified on all bid documents
- Information disclosed on this form is subject to audit and adjustment throughout the term of the construction project
- **Please print!**

A. Contractor Information

Contractor: _____ Circle one: Indv Ptshp Corp J/V

Address: _____

Federal ID # (FEIN): _____

Contacts	Phone	Fax	E-mail
Office: _____	_____	_____	_____
Site: _____	_____	_____	_____
Safety: _____	_____	_____	_____
Insurance: _____	_____	_____	_____
Payroll: _____	_____	_____	_____

List Physical Address (if different than above): _____

B. Contract Information

UConn Health Center OCIP Project Name/Description: _____

Contract Value: \$ _____ Contract #: _____

Start Date: _____ Estimated Completion Date: _____

Awarding Contractor: _____ General Contractor: _____

Estimated Manhours: _____ Work Type: _____

Estimated # of Subcontractors: _____ Percent Subcontracted: _____

C. Insurance Carrier Information

Contractor's Broker/Agent

Company: _____ Contact: _____

Address: _____ Phone: (_____) _____

Worker's Compensation

Current WC Insurance Company: _____ Policy Period: _____

Experience Modifier: _____ Rate Date: _____ Policy #: _____

Deductible: _____ Retention: _____ WC Assigned Risk?: Yes or No WC State Fund?: Yes or No

General Liability

Current GL Insurance Company: _____ Policy Period: _____

Current GL rate is based on: Payroll OR Receipts per \$ _____ Policy #: _____

Deductible: _____ Retention: _____

D. Insurance Costs

NOTE: It is extremely important to accurately estimate payrolls anticipated for THIS CONTRACT ONLY. Payroll should be raw wages without burden, fringes, or overtime premium. However, it should include sick, vacation and holiday pay and imputed income.

WC Costs (Project Site Payroll Only) Attach additional pages if required				
WC Classification	WC Code	WC Rate/ \$100 Payroll	Estimated Payroll*	Premium
1.				
2.				
3.				
			Total	\$
			Experience Modifier	\$
			Increased Emp Liability	\$
			Premium Discount	\$
			Other Credit/Surcharge	\$
			Other Credit/Surcharge	\$
			Total WC Premium	\$

DEDUCTIBLE and SELF-INSURED RETENTION credits will NOT be allowed on the Worker's Compensation or General Liability Premium Calculations. The OCIP provides first dollar coverage for all contractors.

GL Costs (Project Site Payroll Only) Attach additional pages if required				
GL Classification	GL Code	Rate/ \$1000 Payroll/Receipts	Estimated Payroll/Receipts	Premium
1.				
2.				
3.				
4.				
			Total GL Premium	\$

Total Cost Verification	
Umbrella / Excess Liability: Name of Carrier: _____ Rate: _____ per \$ _____	\$
Subcontractor Premiums (Attach Form 4 for each Subcontractor)	\$
Total WC Premium (from WC Cost Chart on this Form)	\$
Total GL Premium (from GL Cost Chart on this Form)	\$
Total Premiums	\$
Total Premiums represent the amount of insurance premiums excluded from the contractor's contract amount since the Owner is furnishing the construction insurance.	

Attach copies of your declaration pages and schedule rate sheets for WC and GL.

Agreement: Sponsor of the Owner Controlled Insurance Program, or Sponsor's Agent, is granted permission by Contractor/Subcontractor to inspect the insurance and payroll records of Contractor/Subcontractor used in determining the above credit. The above amount should not be included in the Contractor's/Subcontractor's bid amount. Sponsor or Sponsor's Agent shall be given access to audit the project payroll records of Contractor/Subcontractor. Any and all returns of premiums, dividends, discounts or other adjustments to any OCIP policy is assigned, transferred and set over absolutely to the Owner. This assignment is valid for insurance policies whose premiums have been paid by the Owner on behalf of such Contractor/Subcontractor. It is each Contractor's responsibility to notify its own insurance carrier to exclude all work to be done under this contract from your current insurance program.

Signed _____ Title _____ Date _____

SEND FORM via E-mail to: wrapup.boston@willis.com OR Fax to: 617-351-7430 OR Mail to: Willis, Wrap-Up Dept., 3 Copley Place, Suite 300, Boston, MA 02116

Form 1: Insurance Cost Verification Form / Application for OCIP Insurance
Instructions for Completion

A. Contractor Information

- a) Provide your full company name, street & mailing address, contacts, phone and fax numbers and e-mail addresses.
- b) Provide your Federal ID number (FEIN) – this is required to issue an OCIP policy.

B. Contract Information

- a) Please identify the specific project you are working on.
- b) Identify your full contract value and contract number (if one has been provided).
- c) Provide your anticipated start date (this will be used as the start date of coverage) and anticipated completion date.
- d) Please identify your Awarding Contractor (who you are under contract with).
- e) Provide your estimated on-site manhours.
- f) Provide a brief description of your work.
- g) Provide the number of subcontractors you plan to hire (if any).
- h) Provide the percent of your contract you may subcontract (if any).

