

WILLIAM JONES COLLEGE PREPARATORY HIGH SCHOOL



Project Procedures Manual

Ver. 02 dated 11-09-10



**Public Building
Commission** of Chicago



BrownMomen incorporated



UrbanWorks

Procedures Manual Sections

1. Project Information Sheet
2. Procedures Manual
3. Construction Milestone Dates
4. Site Logistics Plan
5. CCIP (Contractor Controlled Insurance Program) Manual
6. Chicago Public School Schedule 2010 ~ 2011

Project Information Sheet

Construction Value
TBD

Building Size
Approx. 280,000 sf

Substantial Completion
July 2013

Client
Public Building Commission of Chicago

User Agency
The Chicago Public Schools

Architect
Perkins + Will

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Bovis Lend Lease has partnered with Scale Construction, Brown & Momen and UrbanWorks to provide Preconstruction and Construction Management at risk services for the construction of the Public Building Commission of Chicago's new William Jones College Preparatory High School.

William Jones College Preparatory High School, which will educate 1,200 students in grades 9-12, will be an approximately 280,000sf high rise with eight (8) above ground floors and one (1) basement level located on the northwest intersection of South State and West Polk Streets, adjacent to the existing Jones College Preparatory High School.

The program for the new school is similar to Chicago Public Schools' Urban Model High School prototype program. The new construction will include classrooms, computer and science laboratories, art and music studios, administrative and support services, a library and full-service dining facility. The project will also include a gymnasium, a natatorium and athletic facilities, a performing arts theatre with back-of-house facilities, underground parking and rooftop gardens.

The building will include a structural steel frame system supported on caissons and reinforced concrete substructure. The building's enclosure system will consist of insulated glass window wall and curtainwall zones combined with metal panel, brick and precast concrete elements. The interior finishes will include block and masonry partitions along with ceramic tile, terrazzo, carpet, VCT and wood and resilient flooring finishes.

The building is currently scheduled for a substantial completion date of July 2013, in time for the school's opening on September 03, 2013.

MBE/WBE Commitment

This project includes a strong commitment to maximize opportunities for Minority and Women Owned Business participation with trade package targets of 45% MBE and 8% WBE. 50% City of Chicago resident employment along with 7.5% Community Resident employment will also be a requirement.

LEED Commitment

At minimum, the William Jones College Preparatory High School will pursue a certification level of Silver under the LEED for Schools ratings system. The building's sustainable elements will include, but are not limited to, a bicycle storage area; green roof; energy-efficient lighting, plumbing, heating and cooling systems; and low-VOC construction materials. Thermal comfort and acoustics will be accounted for in the design, and maximum day-lighting strategies will be incorporated into the lighting control strategy.

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1. INTRODUCTION AND PROJECT GOALS

This project procedures manual will be incorporated into each subcontract as a contract document and is intended to provide a resource guide and information source to all subcontractors as to the general policies and procedures for the construction of the William Jones College Preparatory High School. All employees of subcontractors working on the project are expected to abide by the requirements outlined in this manual. The goals we will achieve together on this project will include:

- a. Complete the project incident and injury free in full compliance with the contract documents. We will strive to ensure the highest safety standards are maintained on this project to ensure each worker returns home to their family and friends at the completion of each work day.
- b. Ensure full compliance with all applicable code requirements and regulations.
- c. Construct the project with the highest standards of quality by employing an approved QA/QC plan. The facilities that educate our children deserve our highest commitment to quality and workmanship.
- d. Complete the project on time or ahead of schedule based on the contract completion dates.
- e. Anticipate problems and coordination issues and work together to find solutions that minimize impacts to cost and schedule.
- f. Support Minority and Women owned business in Chicago by meeting or exceeded MBE/WBE requirements as well as the City of Chicago Labor Residency requirements.

2. PROJECT COMMUNICATIONS

- a. In general, all correspondence on this project shall be directed to the following personnel as follows:

Project Management

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Accounting

Name Kimberly Quentere
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Email Kimberly.quentere@bovislendlease.com

The project address is located at 700 South State Street, Chicago, Illinois. Project documents are to be submitted to the project address or the Bovis Lend Lease main office location as directed by the Construction Manager. Accounting documents are to be submitted to Kimberly Quentere at the Bovis Lend Lease main office located at One North Wacker Drive, Suite 850.

- b. The project printer is Cushing Printing. Plans and specifications are available for ordering and pickup at Cushing downtown office location.

Cushing Printing
420 West Huron Street
Chicago, IL 60654
312.266.8226
www.cushingco.com

- c. This project will utilize PDM document management software to manage bid documents notifications and access to electronic bid files. SPECS will be used for subcontractor pre-qualifications.

3. GENERAL

- a. It is understood that any reference on the contract documents to "General Contractor" shall read "Subcontractor."
- b. All Subcontractors are responsible for having reviewed the project site and are fully cognizant of all the existing job site conditions and/or existing structures as related to the coordination and installation of the work.
- c. All Subcontractors shall be responsible to review all drawings and specifications listed in the contract documents.
- d. Should a conflict arise between this Project Procedures Manual and any other contract documents, the more stringent of the two requirements shall prevail.
- e. Subcontractor shall provide all labor, material, equipment, and supervision as required to complete all items of included in this Project Procedures Manual and related work in accordance with the drawings, specifications, and the contract documents.
- f. It is understood that drawings and specifications are scope documents which indicate the general scope of the project, and as such, the drawings and specifications do not necessarily indicate or describe all the work required for the full performance and completion of this work. Subcontractor must therefore comprehend the full scope of work and anticipate all work reasonably inferable in the contract documents. All work required for compliance with this Project Procedures Manual is included.
- g. Time is of the essence.

