

# VANDERBILT UNIVERSITY

## CAMPUS PLANNING & CONSTRUCTION

### PROJECT MANUAL GUIDELINES

#### INTRODUCTION

*These instructions are intended to guide the Architect in preparing the Project Manual for Vanderbilt University Projects. Text in italics provides direct instructions the Architect. Text in regular type is intended to be copied directly into a specification section. The instructions are organized by specification section and are to be used as a checklist to insure the minimum sections required by Vanderbilt University are included in the Project Manual.*

#### SECTION 00 25 13 PRE-BID MEETINGS

*Work with the Vanderbilt Project Manager to schedule the pre-bid meeting(s) so that the Contractor and Sub-contractors have sufficient time to examine the drawings before the meeting and have several days to ask questions after the meeting. Schedule a firm deadline for submittal of questions from the Contractor. After the question submittal period ends, schedule sufficient time to prepare and issue the final addendum. Allow the Contractor sufficient time to fully incorporate the addendum pricing into their bids before bids are due. All questions received from the Contractor and Subcontractors, and answers to these questions are to be included into the addendum.*

*Include the following text in your specification section:*

The pre-bid meeting shall be chaired by the Contractor with the following as the minimum agenda:

1. Confirm that bidders have a full bid package including any addenda issued to date.
2. Review the timetable for submitting questions and issuing addenda.
3. Confirm the bid date and time.
4. Advise that no changes to the Contract Documents are binding unless included in an addendum. State that all questions and answers will be issued as part of the next addenda.
5. Review the project scope and schedule. Have the A/E team describe the main concepts of the project.
6. Describe any particular difficulties related to this project.
7. Tour the site and existing conditions.
8. Have a question and answer session.

#### SECTION 00 31 00 AVAILABLE PROJECT INFORMATION

*Construction Schedules – Include in this section the requirement that the Contractor include a construction schedule in all bid packages distributed to Subcontractors.*

*Other Project Information – Include in this section the requirement that the Contractor make available to all Subcontractors all relevant project information including existing condition information, site surveys, environmental assessment information, existing material information, existing hazardous material information, geophysical data, and geotechnical data or other surveys which were performed in the course of the design process. Provide copies of this information to the Contractor. Ask the Vanderbilt Project Manager for copies of all project information that was generated by the Owner.*

## **SECTION 00 41 00 BID FORMS**

*Require the Contractor to include the following text on the Bid Forms issued by the Contractor to all Subcontractors:*

### **CHANGE ORDER RATES**

In order to establish the amount of a change in the Cost of the Work, state the following information on your submitted bid form. Costs shall apply to deductive change orders as well as additive change orders.

1. Labor Rates – List Rates for each category of worker to be itemized, for example, laborer, tradesman, journeyman, foreman, etc. Rates shall include wages and labor burden as defined in Section 00 73 01.
2. Equipment Rental Rates – Show net rental rates as a percentage discount or premium of the published AED rental rates.
3. Overhead and Profit – List separately the percentage rate for (1) overhead for labor and materials as defined in Section 00 73 01, (2) profit for labor and materials, (3) overhead for subcontracted work, and (4) profit for subcontracted work.
4. Other Charges – List any other proposed costs to be charged either as a percentage, unit price, or as a lump sum.

## **SECTION 00 60 00 PROJECT FORMS**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 00 72 00 GENERAL CONDITIONS**

*Include the latest version of the VANDERBILT UNIVERSITY STANDARD AIA A201 – 2007 in the Project Manual.*

## **SECTION 00 73 00.01 CONTRACTOR'S GENERAL CONDITIONS COSTS**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 00 73 00.02 CONTRACTOR'S SELF-PERFORMED WORK**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 00 73 00.03 TAX SAVINGS PROCEDURES**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 00 91 13 ADDENDA**

*Addenda should be issued by the A/E team during the bidding, when a sufficient number of questions from the Contractor and Subcontracts have been collected, or important issues that affect the Cost of the Work have been discovered. A final addendum will usually be necessary after the pre-bid meeting has taken place.*

*The use of addenda to complete an otherwise incomplete or poorly coordinated set of bid documents is considered by Vanderbilt University as a failure on the part of the design team to fulfill their obligation to complete the Contract Documents as required by contract. Please see section 3.4.1 of your contract.*