C. Insurance Carrier Information

- a) Provide your own primary insurance broker or agent's contact information.
- b) Provide your own Worker's Compensation policy information including the carrier/company name, policy period, experience modifier, rate date, policy number, if you have any deductible or retention or if you are involved in an assigned risk or state find program. Your own agent broker can provide you with this information.
- c) Provide your own General Liability policy information including the carrier/company name, policy period, how the policy is rated, policy number and if you have any deductible or retention. Your own agent broker can provide you with this information

D. Insurance Costs

WC Costs

- a) Provide the industry WC Classification descriptions and WC codes that apply to your work. These can be found in your Worker's Compensation policy.
- b) List the rate that applies to each WC Classification and Code. These can be found in your Worker's Compensation policy.
- c) Provide the total projected payroll for the work you will be providing on the UConn Health Center Project site. This should be the straight time wage rate times the total hours.
- d) Calculate the Premium by taking your rate times the payroll divided by 100.
- e) State your current Experience Modification Factor and multiply the factor by your premium.
- f) Find your State Employers Liability Increase Limit factor on you policy and multiply it by your modified premium.
- g) Find your Premium Discount on your policy (if applicable) and apply the applicable credit to your premium.
- h) Provide any other credits and/or surcharges from your policy and apply them to your premium.
- i) Total WC Premium is the total premium calculated for this project.

GL Costs

- j) Provide the industry GL Classification descriptions and GL codes that apply to your work. These can be found in your General Liability policy.
- k) List the rate that applies to each GL Classification and Code – indicating either payroll or receipts as the basis. These can be found in your General Liability policy. Note that you need to provide both the premises/operations and products/completed operations rates.
- l) Provide the total payroll or gross receipts (contract value) for the UConn Health Center Project depending on the basis for your GL premium.
- m) Calculate the Total GL Premium by taking your rate times the payroll or gross receipts divided by 1000.

Total Cost Verification

- n) Provide the name of your Umbrella / Excess carrier, your rate and your rating basis.
- o) Calculate the Total Umbrella / Excess Premium by taking your rate times the payroll or gross receipts divided by 1000.
- p) Provide an estimated total insurance cost for your subcontractors; if unknown please use 3% of the subcontracted value. This is an estimate only and will be verified when your subcontractor enrolls.
- q) Copy the Total WC Premium and GL Premium from the sections above.
- r) Calculate the Total Premiums for the UConn Health Center Project. Upon review by Willis, this is the add-alternate insurance for you contract.
- s) Provide copies of your current Worker's Compensation and General Liability policy declaration pages and policy rating sheet. Your own agent / broker can provide these. These will be used to verify your premium calculation.**

E. Please sign the OCIP Agreement at the bottom of page 2.

If there are any questions on how to complete Form 1, please contact Christina Weissensee at 617-351-7429 or christina.weissensee@willis.com

PRODUCER:
INSURANCE BROKER / AGENT

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

Insured: YOUR COMPANY NAME	Company Letter	A	Insurance Company
	Company Letter	B	Insurance Company
	Company Letter	C	Insurance Company
	Company Letter	D	Insurance Company

Coverages
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	Type of Insurance	Policy Number	Policy Effective Date	Policy Expiration Date	Limits	
A	General Liability <input checked="" type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input checked="" type="checkbox"/> Occur. <input type="checkbox"/> Owner's & Contractor's Prot	Policy Number	mm/dd/yy	mm/dd/yy	General Aggregate	\$ 2,000,000
					Products-Comp Ops Agg.	\$ 2,000,000
					Personal & Adv. Injury	\$ 1,000,000
					Each Occurrence	\$ 1,000,000
					Fire Damage(any One Fire)	\$
					Med. Expense (Any one Person)	\$
B	Automobile Liability <input checked="" type="checkbox"/> Any Auto or <input checked="" type="checkbox"/> All Owned Autos <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability	Policy Number	mm/dd/yy	mm/dd/yy	Combined Single Limit	\$ 1,000,000 or
					Bodily Injury (Per Person)	\$ 1,000,000
					Bodily Injury (Per Accident)	\$ 1,000,000
					Property Damage	\$ 1,000,000
					Each Occurrence	\$ 5/2,000,000
C	Excess Liability <input checked="" type="checkbox"/> Umbrella Form <input type="checkbox"/> Other than Umbrella Form	Policy Number	mm/dd/yy	mm/dd/yy	Aggregate	\$ 5/2,000,000
					SEE PAGE 13 FOR REQUIRED EXCESS LIMIT	
					XX	Statutory Limits
D	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/PARTNER EXECUTIVE OFFICERS ARE: <input checked="" type="checkbox"/> INCL <input type="checkbox"/> EXCL	Policy Number	mm/dd/yy	mm/dd/yy	Each Accident	\$ 1,000,000
					Disease - Policy Limit	\$ 1,000,000
					Disease - Each Employee	\$ 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIA ITEMS ****PLEASE ALSO REFER TO YOUR CONTRACT****

The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each are named as additional insureds with respect to all operations performed by or on behalf of the named insured for the certificate holder. Waiver of Subrogation in favor of the Additional Insureds. Worker's Compensation and General Liability coverage is for off-site operations only.

CERTIFICATE HOLDER	CANCELLATION
UConn Health Center c/o Willis of Massachusetts, Inc. Wrap Up Dept. Three Copley Place, Suite 300 Boston, MA 02116-6501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Insurance Agent/Company Signature

Form 3: Monthly Payroll Reporting Form

Contractor Information **Location Code:** _____
 Company Name: _____ **PROJECT:** UConn Health Center
 Address: _____ Phone: _____ Fax: _____
 Awarding Contractor: _____ General Contractor: _____

Please contact Christina Weissensee at Willis (christina.weissensee@willis.com or 617-351-7429) with any questions about how to complete this form. Form should be sent to WRAPUP.BOSTON@WILLIS.COM.