4. DRUG TESTING

- a. Drug testing may be required in accordance with the contract Exhibit J safety requirements.

5. SCHOOL SPECIFIC

- a. Smoking or consumption of alcohol will not be permitted on the School property at any time, in compliance with the State of Illinois law.
- b. For additional smoking penalties, refer to the contract Exhibit J Safety requirements.
- c. The use of drugs, alcohol, and firearms on this site property are strictly prohibited.
- d. Following occupancy of the building, at no time should any contract or additional work interfere with building tenant activities. If work cannot be completed when tenants, students, or staff are present, then it shall be the Subcontractor's responsibility to complete the work when tenants, students, or staff are not present or when school is not in session.
- e. Any work that is performed while school is in session and when tenants, students, or staff are present shall:
 - i. Not create an unsafe condition
 - ii. Maintain fire exiting from the building at all times

- iii. Not create excessive dust, noise and/or odor. Reference attached indoor air quality guidelines
 - iv. Be cleaned up at the end of each work day.
- f. Following occupancy, the Subcontractor must make every effort to minimize noise, dust, fumes, visibility, vibration, and any other nuisance arising from construction activities. Should the Subcontractor be directed by the Construction Manager and the School to stop due to a complaint from the School, the Subcontractor will absorb the costs associated with this stoppage and arrange his work accordingly. On occasion, the Subcontractor will be required to minimize disruptive work during school special events and standardized testing.
- g. Subcontractor is aware of the increased student traffic at the start and end of the school day and will cooperate with the Construction Manager to limit traffic and deliveries during these high traffic periods when required.
- h. All Crane activities need to be cognizant that under no circumstances will lifting of any material or objects be tolerated over and above the School while School is in session, or the building structure is being occupied. Refer to the contract Exhibit J Safety requirements for further clarification of crane restrictions.
- i. Each Subcontractor shall instruct his employees, each Subcontractor's employees, and all deliverymen to behave in a manner appropriate to the school environment. Language and/or action which might be considered offensive to the staff, students, or tenants will not be tolerated and may result in dismissal of an individual. The Subcontractor is responsible for similar behavior of his 2nd tier Subcontractors.

6. NEW EMPLOYEE SAFETY ORIENTATION

- a. A site specific safety orientation is required by all employees working on the project. Refer to the Contract Exhibit S safety requirements Program for specifics.

7. SITE SECURITY AND ACCESS POLICY

- a. Contractors, visitors, and deliveries are required to check-in at the security checkpoint. Refer to the Contract Exhibit S safety requirements for specifics and the Logistic Plans for security checkpoints.

8. CONSTRUCTION SCHEDULE

- a. Construction milestone completion dates are included in this Procedure Manual as a guideline for construction activities and sequencing. Trade specific contact milestone completion dates will be included in each subcontract work scope. This Subcontractor agrees to perform the contract work necessary to achieve these completion dates as included in the Contract Documents, including labor premiums for overtime work as necessary. Within 2 weeks from the award of the subcontract, subcontractor will submit his own detailed schedule as further described below indicating how the contract milestone completion dates will be achieved.
- b. Subcontractor shall include multiple mobilizations as necessary to complete their work in accordance with the contract milestone completion dates. Multiple crews may be necessary to complete construction activities.
- c. Subcontractors are required to maintain their original contract durations and manpower requirements per the contract milestone completion dates.
- d. Subcontractor and all other Subcontractors shall cooperate fully with each other, including reasonable premium time, if necessary, to ensure full coordination of the construction to achieve properly phased construction. Attendance at preconstruction meetings as necessary to confirm sequence, coordination, and schedule is included.

- e. Within 2 weeks from the award of the subcontract, submit to Construction Manager, for its approval, a schedule in Critical Path Method ("CPM") format using the precedence network technique and presented in bar line format supported by a CPM logic network and showing the order of precedence in which Subcontractor proposes to carry out the work; the inter-dependence, relationship, duration and critical path of all tasks to be undertaken in the performance of the work; all float time; all planned manpower loading; and all planned shift-work and overtime ("the Work Schedule"). The Work Schedule shall be developed from and shall be consistent with the Project Schedule, and shall incorporate all milestones shown thereon. In addition, the Work Schedule shall take into account all factors or risks affecting, or which may affect, the performance of the work. Float-time identified within the Work Schedule belongs to Contractor. Accordingly, Construction Manager may direct that float-time be utilized productively to advance performance of the associated task or event or other work involved in the project without any increase in the price or an extension of time to perform the work, including any milestone. Construction Manager approval of the Work Schedule or any revisions thereto shall not be interpreted as an agreement that the Work or any task or event can be completed within the time allotted or within the time specified in the Subcontract, nor alter or waive Trade Contractor's obligation to fully complete the work or any part thereof in accordance with the Project Schedule, milestones and within the subcontract time for completion.

