

Special Conditions

40558 NB4 Renovations

I. Project Requirements

This project involves the Renovation of NC2

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|------------------------------------|--|
| 1. Project address: | 60000 Harry Hines Blvd, Dallas. TX 75390 |
| 2. Anticipated project start date: | April 25, 2025 |
| 3. Project duration: | Est. 90 Calendar Days |
| 4. Construction Budget: | \$4,423,489 |

1. The 100% Issued for Construction (IFC) drawings are being provided as part of this Request for Proposal (RFP). Only bids that reflect information and pricing in accordance with the IFC drawings will be considered.
2. Work that does not produce excessive or extended noise or cause vibrations shall be done during normal business hours. Work that produces excessive or extended noise or causes vibrations shall be done between the hours of 6 p.m. and 6 a.m.
3. No City of Dallas Permits are required.
4. OFOI:
 - a. Furniture
 - b. IR infrastructure outside of junction boxes in the ceiling and walls
 - c. Phones, computers, IR equipment
 - d. AV equipment
 - e. Final key cores
5. OFCI
 - a. Autoclave and Glasswashers (**Equipment has already been purchased by UTSW**)
 - i. The contractor shall include in their estimate:
 1. Installation of modular wall/ wall supports (if needed)
 2. Movement of the equipment from loading dock to the floor (if needed)
 3. Final connection of equipment (water, steam, drains, electrical, etc.)
 - b. Cold Room (**Equipment has already been purchased by UTSW**)
 - i. The contractor shall include in their estimate:
 1. Demolition of old room
 2. Pad and utility preparation for the new cold room
 3. Movement of the cold room from a separate building

Note: Installation will be completed by the manufacture representative

 - 4. Provide final connection points and final connections (as needed) of equipment (water, steam, drains, electrical, etc.)
6. CFCI:
 - a. Laboratory Casework

- b. Laboratory Equipment
- 7. A “Best Value” contractor list shall be provided and approved by the university prior to hiring the contractors.
- 8. A third-party reviewer hired by UTSW will perform the following services:
 - a. Asbestos testing
 - b. Testing and Air balancing
 - c. TDLR Inspections
 - d. Construction Inspections: Inwall, Above ceiling, electrical, mechanical, plumbing
- 9. Signage package needs to be approved by UTSW prior to ordering and installation
- 10. Shutdown, connection, or modification of any/ all existing building systems will require approval by UTSW. A detailed plan/ summary of work, MOP, and/or specific information shall be submitted to the UTSW PM a minimum of 2 weeks prior to the start of the work. The work shall be approved prior to the start of the work.

Allowances

N/A

Liquidated Damages

N/A

Proprietary Systems

Controls by Siemens Building Technologies

Work Hours:

Project normal working hours: 7am – 5pm

Project working after hours: 6pm - 6am

Project working weekends hours: must be approved by UTSW project management

Contractor will be responsible for any overtime and/or weekend work required to maintain the construction schedule. Construction start to be dependent on delivery of necessary materials.

II. Owner Special Conditions & Contractor Responsibilities

A. General Coordination and Project Management

Coordination must occur between the Contractor and other work provided and installed by other vendors contracted by UTSW. Although equipment will be supplied and installed by vendors, coordination with vendor and UTSW is crucial.

The Contractor shall

1. GC must have a minimum of one Superintendent full time on the project
2. Contractors are required to use non-ferrous tools and equipment when performing work in and around MRIs and must be clearly marked MRI Safe
3. Provide spot coolers and backup power as needed to accommodate shutdowns that affect areas that must maintain cool temperatures and power