Instructions:

- **COMPLETE ALL OF THE REQUESTED INFORMATION:**
 - Please refer to your OCIP enrollment for your WC/GL Classifications and Class Codes.
 - Earnings for overtime should be included only at straight hourly rates. Do not include the extra wages paid for overtime hours.
 - Payroll should be raw wages excluding burden, fringes and overtime premium.
 - **ONLY REPORT THE HOURS AND PAYROLL ASSOCIATED WITH ON-SITE LABOR.**
 - Separate payroll reporting for each contract is a requirement of this program.
- **PLEASE SUBMIT THIS REPORT BY THE 10TH OF THE MONTH TO WILLIS (wrapup.boston@willis.com).**

Payroll Information: Month Ending _____

Payroll/Receipts (Project Site Only)				
Attach additional pages if necessary				
Classification (Worker's Compensation)	WC Class Code	Manhours Reg	Manhours OT	Payroll
1. WC				
2. WC				
3. WC				
4. WC				
Total:				\$

Classification (General Liability)	GL Class Code	Manhours Reg	Manhours OT	Payroll/ Receipts
01. GL				
2. GL				
3. GL				
4. GL				
Total:				\$

Monthly Receipts (total amount BILLED for the month): \$ _____

Agreement: *The above is a true and complete statement of the entire remuneration of services rendered by employees of the company shown above.*

Signature _____ Title _____ Date _____

Form 4: Notice of Subcontract Award

To: Willis of Massachusetts, Inc.
Attn: Wrap-Up Dept.
3 Copley Place, Suite 300
Boston, MA 02116
Fax: 617-351-7430
wrapup.boston@willis.com

UConn Health Center OCIP

Project Name: _____

This is to inform you that we have awarded the following contract to the following Contractor:

Name of Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (____) _____ **Fax:** (____) _____ **E-Mail:** _____

Contact: _____

Type of Work: _____ **Contract Value:** \$ _____

Start Date: _____ **Estimated Completion Date:** _____ **Estimated Payroll:** \$ _____

Awarding Contractor: _____

By: _____

Title: _____

Date: _____

General Contractor (if different) _____

Your Subcontractor must complete 'Form 1: Insurance Cost Verification Form / Application for OCIP Insurance' and follow all OCIP enrollment procedures.

Form 5: Notice of Substantial Completion

**To: Willis of Massachusetts, Inc.
Attn: Wrap-Up Dept.
3 Copley Place, Suite 300
Boston, MA 02116
Fax: 617-351-7430
wrapup.boston@willis.com**

UConn Health Center OCIP

Project Name: _____

Your Company's Name: _____

By: _____ **Title** _____

Please be advised, we are scheduled to complete our work for:

Awarding Contractor: _____ **General Contractor:** _____

Completion Date: _____ **Final Contract Value:** _____

We used the following subcontractors who will also complete their work on the date indicated:

<i>Subcontractor:</i>	<i>Completion Date:</i>
_____	_____
_____	_____
_____	_____

_____ *This is our only contract at the Project Name*

_____ *We are still working on the following contracts at the Project Name*

<i>Awarding Contractor:</i>	<i>Contract Description:</i>
_____	_____
_____	_____
_____	_____

Final insurance audits may be made under the applicable policies. Please show who in your office (or another location if applicable) is responsible for this information:

Name: _____ Phone: _____ Fax: _____

Address: _____

Form 6: Supplemental Insurance Information

About This Form:

- This form may be completed by each contractor/subcontractor for any additional contracts awarded and only if Form 1 has been completed for another contract OR this is a change order. No certificates of insurance will be provided under the Owner Controlled Insurance Program (OCIP) until this form is received.
- Information disclosed on this form is subject to audit and adjustment throughout the term of the construction project

A. Contractor Information

Contractor: _____ Contact: _____

Address: _____

B. Contract Information

UConn Health Center OCIP

Contract or Change Order Value: \$ _____ Project: _____

Start Date: _____ Estimated Completion Date: _____

Awarding Contractor: _____ Estimated Manhours: _____

Estimated # of Subcontractors: _____ Percent Subcontracted: _____

C. Insurance Costs

For Change Order: Use rates established under original contract.

For Additional Contract: Use rates in effect at time contract is bid. Workers' Compensation, General Liability and Excess/Umbrella policy declaration pages and rating sheets are required and must be attached.

WC Costs (Project Site Payroll Only)				
Attach additional pages if required				
WC Classification	WC Code	WC Rate/ \$100 Payroll	Estimated Payroll*	Premium
1.				
2.				
3.				
4.				
			Total	\$
				\$
			Experience Modifier	\$
			Discounts/Surcharges	\$
			Total WC Premium	\$

DEDUCTIBLE and SELF-INSURED RETENTION credits will NOT be allowed on the Worker's Compensation or General Liability Premium Calculations. The OCIP provides first dollar coverage for all contractors.

