|  |  |
| --- | --- |
| Minor Project Number: |  |
| UCF PDC Project Manager: |  |
| Project Location: |  |
| Building Number: |  |
| Room / Area: |  |
| Project Description: |  |

**PROJECT OBJECTIVE / SCOPE OF WORK:**

Project Objective:

The following MP Number (XXXXXXXX) request…

Scope of Work:

1. Project Specifics:
   1. Contractor shall furnish and install all labor, materials, tools, equipment, taxes, coordination, supervision and all appurtenances to complete the Work.
   2. xxx
   3. xxx
2. Schedule:
   1. Work to be completed based on the following timeline after Notice to Proceed has been provided to the Contractor:
      1. The Work is to be completed XX days after Notice to Proceed (NTP) has been provided to the selected Vendor.
      2. Contractor shall provide a detailed schedule of construction activities XX days from the NTP to the PDC PM for approval. Schedule to include all significant project milestones to complete the project. Including but not limited to submittals for approval, major equipment delivery/lead time, installation, commissioning and closeout.
   2. Changes that will affect the schedule must be coordinated prior to the Commencement of the Work so the Project Schedule can be adjusted accordingly. The Vendor shall inform the UCF PDC PM if changes to the Schedule is during Construction. The UCF PDC PM must be informed and agree to the schedule revision prior to the Vendor assuming the change in duration.
3. Building Code Office (BCO) and State Fire Marshall (SFM) Requirements:
   1. Include all services required to obtain permits, certificate of occupancy, certificate of completion and approval of work from State Fire Marshall.
   2. Applications for BCO Permits, Inspections, Certificates of Completions and Certificates of Occupancy are through the BCO Permitting Software. <https://www.buildingdepartment.fs.ucf.edu/permitsoftware/>
      1. UCF BCO Permit fees will be paid by the project.
      2. Re-inspection fees are the responsibility of the contractor and are to be paid directly by the contractor to the agency inspecting.
   3. Projects requiring State Fire Marshal services will require a SFM Application be uploaded to the documents of the associated BCO Permit. <https://www.buildingdepartment.fs.ucf.edu/wp-content/uploads/forms/State-Fire-Marshall-Plan-for-Review.pdf>
      1. Coordinate with the PDC PM to complete the form.
      2. SFM Permit fees will be paid by the project.
      3. SFM inspections are scheduled by the contractor with the SFM representative directly.
   4. Submissions to the Building Code office must include at a minimum:
      * 1. Coversheet (Include MP Number, building name / number, and a code summary of all current applicable codes, regulations / standards.)
        2. Minor Project number, building name, and building number on all pages of submission
        3. Site Location map showing where on campus the project is located
        4. Building Location map showing where the project is located within a building
        5. Floor plan and reflected ceiling plan with furniture, sprinklers, HVAC, lighting, exit signs and fire alarm devices – for review of egress, fire alarm, sprinkler and ADA issues. Ensure that there is a clear distinction between existing conditions versus new work pertaining to the project.
        6. Elevation of objects that do not go to the ceiling, i.e. systems furniture (if applicable)
        7. For electrical modifications, show location of electrical room, indicate lengths of circuit runs, and include revised load panel calculations and schedule(s).