9. COORDINATION

- a. Each Subcontractor shall fully coordinate their work with all other trades proceeding concurrently at the site, so that these trades are not caused unnecessary delay or additional work as a result of this Subcontractor's operations.
- b. Coordinate the on-site placement of material and/or tools and equipment with Construction Manager's Superintendent so as not to impede any other Subcontractors' operations that are working concurrently on the site. Subcontractor may be required by the Construction Manager to move its materials and equipment multiple times at no additional cost. The designated storage place shall be kept neat and clean and all damages thereto or to its surroundings shall be repaired by this Subcontractor at no additional cost.
- c. Coordinate and cooperate in all respects, during every phase of Subcontractor's performance of the work, with Owner, Construction Manager, Architect, other Subcontractors, utility provider and any public authority or third party who may be employed or engaged in activity on or near the site in relation to the project. Subcontractor recognizes and acknowledges that its coordination and cooperation obligations are essential terms of the Subcontract, and shall include, without limitation, making work areas available to other Trade Contractors and occasional disruptions to Subcontractor's performance of the Work.
- d. Subcontractor acknowledges and recognizes that the performance by others involved in the project of their respective Work or the application of this clause may delay Subcontractor in the performance of the Work or render the performance thereof more costly than if this Subcontractor was not bound by the provisions of this clause. Subcontractor hereby agrees that it shall have no basis for any claims for an increase in the price for any alleged additional costs, expenses or damages of whatsoever nature, and Subcontractor hereby waives any and all rights it may have to assert any such claim or cause of action against Owner and/or Construction Manager caused by or arising out of the aforesaid site conditions or any conditions arising off-site in relation to the project or the general coordination and cooperation responsibilities of Subcontractor.

10. EXPEDITING LOG

- a. Within two (2) weeks after award of Subcontract, or authorization to proceed, the Subcontractor is to provide a detailed listing of all shop drawings and/or submittals required by the Contract Documents in a format defined by the Construction Manager as an "Expediting Log." This Expediting Log shall indicate the scheduled submittal date of each item, the anticipated lead-time for fabrication and delivery after return of approved submittals, the target ship date, and the date the material and/or equipment shall be required for installation on the project site, all in conformance with the Project Construction Schedule. Where the Work of this Subcontractor requires submittal

- information concerning Work being performed or equipment being provided by others, such required information shall be indicated.
- b. Expediting Logs will be required at the beginning of the project and are subject to review and approval by the Construction Manager to ensure compliance with the submittal requirements as listed in the specifications.
 - c. Each Subcontractor will be required to update Expediting Logs on a regular basis, at a minimum on a monthly basis.

11. MATERIAL VERIFICATION

- a. Each Subcontractor is to provide written verification that all material has been placed on order for delivery to job site in accordance with the Expediting Log. Also upon request Subcontractor will provide a written update on the status of shop drawings, fabrication, deliveries and manpower.

12. QUALITY ASSURANCE / QUALITY CONTROL

- a. Within two (2) weeks after award of Contract, or authorization to proceed, the Trade Contractor is to provide a detailed **Project Specific Quality Control Plan** including roles and responsibilities of key individuals involved in quality assurance. This Quality Control Plan must include the following:
 - i. Key tools the project team has to ensure that the materials put in place meet the approved submittals,
 - ii. Key tools the project team has to ensure that quality testing, inspections and required documentation thereof is met,
 - iii. Key procedures used in the field to ensure proper reinforcement, preparation and acceptance of sub-base materials, and patching techniques implemented, as applicable, meet the quality requirements,
 - iv. Key procedures used in the field to correct or modify installation procedures due to inclement weather conditions,
 - v. Individuals responsible for monitoring consistency of the installation of the work throughout a phased renovation period.

13. TESTING AND INSPECTIONS

- a. The Owner shall employ the services of a testing agency to perform all required shop and field inspections and testing but only in accordance with the Contract Documents. All other testing and inspection required by the Contract Documents is the responsibility of this Subcontractor. Subcontractor shall be responsible for all testing agency coordination through the Construction Manager (or otherwise as may be directed by Construction Manager) to ensure that all required testing and inspections are performed. Perform all required testing in the presence of the Architect, Engineer, Owner, and the Construction Manager.
- b. Cooperation with testing agencies is required. Allow sufficient time to take tests and conduct inspections. Twenty-four (24) hour notice will be the minimum standard in notifying the Construction Manager and Testing Agency of required services. ***Subcontractors are responsible to be aware of testing required for his scope of work.*** Testing as required within specific bid packages assigned by specifications will be the responsibility of the Subcontractor to provide appropriate forms to verify completion of the testing to be included in the project record by copy to the Construction Manager. This testing also requires appropriate notification by the Subcontractor to the entity responsible to witness these tests, as determined in the specifications. All Construction Materials Testing Services will be provided by an agency as selected the Owner. Trade Contractor will be responsible for notification of the materials testing agency for all required testing a minimum of 24 hours prior to the activity requiring the test to be performed.
- c. Inspections will be required by the Cook County Building Departments, Cook County Health Department, State Department of Public Health, State Fire Marshall, State Elevator Inspector, and Local Fire Inspection Authorities. Twenty-four (24) hour notice will be the minimum standard notifying the entity and the Construction Manager that work is ready for inspection. Comply with all requirements and requests of the governing Building Department.