GL Costs (Project Site Payroll Only)				
Attach additional pages if required				
GL Classification	GL Code	Rate/ \$1000 Payroll/Receipts	Estimated Payroll/Receipts	Premium
1.				
2.				
3.				
4.				
			Total GL Premium	\$

Umbrella/Excess Liability	Rate: _____ per \$ _____ Payroll / Receipts	\$
Subcontractor Premium (Please submit Form 4 for any subcontractors)		\$
TOTAL PREMIUM		\$

Signed _____ Title _____ Date _____

SEND FORM via E-mail to: wrapup.boston@willis.com OR Fax to: 617-351-7430 OR Mail to: Willis, Wrap-Up Dept., 3 Copley Place, Suite 300, Boston, MA 02116

**EXAMPLE OF ENDORSEMENT FOR CONTRACTORS TO REQUEST FOR THEIR
WORKERS' COMPENSATION AND GENERAL LIABILITY POLICY COVERING
WORK OTHER THAN THIS OWNER CONTROLLED INSURANCE PROGRAM SITE**

WC-OCIP-01

DESIGNATED WORK-PLACE EXCLUSION ENDORSEMENT

This policy does not cover work conducted at:

The UConn Health Center Project Site. The Project Site also includes areas adjacent or nearby these described tracts of land where incidental operations are performed, provided said areas are made available to contractor by **UConn Health Center** or approved in advance by **UConn Health Center** in writing, excluding permanent locations of any insured party other than Owner.

SUMMARY (CHECKLIST) OF REQUIRED PAPERWORK

All forms listed below must be submitted to Willis either by fax: 617-351-7430 or e-mail: wrapup.boston@willis.com.

When bid packages are sent out, the prospective contractor should be made aware that the OCIP is in place and a copy of the insurance manual enclosed. **Form 1: Insurance Cost Verification Form / Application for OCIP Insurance** must be submitted with the bid.

The term 'Contractor(s)' refers to all eligible contractors including the General Contractor, Trade Contractors and Subcontractors of all tiers.

When a contract award is made:

- **Form 4: Notice of Subcontract Award** - To be completed by the contractor making the award. Information can be handwritten and faxed or e-mailed to Willis, hold the original in your file. A separate form must be completed for each subcontractor. This initiates the enrollment process. If the Awarding Contractor has a copy of the Form 1 that was submitted with the bid this should be sent with the Form 4 to Willis.

Must be submitted prior to working on project site:

- **Form 1: Insurance Cost Verification Form / Application for OCIP Insurance** - To be completed by each Contractor and submitted with the bid. As soon as the contract is awarded and no later than 72 hours prior to starting work on-site, Form 1 must be forwarded to Willis with copies of your declaration and rating schedules from your primary policies. Information can be handwritten and faxed or e-mailed to Willis, hold the original in your file.

Policy number cannot be assigned nor can a certificate of insurance be issued until this signed form is received.

- **Certificate of Insurance** (Off-Site / Auto Coverage) must reflect:
 - Current insurance program; and meet the requirements of the contract.
 - The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each have been added as **Additional Insureds** to the General Liability and Automobile Liability and a **Waiver of Subrogation** in favor of The State of Connecticut, University of Connecticut, UConn Health Center, UConn Health Center Finance Corporation, Design-Builder, architect, and their respective parent companies, subsidiaries, related and affiliated companies of each, and the agencies, departments, officers, directors, representatives, agents, employees and assigns of each have been endorsed to the Worker's Compensation, General Liability and Automobile Liability policies.
 - **UConn Health Center** c/o Willis must be shown as the certificate holder.

Renewal information on contractor's primary insurance program is required

SUMMARY (CHECKLIST) OF REQUIRED PAPERWORK CON'T.

Must be submitted for Additional Contracts (only if already enrolled) and for Cumulative Change Orders, Purchase Orders or Work Orders totaling \$150,000:

- **Form 6: Supplemental Insurance Information** - To be completed by each Contractor if you are awarded an additional contract or have been issued cumulative change orders, purchase orders or work orders totaling \$150,000. Information can be handwritten and faxed or e-mailed to Willis, hold the original in your file.

Must be submitted to Willis by the 10th of the following month:

- **Form 3: Monthly Payroll Reporting Form** - To be completed by each Contractor every month. Hold a copy in your file. Please note if no work was performed on site for one or more months after your enrollment date, a report must be submitted indicating 'zero' hours. **We can not accept Certified Payroll Reports. Please refer to page 22 for instructions on how to complete the form.**

Must be submitted when 85% complete:

- **Form 5: Notice of Substantial Completion** - To be completed by each Contractor. Information can be handwritten and faxed or e-mailed to Willis, hold the original copy in your file.

CLAIMS PROCEDURES MANUAL

The term 'Contractor(s)' refers to all eligible contractors including the General Contractor, Trade Contractors and Subcontractors of all tiers.

ALL WORKER'S COMPENSATION AND GENERAL LIABILITY CLAIMS SHOULD BE REPORTED IMMEDIATELY TO DIMEO CONSTRUCTION (THE GENERAL CONTRACTOR) WHO WILL REPORT IT TO JACOBS WHO WILL REPORT IT TO THE CARRIER.

CONTACT INFORMATION

BOB KUNZ

PHONE: 401-226-1270

BKUNZ@DIMEO.COM

**THE HARTFORD'S 24 HR. CLAIM REPORTING CENTER:
USE LOSS CONNECT ACCT#: 59154
1-800-327-3636 or LOSSCONNECT@THEHARTFORD.COM**

This manual contains all the necessary information for reporting and filing a claim. It is subdivided by insurance/claim type.

