SECTION 00 – OWNER'S SPECIAL CONDITIONS

The University of Texas Health Science Center at San Antonio
Facilities Management

1. All services provided shall be performed in a manner compatible with the atmosphere of an institution of higher learning. The Contractor will visit the site and familiarize themselves with the area, right of ways, local conditions, campus safety rules, parking facilities, and other factors likely to affect his work and allow for such in his bid/proposal. The Contractor's work will be governed by, but not limited to:
    - The project plans and any project specific specifications (note that not all projects have project specific specifications; however the UTHSCSA Technical Specifications apply to all projects)
    - The UTHSCSA Technical Specifications
    - The Uniform General Conditions for University of Texas System Building Construction Contracts (most current version)
    - The UTHSCSA Master details
    - All State and Federal codes, rules, and regulations
    - And these Owner's Special Conditions

2. **BUILDING PERMIT.** Projects preformed on State Property do not require a building permit from any local or county jurisdiction. UTHSCSA acts as the authority having jurisdiction (AHJ) for all aspects of projects performed on State Property. Items related to fire and life safety are coordinated by UTHSCSA with the Office of the State Fire Marshal.

3. **PRE CONSTRUCTION CONFERENCE**. After the awarding of the bid, and before initial construction, a pre-construction conference is to be scheduled with the Owner's Designated Representative (ODR) of the UTHSCSA Facilities Management. Work must be scheduled through Facilities Management and coordinated with other construction projects in the area.

4. **WORKING HOURS.** Regular working hours at the UTHSCSA Facilities Management Department are from 7:45 am to 4:15 pm, Monday through Friday. Additionally UTHSCSA Facilities Management conducts afterhours work between 5:00 pm and 1:30 am. Activities that create vibrations, loud noises that impact activities of the institution outside of the project site, or dust and smells typically must be conducted outside of regular working hours. If the job requires the contractor to work outside the regular work schedule, advance coordination must be made with the ODR of the UTHSCSA Facilities Management, and with the UTHSCSA Police Department.

5. **UTILITY SHUTDOWNS.** If Contractor requires a shutdown of campus services in order to perform work it shall be coordinated three (3) weeks in advance if the shutdown impacts any area outside of the project limits. <u>All required materials must be on hand prior to any shutdown.</u>

6. **SCHEDULED / UNSCHEDULED WORK STOPAGE.** Contractors are expected to provide a baseline project schedule and provide the ODR with updates if any changes occur. If Contractor is asked to stop work by someone other than the ODR, Contractor should notify the ODR immediately for directives.

7. **SAFETY PRECAUTIONS AND PROGRAMS.** The Contractor is responsible for initiating, maintaining, and supervising safety precautions and programs in connection with his work. The Contractor will take reasonable precautions for the safety of, and will provide all the protection equipment necessary to prevent damage, and injury or loss to:

   7.1 All employees of Contractor performing work and all other persons who may be affected thereby;

   7.2 All the work and all materials to be incorporated therein, whether stored on or off site.

   7.3 Other property, at the site or adjacent thereto including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

8. **CONDUCT.** Conduct on the site by the Contractor's employees will remain respectful to those who occupy the buildings or traverse construction sites. Wandering of Contractor's personnel through campus areas other than the immediate work area is not permitted. The ODR and/or UTHSCSA Police reserve the right to instruct Contractor's personnel not abiding by these rules to leave the campus.

9. **PARKING.** Unrestricted parking is only available within the designated project boundaries shown on the project plans. If the project is physically within a building, UTHSCSA provides only very limited contractor parking for marked company vehicles. All parking is governed by the latest edition of the UTHSCSA Parking and Traffic Regulations. A copy of these Regulations will be furnished to each worker at the time they are issued their worker identification badges by the UTHSCSA Police. Personally owned vehicles shall be parked off campus or individuals may elect to purchase parking permits from UTHSCSA Police. Monthly Parking Permits are available from UTHSCSA Police at the current rate specified per zone.

10. **STORAGE OF MATERIALS.** Contractor will provide their own receiving, storage, and handling of all materials required by the project. Owner furnished materials shall be made available to Contractor on the campus, typically at the Facilities Management Loading Dock or Facilities Management Warehouse. The location and type of the contractor's onsite storage facilities and staging, if any, shall be coordinated in advance with UTHSCSA Facilities Management.

11. **FIRE LANES.** Fire lanes and access roads shall not be blocked by Contractor's equipment at any time.

12. **DEBRIS, TRASH, and RECYCABLE MATERIAL.** Contractor is responsible for removing and properly disposing of from UTHSCSA campus all debris and trash resulting from the project. Trash is not allowed to accumulate. There must be a thorough clean-up of the job site and surrounding areas on a daily basis. Contractor is not permitted to utilize disposal containers and equipment currently in use on the UTHSCSA campus.