14. JOB MEETINGS

- a. Subcontractors shall have a responsible representative **participate in** the weekly construction coordination meetings held on site by the Construction Manager and Project Superintendent. The meeting day and time will be determined at the Preconstruction Meeting. Other special meetings may be held by the Construction Manager if necessary. Subcontractors not in attendance at coordination meetings on a regular basis will be provided deductive change orders for missed meetings. The hourly rate for missed meeting will be at a rate of **\$100/hr** for an unexcused absence. **Absences from this meeting are excusable ONLY if approval is secured from the Project Superintendent prior to the start of the meeting.**

Mechanical, Electrical, Low Voltage, Fire Protection, and Plumbing Subcontractors, shall have a responsible representative attend and participate in required MEPFP coordination meetings held by Construction Manager or Project Superintendent. The purpose of the meetings is to resolve above ceiling conflicts with all MEPFP trades. These meeting will commence on a weekly basis and continue throughout the project until all above ceiling conflicts have been resolved.

15. SITE LOGISTICS

- a. A Site Logistics and Phasing Plan is provided in this Procedures Manual for reference. Construction Manager reserves the right to modify site logistics as necessary to complete the work. Each Trade Contractor is responsible for following the logistics plan administered by the BLL Construction Manager.
- b. The Construction Manager's office will be located <TBD>.
- c. All Subcontractors, visitor, and deliveries are required to check-in at security checkpoint at Gate 1 to gain access to the site.
- d. A temporary construction fence borders along the property line. Any Subcontractor who disturbs the construction fence is responsible for returning it to the original or better than original condition. Should Subcontractors not restore the fencing to original condition, the Construction Manager will provide repairs at hourly rates as required by the agreement to provide site fencing. These repairs will be considered emergency requirements to provide site security, and no contact to the Subcontractor will be required prior to billing for this event. Subcontractor is responsible for all costs associated with fence reconfiguration or damage to fence during operations to complete their work.
- e. THERE WILL BE NO STAGING, OR PARKING OF TRUCKS ON ANY PUBLIC ROADWAY. All trucks and deliveries must pull into the project staging areas, follow the traffic flow patterns established by the Construction Manager, and comply with local authorities having jurisdiction.
- f. No storage facilities or watchmen will be provided by the Construction Manager or Owner. Subcontractor is responsible for temporary protection of its own materials during the entire operation including but not limited to transportation, on-site storage, installation and final adjustment. Subcontractor shall replace, with no increase to its Subcontract, all material damaged during this process. Subcontractor shall not be responsible for damage to their material caused by the negligence of others. However, Subcontractor's temporary protection system for uninstalled materials shall sufficiently safeguard against all foreign material and incidental debris that can reasonably be expected for closely coordinated work on a construction project. Costs or damage incurred because of Subcontractor's failure to adequately protect its own material shall be the sole responsibility of Subcontractor.

- g. On-site storage and staging is extremely limited. Site staging and temporary field office areas are to be coordinated with and approved by the Construction Manager in advance. Any on-site placement of material and/or equipment must be coordinated with Construction Manager and not impede any other Subcontractor's operations that are working concurrently on the site.
- h. Subcontractors will relocate field office and staging areas at the request of the Construction Manager. All costs for connection of field offices to the temporary facilities provided for construction activities will be provided by the Subcontractor requesting connection of same. The connection of construction equipment (Saws, Welders, Etc.) to the temporary electrical service, if permitted within the specifications, will be allowed only if suitable lead time is provided by the Subcontractor to the Construction Manager for such a connection.
- i. Re-staging of stored materials will be required. Staging area space will be assigned to trades as storage needs are realized at the site. Subcontractors will be required to contact the Construction Manager for staging space required for deliveries a minimum of 24 hours prior to the material delivery (No "squatters rights") Subcontractor will relocate stored materials as required and requested by the Construction Manager.
- j. Ramp over all existing utilities and structures, including curbs, sidewalks, roadways and other paved areas on the site to avoid damage. Any and all damage to public property, private property or utilities caused by Subcontractor neglect shall be corrected by the Subcontractor. Work must be performed in a manner approved by the party whose property has been damaged and without additional cost to the Contract.
- k. Maintain traffic control as required for the proper completion of the work. Do not close or obstruct streets, sidewalks or other public thoroughfares unless all municipal permits have been obtained and perform operations so as to minimize interference with the use thereof. Streets, sidewalks, or other public thoroughfares shall not be used for storage of materials unless approved in advance by Construction Manager.
- l. Provide all movable barricades, signalmen and flagmen as necessary for the proper and safe execution of Subcontractor's Work.

16. SITE HOURS

- a. Subcontractors are permitted to work during normal working hours as dictated by City of Chicago restrictions: Monday through Friday 8:00am to 8:00pm.
- b. Subcontractors must identify second shift work or overtime requirements promptly to the Construction Manager such that the Construction Manager can supervise such work accordingly.