Currently, the Owner Controlled Insurance Program (OCIP) has four types of insurance included in the program as follows:

- A. Workers' Compensation**
 - B. Commercial General Liability**
 - C. Pollution Liability**
 - D. Builders Risk (This program is separate from the OCIP program)**
- A. **Workers' Compensation** insurance covers statutory lost wage claims and medical benefits for workers of All Enrolled contractors.
 - B. **Commercial General Liability** insurance covers liability arising from claims of third parties (non-Project entities) for Bodily Injury and Property Damage Losses arising out of Project Activity.
 - C. **Pollution Liability** insurance covers claims for third party bodily injury, property damage or clean-up cost or environmental damages arising from **pollution conditions** caused in the performance of covered operations or arising from Project Activity. The coverage applies to sudden and gradual pollution events and responds to clean up costs both on and off the work site.
 - D. **Builders Risk** insurance applies to damage to the project work (i.e the buildings and building materials that will become a permanent part of the completed structure.) This insurance covers contractors and subcontractors of all tiers whether enrolled or excluded. **Special note:** Contractor's tools and equipment are not covered by this insurance policy and should be covered by each contractor's own (non-OCIP) Tools and Equipment Floater Policy.

How to use this Manual

The first step is to identify what type or types of claims have occurred using the above A-D categories. Once the type of claim is determined, please refer to the following pages that outline the reporting procedures for that line of coverage.

If you are not sure or have any questions regarding claims, please contact Christopher Miskavitch in the Willis Construction Claims Department:

Christopher Miskavitch

Willis Construction Claims

3 Copley Place, Suite 300, Boston, MA 02116

Phone: 617-351-7462

E-mail: christopher.miskavitch@willis.com

**MEDICAL FACILITIES IN CLOSE PROXIMITY TO THE PROJECT SITE IN CASE OF
INJURY OR ILLNESS ON THE JOB:**

Non-Life Threatening:

**PLEASE GO TO THE ON-SITE CLINIC (BUILDING 18) PROVIDED BY ONSITE OHS
FOR FIRST AID AND EVALUATION**

Serious Injury or Life-Threatening:

To be agreed upon at a later date

STATE WORKERS' COMPENSATION REPORTING INSTRUCTIONS

- In the event of a work-related injury, the Employer/Contractor should immediately complete an 'Employer's First Report of Occupational Injury or Disease' Form found on the following page. This form must be forwarded to Dimeo Construction (the General Contractor) immediately, but in no case later than 24 hours. The General Contractor is responsible for reporting all injuries to Tom Royle, the Jacobs Sr. Construction HSE Manager who will report to the Carrier.
- If you are unable to contact someone at Dimeo Construction (the General Contractor) or the Jacobs HSE Manager, enrolled Contractors of all tiers must report all employee injuries to **The Hartford** (the OCIP Carrier) via any of the following methods – *Contractors should only be reporting claims to the Carrier as a last resort:*
 - Report lost time or medical only workers' compensation claims via **1-800-327-3636, please note Loss Connect Acct #: 59154.** (This operator-attended number is accessible 24 hours a day.)
 - Contractors can also **e-mail** claim notices to **lossconnect@thehartford.com**
 - Contractors can also **fax** claim notices to **1-800-347-8197**

Utilizing the 1-800 number allows for quicker response time from the insurance carrier in the adjustment of the claim.

The OCIP WC Carrier will file the required forms with the **Connecticut Division of Workers' Compensation** on behalf of the contractor.

Please be sure to indicate Loss Connect Acct #: 59154 and your OCIP Worker's Compensation policy number (this can be found on the OCIP Certificate of Insurance issued by Willis) when filing all claims with The Hartford (OCIP Carrier).

- All Medical Bills should be mailed or faxed to (please include claim number):

**The Hartford
P. O. Box 14170
Lexington, KY 40512
Fax: 859-258-2235
Inquiries: 800-526-1611**

- To locate **Network Medical Providers** please contact the Network Referral Unit at 800-327-3636 and select 4 at the prompt or <http://www.talispoint.com/htfd/external/>

UConn Health Center OCIP

Commercial General Liability Loss Notice

Contractors Note: For urgent carrier response needs, please call Mark Lemire at The Hartford at 860-471-7296

Insured (Company Name): _____

GL Policy Number: _____

Date & Time of Loss: _____

Loss Location: _____

Type of Loss: _____

Description of Loss & Damage: _____

Description of Accident: _____

Property Damaged Other Veh./Prop. Ins.? Company/Agency Name & Policy #
Describe Property (If auto, year, make, model, plate no.) Yes No

Owner's Name & Address Phone # Other # E-mail

Other Driver's Name & Address Phone # Other # E-mail

Describe Damage Estimate Amount Where Can Damage Be Seen?

Injured Party #1 circle one: Insureds Vehicle Other Vehicle Other

Name & Address Age Extent of Injury

Contact Info. (Cell / Home / E-mail)

Injured Party #2 circle one: Insureds Vehicle Other Vehicle Other

Name & Address Age Extent of Injury

Contact Info. (Cell / Home / E-mail)

Witness #1

Name & Address Age

Contact Info. (Cell / Home / E-mail)

Witness #2

Name & Address Age

Contact Info. (Cell / Home / E-mail)

Reported By

Company Name:

Cell # / Trailer Phone # / Email address:

Send To: Dimeo Construction
Bob Kunz
E-mail: bkunz@dimeo.com

Jacobs / Sr. Construction HSE Manager
Tom Royle
E-mail: royle@uchc.edu

Willis Claims Department
Christopher Miskavitch
E-mail: christopher.miskavitch@willis.com

UConn Health Center OCIP

Contractors Pollution Liability Loss Notice

Contractors Note: For urgent carrier response needs, please call **TBD**

Insured (Company Name): _____

OCIP GL Policy Number: _____

Date & Time of Loss: _____

Loss Location: _____

Description of Pollution condition release / Resulting Damage: _____

Description of remediation activity (if performed and by whom?)