4. Prior to submitting bid, Contractor shall examine and compare the contract documents, to the relevant field conditions. Promptly report to the UTSW Project Manager the discovery of any apparent error, omission, or inconsistency in the contract documents.
5. Work shall commencement at construction kick-off meeting.
6. Utilize only project administration templates provided by UTSW.
7. Manage all coordination between the trades, labs, other Contractor's, Project Manager, equipment vendors, and all other parties involved in the project.
8. Perform MEP make-safe prior to abatement. This applies whether the abatement contractor is contracted with UTSW or the general contractor.
9. Provide owner training on equipment.
10. Request crane permits 4 weeks in advance.
11. Any traffic control plans must be submitted to the City of Dallas Department of Public Works for review and approval prior to blocking traffic lanes or sidewalks. The GC will be responsible for associated fees.
12. Provide accessible routes and wayfinding signage for pedestrian, deliveries, UTSW employees, etc.
13. A copy of all City permits shall be sent to the UTSW Project Manager
14. Contractor to provide material and labor to install UT-provided dispensers/accessories. This applies even if it's not noted on the plans.
15. Responsible for maintaining emergency egress for the duration of the project.
16. Unused existing lighting to be demoed may not be used as temporary lighting.
17. Submit utilities interruption paperwork for all subcontractors. A seven (7) day notice is required except for electrical, which requires a two (2) week notification.
18. Must field-verify and trace the extent of the MEP system to determine the entirety of the areas/system that will be affected by work and or shutdown. This must be done prior to submitting the notice for a requested systems shutdown. GC will also be required to provide UTSW with an updated systems schedule that reflects the current conditions.
19. If an electrical shutdown is required, the GC will need to confirm with the UTSW PM if backup power will be required.
20. GC is responsible for all final cleaning and waxing of floors.
21. Submit a pre-punch list to the project manager 2 weeks prior to scheduling a punch walk with UTSW.
22. All interior and exterior work that requires coring, drilling, saw cutting, trenching, etc. the contractor is responsible for all GPR Scans/x-ray scans/DIGTESS prior to work starting. Any damage to underground utilities will be the responsibility of the General Contractors to repair.
23. All inspections require (7) day notice. GC responsible for submitting the request to the project manager.
24. All excavation is unclassified and shall include all materials encountered. Unusable excavated material and all waste resulting from site clearing and grubbing shall be removed from the site and appropriately disposed of by the contractor.
25. In addition to the three (3) comprehensive inspections described in Article 12.1.5.3 of the UGCs, UTSW will require five (5) additional inspections: Above ceiling plumbing, mechanical, electrical, and plumbing (MEP) inspection, in-wall MEP panels inspection, architectural finishes inspection, personal protective equipment (PPE) inspection prior to energizing electrical work, and materials testing inspection(s). The total cost to UTSW of additional inspections resulting from work not being ready for one or more of these inspections is responsibility of Contractor.

26. Provide weekly (OAC) meeting minutes and agenda. Agenda & Minutes shall cover but not limited to the below topics:
 - Attendees
 - Construction activities completed this week
 - Construction activities scheduled for next week
 - Coordination topics
 - RFI Log
 - Submittal Log
 - Change orders/change proposal log – Include upcoming potential changes
 - Shutdowns/Utility Interruptions
 - Inspections
 - Safety
 - Unresolved/Pending Issues
 - Updated overall project schedule and 3 weeks look ahead schedule.
27. Provide weekly progress reports.
28. Submit all submittals within 10 days of receiving a purchase order from UTSW.
29. Notify UTSW Project Management team in writing if any changes need to be made to Contractor's team members approved for project. UTSW must approve any changes to project team.
30. Parking for the General Contractors and all subcontractors or vendors will be managed by the General Contractor in accordance with the rules and regulations of UTSW. Parking may or may not be available on university property depending on the project. Adequate parking should be considered as part of the development of project bids and is not the responsibility of the university or project manager.

B. General Conditions

Only items identified in Appendix 1 of Special Conditions are allowable general conditions items on UTSW Renovations & Minor Construction Projects.

Extensions to Time of Completion

Contractor shall provide a detailed breakdown of general conditions costs associated with extensions to the Time of Completion identified in the contract with all change orders submitted to Owner. Breakdown will show the increase in cost for each allowable general condition item associated with change order. At the time the change order is submitted to Owner, general conditions costs associated with extension to Time of Completion shall have a net impact to Contract Sum of Zero Dollars and Zero Cents (\$0.00). General conditions costs associated with extensions to the Time of Completion will not be added to the Contract Sum until Contractor achieves Substantial Completion. All general conditions costs associated with time extensions will be reconciled at Substantial Completion of the project, and an equitable adjustment will be made to Contract Sum based on the actual number of days it takes Contractor to reach Substantial Completion.

C. Changes

Change orders issued after execution of the contract must be approved in writing by UTSW authorized signatory and added/deducted from Purchase Order (PO) prior to commencing work associated with change. Contractor must provide the following documentation with all change orders.

1. Updated HUB Subcontracting Plan with cover letter.
2. Detailed description/narrative or proposed change including RS means breakout any RFI/ASI/etc. as applicable.
3. UTSW Cost Analysis forms for each proposed change (PC).
4. Subcontractor and/or Contractor proposal(s) for work associated with each PC.
5. Updated drawings and/or specifications created by project Architect for each PC (if applicable);
6. Updated Builder's Risk insurance policy, if approved limit is less than contract amount resulting from change order; and
7. Payment & Performance bond rider(s) in new contract amount.

D. Work Debris, Scrap Materials and Clean Up

All work debris, scrap and residual materials shall become the property of the Contractor. Work debris and scrap material must be taken to a dumpster at the end of each workday, by the Contractor. Contractor shall, always maintain his work area in a clean, safe and professional manner as indicated below.