17. DELIVERIES

- a. **Contractors, visitors and deliveries are required to check-in at the security checkpoint at Gate 1 to gain access to the site.** All deliveries must be scheduled through the Construction Manager Project Superintendent. Any unscheduled deliveries will be turned away at no cost to the Owner, Architect, or Construction Manager. Subcontractor is responsible for all deliveries associated with their work, either from their shop or by courier. If a delivery comes on site and there are no representatives from the Subcontractor available, the delivery will be turned away at no additional cost to the Owner, Architect or Construction Manager.
- b. Subcontractor shall coordinate and schedule all deliveries with the Construction Manager Project Superintendent at least seventy-two (72) hours in advance of delivery. Receiving, unloading, distributing and staging of delivered materials is the sole responsibility of the Subcontractor. Subcontractors are fully responsible for loss, damage, or shortages of their delivered materials.

- c. Each Subcontractor shall provide signalmen and flagmen necessary to maintain traffic and pedestrian traffic control and as dictated by the local authorities having jurisdiction.
- d. Subcontractors are responsible to weigh-down or properly tie-down all stored materials subject to high winds before leaving the project site at the end of each work day.
- e. Subcontractors are responsible for removal of all mud and debris caused by Subcontractor's deliveries. Maintain streets, pedestrian walkways, and sidewalks to be free of mud and debris to the satisfaction of both the Construction Manager and local authorities.

18. OFF-SITE CONTRACTOR PARKING

- a. There will be NO construction parking available on the construction site. All Subcontractors are responsible for costs associated with construction parking off-site.

19. LAYOUT AND SURVEYING

- a. Provide all layout and engineering as required to properly coordinate and complete Subcontractor's Work. Contractor shall provide the following:
 - 1. A licensed surveyor shall be employed for the purposes of establishing the initial property lines and grades for the building and site area.
 - 2. After exact property lines and grades have been established, initial working points shall be provided for the Subcontractor's in the form of one building North-South center line, and one building East-West center line, and one elevation reference point per level.
 - 3. Subcontractor shall report any discrepancies arising in locating his work immediately to Contractor. Contractor shall have the authority to determine which subcontractor or subcontractors are responsible for the discrepancy.

20. TEMPORARY TOILETS AND FACILITIES

- a. Temporary toilet facilities will be provided by the General Trades Subcontractor at a location designated by the Construction Manager on the Site Logistics Plan. Temporary toilets will be shared by all Subcontractors.
- b. Each Subcontractor is responsible to provide drinking water and cups for his employees throughout the construction period.
- c. Each Subcontractor is responsible to provide their own telephone service throughout the construction period.

21. DUMPSTERS

- a. Demolition Subcontractor and Masonry Subcontractor are responsible to provide their own dumpsters during the construction period as outlined in their respective scopes of work.
- b. The General Trade Subcontractor is responsible to provide dumpsters for use by all Subcontractors. Excessive overloading of the dumpsters by any Subcontractor will be backcharged accordingly.
- c. Separation of materials in various recycling dumpsters is required by all Subcontractors. Those Subcontractors violating the collection of recycled materials, or contaminating dumpsters identified for recycled materials, will be backcharged accordingly.

22. SCAFFOLDING AND TEMPORARY STAIRS

- a. The Structural Steel Subcontractor is responsible to provide temporary stair towers for use by all Subcontractors as outlined in their scope of work. Upon request, each Subcontractor is required to provide Certificates of Insurance to the Structural Steel Subcontractor for use of the temporary stair tower.
- b. All other scaffolding required for each Subcontractor to perform their work is the sole responsibility of that Subcontractor to install, maintain, and dismantle such scaffolding. Refer to the Contract Exhibit J safety requirements for further requirements on scaffolding.

23. TEMPORARY POWER

- a. The Electrical Subcontractor is responsible to provide temporary electrical power for construction use by all Subcontractors at the milestone date identified in the Construction Schedule. Prior to the Electrical Subcontractor establishing temporary power, each Subcontractor is responsible to provide their own temporary power, lighting, and associated hook-up.
- b. Further power requirements and electrical safety requirements by each Subcontractor is detailed in Contract Exhibit J safety requirements in this Procedures Manual.

24. HOISTING AND RIGGING

- a. Each Subcontractor is responsible for all hoisting, rigging and final placement of all materials and equipment required for the proper completion of the work. There will be no loading dock available onsite.

25. UTILITY LOCATING SERVICE

- a. Attention is called to existing utilities. Subcontractors must contact "DIGGER" and notify all utilities running to or through the property at least 72 hours (not including Saturdays, Sundays and legal holidays) prior to commencement of construction operations or as may be required by the respective utility. Exercise care to avoid damaging any existing utilities and take all necessary precautions for the protection of them. Subcontractor shall be responsible for any damage or destruction of utilities resulting from neglect, misconduct, or omission in this manner or method of execution of non-execution of the work, or caused by defective work or the use of unsatisfactory materials. Whenever any damage or destruction of a utility occurs as a result of Subcontractor's work, the Subcontractor will immediately notify the utility company. Any costs incurred due to the above shall be the responsibility of the Subcontractor.