List any governmental agencies who responded (Dept. of Environmental Protection; Fire Department etc.) _____

Contractor: _____

Subcontractor: _____

Person to Contact: _____ Company name: _____

(please provide each) Cell # / Trailer Phone # / Email address: _____

Reported By

Company name:

(please provide each) Cell # / Trailer Phone # / Email address: _____

Immediately Send To: Jacobs / HSE Construction Manager

Tom Royle

E-mail: royle@uchc.edu

Willis Claims Department

Christopher Miskavitch

E-mail: christopher.miskavitch@willis.com

UConn Health Center OCIP

Builders Risk Property Loss Notice

Contractors Note: For urgent carrier response needs, please call **TBD**

Insured (Company Name): _____

Date & Time of Loss: _____

Loss Location: _____

Type of Loss: _____

Description of Loss & Damage: _____

Contract No.: _____

Contractor: _____

Subcontractor: _____

Person to Contact: _____ Company Name: _____

(please provide each) Cell # / Trailer Phone # / Email address: _____

Reported By _____ Company name: _____

(please provide each) Cell # / Trailer Phone # / Email address: _____

Immediately Send To: Jacobs / Sr. Construction HSE Manager

Tom Royle

E-mail: royle@uchc.edu

Willis Claims Department

Christopher Miskavitch

E-mail: christopher.miskavitch@willis.com

CLAIM CONTACTS

Willis Construction Risk Department

Christopher Miskavitch

Sr. Claim Specialist
Three Copley Place Suite 300
Boston, MA 02116
Phone: 617-351-7462
Fax: 617-351-7430
E-mail: christopher.miskavitch@willis.com

The Hartford - WC & GL Carrier Claims Department

Mark Lemire

Claims Manager
One Hartford Plaza
Hartford, CT 06155
Phone: 860-471-7296
E-mail: mark.lemire@thehartford.com

Jacobs - Construction Manager

Tom Royle

Sr. Construction HSE Manager
Farmington Ave.
Farmington, CT 06032
Phone: 832-477-6953
E-mail: royle@uchc.edu

Dimeo Construction - General Contractor

Bob Kunz

Site Safety Manager
Farmington Ave.
Farmington, CT 06032
Phone: 401-226-1270
E-mail: bkunz@dimeo.com

RISK / LOSS CONTROL

All Contractors and Subcontractors of all tiers are required to comply with the General Contractor's Project Specific Safety Program that is part of the construction contract. *The Site Specific Safety Manual is a separate document. If a copy is needed, please send a request to wrapup.boston@willis.com.*

▪ **Safety Statement:**

UConn Health Center is committed to work place safety and health. Every effort will be made to maintain the Project Site free from recognizable hazards. Each employee of the Contractor and the employees of each Subcontractor of any tier will be expected to adopt this same commitment to safety and health. During the construction of the Project the same attention will be given to safety, quality, and production. The goal of the Project Team is to create an accident free environment.

To the extent provided in the General Contractor Agreement it is the responsibility of the General Contractor to maintain control of safety so that its employees and employer of all on-site contractors, and the general public will be provided an environment free of recognized hazards during construction activities. Nothing is more important than providing a safe and healthful environment in which to work.

Project Safety Manual - The safety requirements of the General Contractor Project Safety Manual are a supplementary document to all Government rules, codes and regulations. It is understood that the ultimate responsibility for providing a safe place to work rests with each individual Contractor. Contractors are responsible for full compliance with the requirements and standards referenced in the Manual as well as all site conditions and implementation of the safety requirements of the construction contract.

▪ **Safety Coverage:**

The contractor's supervision, including Superintendent, Assistant Superintendent, Safety Representative and Foremen will be responsible, along with Contractors supervision for the enforcement of the Safety Rules and Regulations on the projects. Proper personal protective equipment such as hard hats, eye protection, work style boots, pants with full leg coverage and shirts with sleeves at least 4" in length will be required.

▪ **Special Requirements:**

All Contractor(s) shall identify:

- Who is responsible for enforcement of Safety Rules and Regulations
- Who their competent persons are per OSHA's 1926 Regulations
- Who is qualified to operate any equipment including, but not limited to; Forklifts, Cranes, Snorkel Lifts, Scissor Lifts, Lasers and Power Actuated Tools.
- Who is responsible for notification to the General Contractor in case of injury or accident within Contractor/Subcontractor work forces.

- **Safety Responsibility**

The responsibility for maintaining a safe and healthful job site rests with the Project Management of each Contractor. The Project Management will be assisted by the Site Safety Representative (where applicable), assistants, foremen, and each employee assigned to the Project(s). Each Contractor's corporate safety staff and management shall be available to **UConn Health Center** and designated Insurance Carrier as needed to insure an overall safe and healthful job site.

A Safety Committee consisting of Loss Control specialists from the General Contractor, Willis, the Insurer and the Project Safety Manager will have regular monthly meetings. The Contractors safety managers will be expected to attend these meetings.

- **Protection of the Public:**

Each Contractor shall take all necessary precautions to prevent injury to the public or damage to the property of others.