    UTHSCSA reserves the right to keep any or all recyclable materials which may be removed from the project. Any recyclable items that UTHSCSA chooses not to take possession of are the

responsibility of the contractor for disposal. Recyclable materials will be identified by a designated UTHSCSA representative and disposed of by UTHSCSA.

13. **CLEAN UP.** Any area disturbed by the Contractor's operations will be restored by Contractor to original condition at completion of project. Contractor will maintain a clean working area by vacuuming clean carpeted surfaces, mopping floor tiles, and cleaning any areas impacted by the project.

14. **MATERIAL.** All material shall be new and free of defects. Material of a classification listed by U.L. shall be approved by U.L. for the required service. Material specified in issued specifications shall be used on this job. Material shall be installed per manufacturer's recommendations or as described in specifications.

15. **CONTRACTORS WORK.** All work shall conform to the latest editions of the relevant codes and standards pertaining to the work. New installations shall be brought up to current codes and standards.

16. **SMOKING.** Smoking is prohibited on all University property. This Prohibition is in effect for all campus buildings and grounds of the University, including outside buildings in crawl spaces, on roofs, in chases, mechanical rooms, electrical rooms, housekeeping closets, private offices, vehicles or anywhere not specifically mentioned.

17. **VENDOR/EMPLOYEE SANCTION REQUIREMENT.** Prior to commencement of work Contractor will submit a conclusive listing of their employees that will be required to work on the specific contract. The following information will need to be supplied for each employee that will be required to be on the UTHSCSA property: 1. Full legal name; 2. Date of Birth; 3. Address; 4. Driver License Number. The information will only be used by the UTHSCSA Police Department to conduct a background sanction check on each employee. Only those employees that pass the background check will be allowed on site. A picture ID/Badge will be issued to each employee that successfully passes the background check, and that will work on site. A nominal fee is charged by UTHSCSA Police for each badge. Each employee that works on site will be required to wear the badge at all times while on the UTHSCSA campus. Employees must be legally authorized to work in the United States. Proof of citizenship or immigration status should be submitted upon contract award.

18. **ELECTRONIC O&M MANUALS & RECORD DOCUMENTS.** Prior to requesting substantial completion, Contractor shall provide in electronic format, manuals, submittals, shop drawings, warranties, certificates, test reports, record documents, commissioning documentation and other items as required the Uniform General Conditions.

19. **PROJECT COMPLETION AND ACCEPTANCE.** Contractor shall adhere to all close out procedures as stated in the latest edition of the Uniform General Conditions for University of Texas System Building Construction Contracts including but not limited to Article 6.2.3, 6.2.4, 12.1.1, 12.1.1.1, 12.1.2, 12.3.1, 12.3.2 and 13.7. It is the contractor's responsibility to make himself familiar with all Articles of the General Conditions.

20. **NOT USED**

21. **PROCEDURE FOR SUBSTITUTION REQUESTS (paragraph 20a).** The Contractor shall submit required specification, drawings and cut sheets on both the specified item and the proposed "as equal" product for approval. Use of a non-approved item is at the risk of the contractor and is subject to removal at no cost to the Owner.

22. **SCHEDULE OF VALUES.** Schedule of values shall be presented to ODR at least 21 days prior to 1st application of payment. In the event that the Project is a JOC Project the Contractor shall prepare the Schedule of Values to match the line item estimate.

23. **CHANGE ORDER PROPOSALS.** All Change Orders shall be summarized on a form approved by the ODR. Any Change Order Proposal presented in an improper format will be returned for re-submission. This does not relieve the Contractor from presenting the Cost of the change in the required time frame.

24. **AS BUILT DRAWINGS.** As Built Drawings will reflect all changes including but, not limited to Change Orders, RFIs, ASIs, Field Directives and any unforeseen conditions encountered on the site. UTHSCSA will provide AutoCAD drawings upon request to assist in preparation of As-Builts.

25. **DRAWINGS.** UTHSCSA will provide the Contractor PDF files of the drawings for their use. Any additional hand copies will be at the cost of the contractor. Additionally, UTHSCSA will provide AutoCAD and or REVIT drawings upon request, when they are available. A written release must be signed by the contractor prior to UTHSCSA providing any AutoCAD files.

26. **PROGRESS MEETINGS.** Progress meetings will be held as agreed to by the ODR and the Contractor. UTHSCSA will provide a location and will notify all parties as required. The contractor is to chair these meetings and will be required to issue agendas three days prior to meeting and issue Meeting Notes to all attendees and those who were invited within two business days.

27. **COORDINATION FOR WORK BY UTHSCSA OWN WORK FORCE.** The contractor is responsible for coordinating through the ODR any work that needs to be accomplished by the Owner in order that Contractor's schedule is not compromised.

28. **PROTECTION.** It is the Contractor's responsibility to provide additional protection to areas and property as required. This additional protection will be at no cost to the Owner.

29. **RECORDKEEPING**. Contractor shall prepare and maintain the following logs:
    a. RFI logs;
    b. PR logs;
    c. ASI logs;
    d. Submittal Schedule / Register.