26. UTILITY SHUTDOWNS

- a. Subcontractors whose work requires utility shut-downs or tie-ins shall notify appropriate authorities having jurisdiction.
- b. Subcontractors must provide Construction Manager with a detailed schedule indicating planned utility shut-downs or tie-ins at the commencement of the project. Additional coordination meetings may be required.
- c. Any modifications to the Site Logistics Plan or temporary fencing, barricades, or facilities due to Subcontractor's need for utility shut-downs or tie-ins will be the responsibility of that Subcontractor.
- d. In the event that a utility shut-down must be scheduled following occupancy, the work must be scheduled when school is not in session. This work must be scheduled in advance with the Construction Manager.

27. PUMPING AND DEWATERING

- a. Subcontractors are to include pumping, dewatering to eliminate water seepage to execute their work. In accordance with the Construction Schedule. All discharge of pumped water shall strictly conform to City of Chicago ordinances and requirements.

28. PREPARATION OF WORK

- a. Include preparation of work areas so as to allow for safe and efficient execution of work. Subcontractor also includes preparation of all substrates, embedded plates/inserts including removal of minor debris, etc. as required for the proper installation of this Subcontractor's work.
- b. Subcontractors shall be responsible for the structural integrity of the building during its material stockpiling operation and material distribution along with temporary shoring/bracing or support that may be required. Subcontractor shall not be responsible for the structural design of the building; however Subcontractor is responsible for design of any shoring, bracing or support.
- c. If during the preparation of the Work, a Subcontractor removes spray-applied fireproofing, the Subcontractor is responsible for clean-up of any spray-applied fireproofing removed from structural members. Subcontractors will be responsible for costs associated with any come-back patching resulting from excessive removal of spray-applied fireproofing that may be removed due to the installation of this work.
- d. Subcontract recognizes and acknowledges that certain areas of the Project may be designated by Construction Manager as restricted areas to which access by Subcontractor may be limited or prohibited. Subcontractor also recognizes and acknowledges that such designated areas may interfere with the orderly plan and schedule of its operations and performance of the Work. Accordingly, Subcontractor shall not assume there will be unrestricted access to or use of any area and must, prior to the commencement of the Work and as the Work progresses, assure to its satisfaction the access and other conditions affecting the Work.
- e. Subcontractor is responsible for the design, furnishing and installation of all components required to support its work, including but not limited to backup structural shapes, miscellaneous metal, connection hardware, reinforcing materials, and separator material. Subcontractor understands that only the structural steel, structural concrete and miscellaneous steel shown on the Contract Documents will be provided by others.

29. COMPLETION OF WORK

- a. Include removal of all foreign objects and/or debris caused by Subcontractor, such as stickers, sealants, installation markings, slurry runoff, erection grime, etc., upon completion of installation. No product name, number plates, engravings, watermarks, tattoos or other graphic indications are to be visible in the finished work performed under each Subcontract.
- b. It is understood that scheduling, coordination, accessibility, etc. may require temporary omissions of portions of Subcontractor's Work at locations required by Construction Manager. All patching, repairs, fill-in and "comeback" work as related to the proper completion of Subcontractor's Work operation shall be completed at the direction of Construction Manager and will be included as part of Subcontract, including but not limited to vertical hoist bays, crane openings and other access areas designated by Construction Manager.
- c. Substantial Completions and Final completion shall be achieved as defined in the Contract Documents by the dates shown on the contract milestone completion dates. Failure of Subcontractor to achieve substantial or final completion by the specified dates will cause the Subcontractor to be in default of its Subcontract Agreement.

30. PROTECTION OF ADJACENT MATERIALS & PROPERTY

- a. Each Subcontractor shall exercise care and caution not to disturb or damage adjacent utilities, structures, property, building, sidewalks, etc. which are not included as part of the Work. Temporary protection of these adjacent structures and property is included in the Subcontract Agreement. Coordinate with Construction Manager.
- b. Each Subcontractor is required to provide protection of their completed work. In turn, each Subcontractor is required to exercise caution when working near or around finished Work completed by other Subcontractors. Excessive damage to finished Work will be backcharged to the appropriate Subcontractor accordingly.

31. DAILY CLEAN-UP

- a. Each Subcontractor is responsible for **daily** clean-up of materials, debris and rubbish from own work to respective areas or containers. The job-site shall be kept free and clear of all debris and rubbish. Should this Subcontractor not meet the expectations of the Construction Manager, they will be provided written notification of areas insufficient. In the event such notification is provided and no action is taken by the Subcontractor in the time period specified, the Construction Manager reserves the right to provide services to remove debris and rubbish, and this Subcontractor will be backcharged accordingly.
- b. Maintain streets and sidewalks free of all mud and debris caused by Subcontractor's field operations to the satisfaction of both Construction Manager and the applicable municipal authorities having jurisdiction on a daily basis.
- c. Subcontractors are responsible for general cleaning. General cleaning includes removal of debris and rubbish, packaging and shipping material, stickers, labels, smudges on finished products and suction marks prints on glass and glazing. Final cleaning will be provided by the Owner unless otherwise indicated in the subcontract contract documents. Subcontractors who dirty the building or site after "final cleaning" has been completed will be responsible for all additional cleaning costs.

32. SNOW REMOVAL

- a. General snow removal is provided by the General Trades Subcontractor only at main entrances, main exits, and ground floor staging and hoist dock areas. Each Subcontractor is responsible to remove snow and ice from his own work area for access, equipment, material deliveries. This includes snow removal from concrete and metal decks. This includes all fenced in boundaries for the construction site. No salt or calcium chloride is to be used in snow and ice removal.