- Work shall not be performed in any area occupied by the public unless specifically permitted by the contract or in writing by the Project Management.
- When it is necessary to maintain public use of work areas involving sidewalks, entrances to buildings and vehicular roadways, the Contractor shall protect the public with appropriate guardrails, barricades, temporary partitions, shields and adequate visibility.

- **Emergency Information:**

In case of any emergency that requires E.M.S., the Fire Department, or the Police, please contact the Project Supervisor, the General Contractor Project Safety Manager or the OCIP Insurance Carrier.

Each Contractor shall post a list of emergency phone numbers along with the type of information to be transmitted for an emergency situation at each phone, which may be used in an emergency.

The Contractor shall be notified of any incident or accident, no matter how minor, immediately. Upon notification, contractor will follow claim reporting procedures outlined in this manual or any supplemental manual.

- **Drug Testing Policy:**

The **UConn Health Center** Project does have a drug testing program.

UConn Health Center OCIP

RISK / LOSS CONTROL OVERVIEW

The effectiveness of the Safety and Health Program will depend upon the active participation and personal cooperation of all. Project cooperation and coordination of efforts toward carrying out the overall safety responsibilities are needed for an effective program.

The **UConn Health Center** OCIP Team will assist in monitoring Contractors and it's Subcontractors implementation and application of their respective safety programs and the **UConn Health Center** OCIP safety programs at the work site. The **UConn Health Center** OCIP Team has the authority to stop work when either site conditions and/or work practices present an imminent danger (i.e. may result in serious injury, death or extensive property damage) until those conditions and/or practices are corrected.

Each Contractor shall be held responsible for its own and its Subcontractors compliance with the project safety requirements.

Each Contractor and its Subcontractors shall establish and enforce an effective disciplinary program.

Each Contractor and its Subcontractors shall designate an on the job safety Administrator. This may include a supervisor/foreman with safety knowledge. This will be the **UConn Health Center** OCIP Team's contact for safety concerns.

All employees (Contractors, Subcontractors, Engineers, etc.) working on the job shall have the proper Personal Protective Equipment for the job task they are performing. At the minimum a hard hat, safety glasses, safety vest, long pants, shirt with minimal 4-inch sleeve and work boots.

All employees (Contractors, Subcontractors, Engineers, etc.) shall have the proper training for the job task they are performing (confined space, fall protection, powder actuated tools, traffic control, equipment operating, etc.).

Each Contractor and its Subcontractors shall assure that a qualified "Competent Person" is provided at work locations where required by OSHA.

Each Contractor and its Subcontractors shall assure that all applicable forms (confined space permit, hot work permit, lock out/tag out, critical lift checklist, JSA, excavation permit, etc.) are provided at work locations where required by OSHA.

NOTE: This is only a brief overview of the UConn Health Center Construction Safety and Health Manual. In the event of a conflict between the provisions of this overview, the OCIP Manual and applicable local, State or federal safety and health laws, regulations and/or standards, contract documents or the Contractor's Safety Plan, the more stringent shall apply.

Project: Ambulatory Care Center Fit Out At Uconn Health Center

**Minimum Rates and Classifications
for Building Construction**

ID# : B 18267

**Connecticut Department of Labor
Wage and Workplace Standards Division**

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

Project Number: 11-042
State#:

Project Town: Farmington
FAP#:

Project: Ambulatory Care Center Fit Out At Uconn Health Center

CLASSIFICATION

Hourly Rate

Benefits

1a) Asbestos Worker/Insulator (Includes application of insulating materials, protective coverings, coatings, & finishes to all types of mechanical systems; application of firestopping material for wall openings & penetrations in walls, floors, ceilings

35.00

27.41

1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters.**See Laborers Group 7**

2) Boilermaker

35.24

25.01

As of: Wednesday, September 04, 2013

Project: Ambulatory Care Center Fit Out At Uconn Health Center

3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons	32.50	26.21 + a
3b) Tile Setter	32.94	22.42
3c) Terrazzo Mechanics and Marble Setters	31.69	22.35
3d) Tile, Marble & Terrazzo Finishers	26.25	19.20
3e) Plasterer	32.50	26.21

-----LABORERS-----

As of: Wednesday, September 04, 2013

Project: Ambulatory Care Center Fit Out At Uconn Health Center

4) Group 1: Laborers (common or general), acetylene burners, carpenter tenders, concrete specialists, wrecking laborers, fire watchers.	26.40	17.15
4a) Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofers/mixer/nozzleman, fence erector.	26.65	17.15
4b) Group 3: Jackhammer Operators/Pavement Breaker, mason tender (brick) and mason tender (cement/concrete)	26.90	17.15
4c) **Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew who primary task is to actually perform the mating of pipe sections) P6 and P7 rate is \$26.80	26.65	17.15
4d) Group 5: Air track operators, Sand blasters	27.15	17.15
4e) Group 6: Nuclear toxic waste removers, blasters	29.40	17.15

As of: Wednesday, September 04, 2013

Project: Ambulatory Care Center Fit Out At Uconn Health Center

4f) Group 7: Asbestos/lead removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped)	27.40	17.15
4g) Group 8: Bottom men on open air caisson, cylindrical work and boring crew	26.90	17.15
4h) Group 9: Top men on open air caisson, cylindrical work and boring crew	26.40	17.15
4i) Group 10: Traffic Control Signalman	16.00	17.15
5) Carpenter, Acoustical Ceiling Installation, Soft Floor/Carpet Laying, Metal Stud Installation, Form Work and Scaffold Building, Drywall Hanging, Modular-Furniture Systems Installers, Lathers, Piledrivers, Resilient Floor Layers.	30.45	21.65
5a) Millwrights	30.78	22.15