1. All trash buggies/gondolas shall have the wheels cleaned prior to leaving and before entering the construction area and shall be covered as they are moved from and to the dumpster.
2. Tacky mats and a damp walk-off mats shall be placed at the entry/exit of the construction area and maintained to ensure there is zero track-out from the construction site out into the corridors. GC is responsible for keeping all areas outside of projects free of dust and debris at all times.
3. Isolation/Containment walls/barriers for dust control, abatement and fire separation shall be provided as required by UTSW. If not clearly identified in the Construction Documents it shall be the Contractor's responsibility to obtain clarification before submitting bid. If the General Contractor fails to ask for clarification does not mean they are relieved from providing the Isolation/Containment walls/barriers for dust control, abatement and fire separation.
4. UTSW will provide dumpsters for all trash and debris.
5. GC will be responsible for recycling light bulbs and ballasts.

E. Safety

Contractor shall strictly adhere and comply with all Occupational Safety and Health Standards (OSHA), UTSW Contractor Safety Guidelines, and other applicable safety practices as they pertain to the protection of personnel, property, and equipment.

1. Contractor shall submit Safety Data Sheets (SDS) for any chemicals that can generate hazardous or nuisance vapors, particulate, mist, or odors that will be used in active clinical/hospital areas to OSBC prior to starting work.

2. Contractor shall schedule and manage weekly safety meetings on the project.
3. Contractor shall provide and post all temporary construction signage, wayfinding signage for any and all interior and exterior projects or as directed by the project manager.
4. Negative air machine(s) for dust control in the construction area shall be present at all times. Filters shall be changed per Manufacturer's recommended maintenance plan. HEPA filter shall be new, and unused before the start of work. Contractor shall replace filter at the request of the UTSW project manager.
5. Contractor is responsible for all interior and exterior dust control. Any damage but not limited to buildings, building equipment, will be the responsibility of the contractor to replace or fix.
6. Coordinate make-safe for all utilities with UTSW Project Manager before demolition starts.
7. All personnel working in the construction area shall have a UTSW issued work badge and current UTSW safety training.
8. Whenever the UTSW Representative becomes aware of any noncompliance with specifications or any conditions which poses a serious or imminent danger to the health and safety of the public or UTSW personnel, the UTSW Representative shall request the contractor to stop work until an action plan that corrects the situation is approved by the UTSW Representative. If the Contractor fails or refuses to promptly take corrective action the UTSW Representative issue an order to stop all or part of the work until satisfactory corrective action has been taken.
9. Provide UTSW visitors with NEW hard hats and safety glasses when visiting the job site.

F. Approval and Communications

The Contractor shall work under the direction of the UTSW Capital Improvement Program (CIP) department Matthew Schumacher (214-648-7127) with the specifications. Upon award, the general contractor's project manager shall email any/all questions, change order requests, room closure requests, utility interruptions notices or overtime/week-end work requests to the UTSW designated PM.

G. Proposal

Contractor shall review the construction documents and address any drawing/specification conflicts and constructability issues with UTSW prior to submitting bid proposal.

The Contractor shall

1. Provide cost proposal as described by Owner.
2. Exclude TAB from their pricing.
3. Provide pricing for all alternates. (If applicable)

Appendix 1
ALLOWABLE GENERAL CONDITION ITEMS

On-Site Project Management Staff

Safety Coordinator/Assistant(s)	CPM Scheduler
Project Executive	Superintendent(s)
Office Engineer(s)	Project Manager(s)
Project Expeditor(s)	Project Support Staff
Assistant Superintendent(s)	Out-of-State Project Specific Travel*
Commissioning Coordinator	

Bonds and Insurance

Builder's Risk Insurance
General Liability Insurance (unless ROICP)
Payment and Performance Bonds (not trade contractors or subcontractors bonds)
Other Project Insurance as Required by Contract (not subcontractor default insurance program costs)

Temporary Project Utilities

Dumpsters	Project Water
Project Electricity	Temporary Toilets
Monthly Hardwire Telephone / Internet Service	Temporary Fire Protection
Street Rental and Barricades	Telephone / Internet System Installation
Fencing and Covered Walkways	
Temporary Water Distribution and Meters	
Temporary Electrical Distribution and Meters	
Site Erosion Control (BMP) and Project Entrance(s)	

Field Offices & Office Supplies

Partnering Costs	First Aid Supplies
Job Photos/Videos	Reprographic Services
Project Specific Signage	Monthly Office Supplies
Postage/Special Shipping	Remote Parking Expenses
Project/As-Built Drawings	Project Reference Manuals
Project Milestone Event(s)*	Security System/Watchman
Move-In/Out and Office Setup	Safety Material and Equipment
Employee Identification System	Drinking Water and Accessories
Small Tools and Storage Trailers	Office Clean-Up/Janitorial Services
Monthly Office Trailer Rental Costs	
Mobilization and Demobilization (Equipment Only)	

* Specific justification and all estimated costs shall be submitted and approved by the Owner prior to any travel or event.

END OF DOCUMENT