33. DAILY CONSTRUCTION REPORTS

- a. Daily construction reports are to be provided by each Subcontractor to the Construction Manager's Field Superintendent in a timely manner. The reports may be submitted electronically. The reports must include at a minimum the daily manpower count, including 2nd tier Subcontractors, a description of work performed, areas worked, deliveries, and safety issues.
- b. Daily work permits ("Pre-Task Plans") are to be submitted to the Construction Manager's Field Superintendent concurrently with the daily construction reports. Refer to the contract Exhibit J safety requirement.

34. PROLOG AND PROLOG WEBSITE

- a. Construction Manager intends to utilize Prolog and Prolog WebSite software to manage RFIs, submittals, contracts, insurance, meeting minutes, change events and change orders. Subcontractors are encouraged to submit RFIs through Prolog WebSite.

35. SUBMITTALS AND SHOP DRAWINGS

- a. Subcontractors will provide submittals and shop drawings in accordance with the contract requirements in the specifications, in the time frames agreed on the target milestone dates per the approved Expediting Log.
- b. Subcontractors will provide eight (8) hard copies of shop drawings and eight (8) copies of product data to the Construction Manager at the location listed below:

Bovis Lend Lease main office location or site office location as confirmed by the Construction Manager

- c. All submittals must be accompanied by a transmittal cover letter, detailing the items included in this submission along with the manufacturer's name and **referencing specification section**.
- d. CAD release forms are available from Perkins and Will and must be filled out in advance by the Subcontractor if electronic backgrounds are requested.
- e. Illegible, partial, or incomplete submittals may be rejected by the Construction Manager. It is the Construction Manager's discretion to accept partial submittals on bulk submissions. Subcontractors are expected to resubmit unacceptable submittals in the proper format immediately and will not be granted additional time extensions on Expediting Logs for delay on their part.
- f. Submittals returned "Revise and Resubmit" by the design professionals are to be revised by the Subcontractor in an expeditious manner. No time extensions on deliveries will be granted due to submittals marked R&R.
- g. Subcontractors will need to immediately alert Construction Manager is submittal review comments by the design professionals include mark-ups which affect Subcontractor's cost or schedule. Proper documentation will need to be followed under the change process before proceeding on any changes as a result of the submittal process.

36. CONTRACT ALLOWANCES

- a. Specific Subcontracts will include contract allowances in the work. All work performed under the contract allowance must be inspected and approved in writing by the Construction Manager's Site Superintendent prior to starting work.
- b. The Construction Manager's Field Superintendent or Project Manager will issue a written communication (email or Field Work Directive) to the Subcontractor outlining the specific type of contract allowance work, including a Change Event Number ("CE number") on the communication. **A CE reference number must be issued to the Subcontractor prior performing any work under this contract allowance.**
- c. The Construction Manager is responsible to obtain any approvals from the Owner, if required, prior to issuing communication to the Subcontractor.
- d. Once the work is performed, a ticket will be presented to the CM's Field Superintendent for verification that the work matched the original description. Manhours and quantities will be verified. **The CE reference number must be present on the ticket.**
- e. **Subcontractors will NOT be reimbursed for contract allowance work performed without field tickets or proposals containing both the CE number and a signature from the CM representative.**

- f. Subcontractors must submit cost summaries with the accompanying signed tickets in a timely manner. The Unit Price used to calculate work performance under this allowance will be the same as that listed in the Subcontract.
- g. A written authorization letter ("Allowance Letter") from the Construction Manager must be received before the Subcontractor is allowed to **bill** for such contract allowance work in the monthly pay application requisition.
- h. Any unused contract allowance work will be returned to Owner in the form of a deduct Change Order.

37. CHANGE PROCEDURE

- a. All changes in the Work authorized by the Owner and Architect will be formally issued as CCD's (Construction Change Directives). These CCD's be issued to Subcontractors in the form of numbered Change Events (CE's) The CE's will be issued with a clear instruction for the Subcontractor to proceed with the work as "Price and Proceed" or "Price Only" depending on the circumstance of the potential change detailed.
- b. If the Subcontractor confirms a cost or time impact upon receipt and evaluation of the CE, it is the Subcontractor's responsibility to notify Construction Manager and submit a detailed proposal within the time frame defined in the Contract Documents. Proposals must list out separate line items of work, split out material and labor, and split out the various markups in accordance with the Contract Documents. Costs will be reviewed and the appropriate Change Order (CO's) issued once the pricing and schedule impacts have been reviewed and accepted.
- c. Issuance of a Change Order ("CO") is authorization to proceed with the changes in the work within the agreed schedule as documented on the subcontractor CO.
- d. A Proposal Request or "PR" may be issued by the Architect as a request for pricing only. **It is NOT a directive to proceed.** Work is not authorized to proceed on a PR unless it is followed up with a signed CO or CCD.
- e. If the T&M method is agreed as the means of compensation in the CE and associated CCD, reconciliation of the CE into a CO will take place once the Subcontractor has submitted all SIGNED field tickets verifying work is completed.
- f. Subcontractors that have proceeded with work in the field without proper authorization are running a potential risk that the costs will be rejected. All Subcontractors are urged to ensure that a signed "Price and Proceed" CE or executed CO is received from the Construction Manager PRIOR TO THE START OF THE WORK for directives that have cost impacts.
- g. Cost proposals submitted by Subcontractors that represent change work that has been completed in the field without proper authorizations are to be considered CLAIMS under the Subcontractor Agreement and will be processed accordingly.
- h. Cost proposals submitted by Subcontractors that represent changes due to submittal mark-ups, where the work has proceeded without proper authorizations are to be considered CLAIMS under the Subcontractor Agreement and will be processed accordingly.