As of: Wednesday, September 04, 2013

Project: Ambulatory Care Center Fit Out At Uconn Health Center

6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	37.60	23.35
7a) Elevator Mechanic (Trade License required: R-1,2,5,6)	46.41	25.185+a+b
-----LINE CONSTRUCTION-----		
Groundman	24.99	6.5% + 9.75
Linemen/Cable Splicer	45.43	6.5% + 16.20
8) Glazier (Trade License required: FG-1,2)	34.18	17.75

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9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection	33.50	28.98
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----OPERATORS----

Group 1: Crane handling or erecting structural steel or stone, hoisting engineer 2 drums or over, front end loader (7 cubic yards or over); work boat 26 ft. and over. (Trade License Required)	36.05	21.55 + a
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Group 2: Cranes (100 ton rate capacity and over); Backhoe/Excavator over 2 cubic yards; Piledriver (\$3.00 premium when operator controls hammer). (Trade License Required)	35.73	21.55 + a
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Group 3: Excavator; Backhoe/Excavator under 2 cubic yards; Cranes (under 100 ton rated capacity), Grader/Blade; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar); Grader Operator; Bulldozer Fine Grade. (slopes, shaping, laser or GPS, etc.). (Trade License Required)	34.99	21.55 + a
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Group 4: Trenching Machines; Lighter Derrick; Concrete Finishing Machine; CMI Machine or Similar; Koehring Loader (Skooper).	34.60	21.55 + a
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Group 5: Specialty Railroad Equipment; Asphalt Paver; Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24" Mandrell)	34.01	21.55 + a
Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller; Pile Testing Machine.	34.01	21.55 + a
Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	33.70	21.55 + a
Group 7: Asphalt roller, concrete saws and cutters (ride on types), vermeer concrete cutter, Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24" and under Mandrell).	33.36	21.55 + a
Group 8: Mechanic, grease truck operator, hydroblaster; barrier mover; power stone spreader; welding; work boat under 26 ft.; transfer machine.	32.96	21.55 + a
Group 9: Front end loader (under 3 cubic yards), skid steer loader regardless of attachments, (Bobcat or Similar): forklift, power chipper; landscape equipment (including Hydroseeder).	32.53	21.55 + a

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Group 10: Vibratory hammer; ice machine; diesel and air, hammer, etc.	30.49	21.55 + a
Group 11: Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment.	30.49	21.55 + a
Group 12: Wellpoint operator.	30.43	21.55 + a
Group 13: Compressor battery operator.	29.85	21.55 + a
Group 14: Elevator operator; tow motor operator (solid tire no rough terrain).	28.71	21.55 + a
Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.	28.30	21.55 + a

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Group 16: Maintenance Engineer/Oiler.	27.65	21.55 + a
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Group 17: Portable asphalt plant operator; portable crusher plant operator; portable concrete plant operator.	31.96	21.55 + a
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Group 18: Power safety boat; vacuum truck; zim mixer; sweeper; (Minimum for any job requiring a CDL license).	29.54	21.55 + a
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-----PAINTERS (Including Drywall Finishing)-----

10a) Brush and Roller	30.62	17.75
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10b) Taping Only/Drywall Finishing	31.37	17.75
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10c) Paperhanger and Red Label	31.12	17.75
10e) Blast and Spray	33.62	17.75
11) Plumber (excluding HVAC pipe installation) (Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)	39.31	26.27
12) Well Digger, Pile Testing Machine	33.01	19.40 + a
13) Roofer (composition)	31.70	17.36
14) Roofer (slate & tile)	32.20	17.36

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15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1,SM-2,SM-3,SM-4,SM-5,SM-6)	33.84	31.18
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16) Pipefitter (Including HVAC work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 & G-9)	39.31	26.27
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-----TRUCK DRIVERS-----

17a) 2 Axle	27.88	18.27 + a
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17b) 3 Axle, 2 Axle Ready Mix	27.98	18.27 + a
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17c) 3 Axle Ready Mix	28.03	18.27 + a
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17d) 4 Axle, Heavy Duty Trailer up to 40 tons	28.08	18.27 + a
17e) 4 Axle Ready Mix	28.13	18.27 + a
17f) Heavy Duty Trailer (40 Tons and Over)	28.33	18.27 + a
17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	28.13	18.27 + a
18) Sprinkler Fitter (Trade License required: F-1,2,3,4)	39.76	19.87 + a
19) Theatrical Stage Journeyman	22.22	6.53

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Welders: Rate for craft to which welding is incidental.

**Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.*

***Note: Hazardous waste premium \$3.00 per hour over classified rate*

- Crane with 150 ft. boom (including jib) - \$1.50 extra
- Crane with 200 ft. boom (including jib) - \$2.50 extra
- Crane with 250 ft. boom (including jib) - \$5.00 extra
- Crane with 300 ft. boom (including jib) - \$7.00 extra
- Crane with 400 ft. boom (including jib) - \$10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.

The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.

Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.

It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.

The annual adjustments will be posted on the Department of Labor's Web page: www.ct.gov/dol. For those without internet access, please contact the division listed below.

The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.

All subsequent annual adjustments will be posted on our Web Site for contractor access.

Contracting Agencies are under no obligation pursuant to State labor law to pay any increase due to the annual adjustment provision.

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Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage

All Person who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

~~Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

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