        8. Complete all work in accordance with all applicable Florida Building Codes, Florida Fire Prevention Codes, and the most current UCF Design, Construction and Renovation Standards found on the UCF Planning, Design & Construction website: <https://fp.ucf.edu/>.
        9. All applicable and latest Codes, Standards and Regulations affecting the project must be listed and included in the cover page.
   5. Document revisions related to additional scope and/or RFI responses that require review (scope change that is code related and inspected) must be complete prior to final inspections.
   6. Refer to UCF Building Department website for more information, requirements. <https://www.buildingdepartment.fs.ucf.edu>
4. Project Logistics:
   1. Contractor shall coordinate building access, working hours (7 AM to 5 PM), and all other items related to this work UCF Project Manager. Contractor shall coordinate key requests with the UCF PDC Project Manager and complete the following Key Request letter:
      1. Vender Key Request Letter for Building Master or Electrical / Mechanical: <https://fo.ucf.edu/wp-content/uploads/2020/08/VendorKeyRequest.docx>
   2. All contractor vehicles parked on campus shall have a valid UCF parking pass. Refer to the following link for UCF Parking Services: <https://secure.parking.ucf.edu/ParkingPortal>. Vehicles parked on the grass, sidewalks, service vehicle parking spaces, fire lanes or other non-designated areas are subject to ticketed or towed at owner’s expense.
   3. Provide final clean-up and removal from site of all trash, debris and dust. Dumpster location(s) to be coordinated with the UCF Project Manager. Contractor shall not use UCF spaces (such as electrical/mechanical/custodial rooms, etc.) as staging or storage areas for project materials, tools or equipment, unless approved in writing by the UCF Project Manager.
   4. The Contractor shall coordinate any building shutdowns or service interruptions with the UCF Project Manager in accordance with UCF Policies. Contractor is to identify all such shutdowns and interruptions on their construction schedule and provide notice of shutdown requirements thirty (30) days prior to the event.
   5. Within five (5) days of project award, Contractor shall submit the project contact list and HAZCOM program for approval.
   6. The Contractor shall coordinate with the UCF PDC PM regarding all existing furnishings and equipment being removed and/or treated as surplus prior to the start of Work.
   7. Provide temporary protection of all existing conditions to remain which are not part of this scope. Any damage done as part of this work to existing conditions must be repaired by this vendor at no additional cost to Owner. Return all affected areas to existing or better conditions.
5. General Requirements:
   1. All work is to be installed per UCF Standards, current version as of the date of Purchase Order. Any exceptions must be approved via the deviation process prior to the start of construction.
   2. The Contractor shall coordinate with the UCF PDC PM if an HVAC Air Flow test is required of the existing is needed for documentation. The UCF PDC PM will provide a third-party service as required.
   3. Ensure that the project meets all items required by all UCF Department Standards. All documents can be acquired from the Department List below. If any questions or concerns arise that will affect the project, the Contractor shall coordinate these issues with the UCF PDC PM. All departments affected by this project will need to provide input and review to ensure all necessary requirements are met. These issues or concerns shall be discussed during a Pre-Construction meeting or prior to any associated Work being executed.