38. SIGNOFF OF EXTRA WORK TICKETS

- a. Directed additional work under a contract allowance or CE directives where the T&M Method is agreed are the only two conditions where Subcontractors should present daily work tickets to the Construction Manager's Field Superintendent for signature.

- b. Extra work tickets must have the following information: ticket number, CE number (given to Subcontractor by Construction Manager), date work performed, names and positions of employees, hours worked, overtime hours identified, type of work, areas, and referenced Bulletin number.
- c. Construction Manager's Field Superintendent's signature on a work ticket verifies time and material only. Costs are still subject to review. Signatures on work tickets by Construction Manager are mandatory to substantiate CE work performed on T&M and to verify contract allowance work.
- d. Work tickets not signed by the Construction Manager will NOT be accepted to substantiate compensation.

39. SCHEDULE OF VALUES

- a. Subcontractors are required to submit a detailed Schedule of Values as outlined in the Subcontract Agreement for approval by the Construction Manager. The Schedule of Values must be broken down into the following categories to enable an expeditious assessment of completion:
 - i. Work areas and floor level
 - ii. Material, equipment and labor
 - iii. Self performed work and subcontracted work (list out each subcontractor)
 - iv. Submittal / shop drawing phase (min. value of 1% of total contract)
 - v. Safety & Daily clean-up (min. value of 1% of total contract)
 - vi. Closeout phase (min. value of 1% of total contract)
 - vii. Approved change orders (list by number – only approved CO's will be allowed)
 - viii. Contract allowances (list by number)
 - ix. OH&P
- b. Payments for Submittals / shop drawing phase will be approved upon completion and final approval of these items. Monthly payments for Safety and Daily clean-up will be made provided the Subcontractor has been compliant for these items during the month.

40. BILLING PROCEDURE

- a. Monthly billing for payment is outlined in the Subcontract Agreement. The following outlines the project specific billing procedure.
- b. Subcontractors are required to follow the Billing Schedule as issued in this Procedure Manual.
- c. For the first billing, Subcontractors must submit AIA G703 Schedule of Values breakdown for pre-approval as outlined in the Subcontract Agreement.
- d. All pencil copies must be on the G703 and AIA G702CMa edition formats. Email the pencil copies on or before the Pencil Draft Due Date on the Billing Schedule to:

Doug Mills, doug.mills@bovislendlease.com

- e. Following the "Pencil Review Meeting" date on the billing schedule, Subcontractor will be contacted by Construction Manager of any markups of changes to the pencil copy.
- f. On or before the "Final 4 Copies Due" date, the final revised billing documents must be submitted to the following address via overnight delivery:

Bovis Lend Lease
Attn: Doug Mills
1 N. Wacker Drive
Suite 850
Chicago, IL 60606

- g. The following final documents in their entirety must be submitted to constitute a completed package (if package is not complete or does not incorporate changes, billing will not get submitted for that month):
 - i. Four (4) copies of G702CMa and G703, notarized and signed.
 - ii. Four (4) copies of original Partial Waivers if Lien, notarized and signed, covering the pay period.
 - iii. Four (4) copies of 2nd and 3rd tier Partial Waivers of Lien, notarized and signed, covering the previous pay period.
 - iv. One (1) copy of certified payroll. This must cover the billing period. This is an ILLINOIS STATE LAW REQUIREMENT.

41. CLOSEOUT PROCEDURE

- a. At 50% completion of the project, all Subcontractors will participate in a Closeout Kick-off meeting hosted by the Construction Manager. At this meeting, a detailed procedure of the closeout process will be presented including O&M manuals, attic stock, training, final change orders, punchlist procedure, substantial and final completion.

42. OCCUPANCY INSPECTION PROCEDURE

- a. Occupancy inspections by the authorities having jurisdiction are identified on the Construction Schedule. Each Subcontractor is required to provide written confirmation of intended completion to the Construction Manager for specific inspection dates.
- b. Subcontractors must provide appropriate personnel with fire alarm or smoke detection devices to demonstrate readiness of systems at appropriate occupancy inspection dates.

43. Project Labor Agreement

- a. Trade Contractor understands that a project specific Project Labor Agreement is in place for this project with local trade unions and that compliance with this agreement for labor provided in this scope of work is included.

Construction Milestone Dates

<u>Activity</u>	<u>Commencement Date</u>
1. Subgrade Demolition	Jan 2011
2. Caissons	Apr 2011
3. Foundations and Substructure	Aug 2011
4. Steel Superstructure	Sep 2011
5. Elevator System	Nov 2011
6. Enclosure Systems	Mar 2012
7. Interior Finishes	Jan 2012
8. Substantial Completion	Jul 2013
9. School Opening	Sep 2013

-END OF DOCUMENT-