## **SECTION 01 14 00 WORK RESTRICTIONS**

*Many projects at Vanderbilt University have restrictions that will affect construction operations. These include limited physical access to the project site; partial occupation of buildings under construction; surrounding buildings that are in use; pedestrian and vehicle traffic near the project site; and other restrictions due to the nature of construction on an urban university campus.*

*Include in this section project-specific instructions to the Contractor regarding restrictions of construction hours, noise restrictions, restrictions due to partial occupation of the building, or other restrictions, if any.*

*In general, normal construction hours can be observed on many projects, however noisy construction work near occupied dormitories cannot start before 8:00am.*

*No construction activity shall take place on Commencement Day, which is held in mid-May each year.*

*Check with your CPC Project Manager for a determination of specific restrictions for your project.*

## **SECTION 01 21 00 ALLOWANCES**

*The use of allowances in Contract Documents shall be avoided wherever possible. Excessive use of allowances is viewed by Vanderbilt University as a failure on the part of the design team to fulfill their obligation to fully complete the Contract Documents as required by contract.*

*Prior approval is needed from the Vanderbilt project manager before including allowances in the Contract Documents. Approval will only be granted in unusual cases where selections or specifications are not available to the design team at the time of issue of the Construction Documents.*

## **SECTION 01 22 00 UNIT PRICES**

*The use of unit prices in Contract Documents shall be avoided wherever possible and should be used only in the case where Vanderbilt University desires to maintain flexibility to change the quantities of specific portions of work.*

*Prior approval is needed from the CPC Project Manager before including unit prices in the Contract Documents.*

## **SECTION 01 29 00 PAYMENT PROCEDURES**

*Use the Vanderbilt University Standard Specification Section.*

*As part of the Pay Application review process, certify that the Record Drawing mark-ups have been updated by the Contractor through the current pay period.*

## **SECTION 01 31 13.01 UTILITY OUTAGE REQUESTS**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 01 32 00 CONSTRUCTION PROGRESS DOCUMENTATION**

*Require the Contractor to submit a two week look-ahead schedule at every progress meeting.*

## **SECTION 01 35 23.01 CONTRACTOR'S SAFETY PROGRAM**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 01 51 00 TEMPORARY UTILITIES**

*Most areas of the campus are served by Vanderbilt utilities. However, in some areas, electrical power is only available from NES. Include in this section the following text:*

When available at the project site, the Owner shall provide to the Contractor electrical power, telephone, internet service, steam, and chilled water at no cost to the Contractor. If not available from the Owner, the Contractor shall be responsible for obtaining these utilities from local providers. Costs for temporary utilities necessary for completion of the Work shall be part of the Cost of the Work to the extent that these charges are not provided for, or directly billed to the Owner.

## **SECTION 01 51 26 TEMPORARY LIGHTING**

*Include in this section requirements for lighting the project perimeter construction fence to an average level of 0.5 foot candles.*

## **SECTION 01 78 23 OPERATIONS AND MAINTENANCE DATA**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 01 78 39 PROJECT RECORD DOCUMENTS**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 01 79 00 DEMONSTRATION AND TRAINING**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 02 41 13 SELECTIVE SITE DEMOLITION**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 21 13 00 FIRE-SUPPRESSION SPRINKLER SYSTEMS**

*Include requirements that the Contractor use a sprinkler system Red Tag Permit when any portion of the sprinkler system is taken out of service during construction. These permits can be obtained through the CPC Project Manager. An example of this permit is located in Section 00 60 00 Project Forms.*

## **SECTION 31 11 00 CLEARING AND GRUBBING**

*Use the Vanderbilt University Standard Specification Section.*

## **SECTION 31 22 19.13 SPREADING AND GRADING TOPSOIL**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 31 23 00 EXCAVATION AND FILL**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 31 25 13 EROSION CONTROL**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 32 01 90.33 TREE AND SHRUB PRESERVATION**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 32 11 23 AGGREGATE BASE COURSES**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 32 12 16 ASPHALT PAVING**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 32 13 13 CONCRETE PAVING**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 32 PAVEMENT MARKINGS**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 32 80 00 IRRIGATION**

*Use the Vanderbilt University Standard Specification Section.*

**SECTION 32 90 00 PLANTING**

*Use the Vanderbilt University Standard Specification Section.*