Facilities & Business Operations (FBO):

<https://www.fs.ucf.edu>

Planning, Design & Construction (PDC):

<https://www.fp.ucf.edu>

Utilities & Engineering Services (UES):

<https://energy.ucf.edu>

Environmental Health & Safety (EH&S):

<https://ehs.ucf.edu>

Landscape & Natural Resources (LNR):

<https://www.green.ucf.edu>

Information Technology (IT):

<https://it.ucf.edu>

Office of Instructional Resources (OIR):

[https://oir.ucf.edu](https://oir.ucf.edu/)

Enterprise & Logistics:

<https://fo.ucf.edu/enterprise-logistics>

Facilities Operations (FO):

<https://fo.ucf.edu>

Business Services:

<https://businessservices.ucf.edu>

Space Administration:

<https://spaceadmin.provost.ucf.edu>

* 1. Prior to acquiring any existing UCF documents related to this project, the Contractor shall submit a completed Non-Disclosure Agreement (FP-100) form to UCF. <https://fp.ucf.edu/wp-content/uploads/resources/e-Builder%20Resources/FPC%20Document%20Request%20Process%20Instructions%20(UCF%20Staff).pdf> [C:\Users\th205856\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\2Z27PXKM\( https:\fp.ucf.edu\wp-content\uploads\resources\e-Builder Resources\FPC Document Request Process Instructions (UCF Staff).pdf)](file:///C:\Users\th205856\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\2Z27PXKM\(%20https:\fp.ucf.edu\wp-content\uploads\resources\e-Builder%20Resources\FPC%20Document%20Request%20Process%20Instructions%20(UCF%20Staff).pdf))
  2. All project related communication must include the UCF PDC PM. If the UCF PDC PM is not informed or not aware of project related communication that will affect the direction of the project, this will not be acknowledged or accepted as the project progresses. Final decisions regarding project direction will be the responsibility of the UCF PDC PM.
  3. The Contractor shall be responsible for providing and maintaining meeting minutes as related to the project. The meeting minutes will be provided to the UCF PDC PM within three (3) business days of each meeting.
  4. The Contractor shall be required to coordinate all Work with building system’s Commissioning (Cx) events as required by the project. Commissioning is required for all projects which will involve the review from a Third-Party Commissioning Agent and UCF Utilities and Engineering Services.
  5. The Contractor shall meet all Project Milestones as listed in Section 2, Schedule.
  6. Provide required submittals for review and approval by the UCF Project Manager prior to their procurement.
  7. Contractor to provide As-Built drawings upon completion of the project. A/E to provide Record Documents upon completion of the project, incorporating comments on the contractor’s as-built drawings.
  8. At the completion of each project, the UCF PDC PM will complete a Contractor Evaluation through eBuilder which will be shared with the Contractor and kept on file for evaluation of future work in compliance with F&S policy (FS2016 FS0018)
  9. Dispose all items designated for removal but not included in the UCF Inventory. Coordinate disposal methods with UCF requirements / standards. Any disposal of hazardous waste must be coordinated with UCF EH&S.
  10. All material and equipment as part of this scope of work must be new and free of defects.
  11. Contractors are prohibited from playing radios, compact disc players, televisions, etc. while working on any UCF project. Contractors will ensure that their employees and subcontractors’ employees maintain a neat and orderly appearance wearing company identification tags or clothing at all times. Contractors will clean work areas daily and keep areas of egress free and clear. Smoking is prohibited everywhere on campus properties.
  12. All contractors must comply with OSHA and UCF safety standards at all times. Any contractor not in compliance may be removed from the project site.
  13. Hazardous Material Training: Contractors shall provide training for their employees as required by OSHA’s Hazard Communication Standard. The training shall include; physical and health hazards associated with chemicals in the work area, availability of MSDS, for those chemicals, and the precautions, safety/emergency procedures, and personal protective equipment that must be used in the work area. EH&S shall approve use of all chemical’s products prior to their arrival on campus. MSDS’s shall be provided to EH&S for this purpose. All hazardous waste must be disposed of through a reputable waste contractor. The UCF EPA ID number must be used on all material manifest and copies of the manifests must be provided to EH&S. A representative from EH&S shall verify all hazardous waste is properly managed prior to its transportation off campus.

1. Accounting:
   1. The Contractor proposal submitted shall include the following information to the UCF PDC PM:
      * 1. Understanding of the Construction Scope of Work provided by UCF with listings of project exclusions, allowances and alternates.
        2. Project Milestone of accepted and/or agreed to Construction Phases and Completion dates.
        3. The Contractor proposal shall provide a cost breakdown by division of work as outlined in the matrix will include the Contractor’s Fee as coordinated with their Continuing Services Contract.
   2. Submit all invoices and payment applications through eBuilder’s process 8: Contractor Pay-App & Consultant Invoice (PMT), for review and processing.
      * 1. Contractors shall submit all Payment Applications using the UCF Certificate of Partial Payment form as a cover sheet, which can be accessed through the following link: <https://fs.ucf.edu/wp-content/uploads/FSBO/forms/Certficate%20of%20Partial%20Payment.pdf>
        2. Include and upload all subcontractor invoices as supporting documentation.
   3. All equipment and materials greater than $5000 in value may be required to be purchased through the UCF Owner Direct Purchase (ODP) Requirement Process, unless written approval for not following this policy is provided by the UCF Project Manager.
      * 1. Direct Owner Purchase Order Instructions – Detailed: <https://prezi.com/4aptsx2cjgvl/direct-owner-purchase-order-instructions/?utm_campaign=share&utm_medium=copy>
        2. Utilize eBuilder Process 07C POR for the deductive change order.
        3. Utilize eBuilder Process 08A ODP for ODP vendor invoice processing.
   4. For project awards over $100,000.00 in value, contractor must submit a performance and payment bond with the county within five days of receiving the Purchase Order and then provide a copy to the PDC PM.
2. Substantial / Final Completion / Close Out Requirements:
   1. Owner’s Substantial Completion and Final Completion and Closeout phases are executed through eBuilder project management software via the Owner’s Substantial Completion (OSC) and Final Completion and Close-out (FCCO) processes. The contractor will be required to start and upload close-out documents (O&M, Warranties, As-builds, punch lists, etc.) via the FCCO and OSC processes.