

Solicitation 945997.01

UCLA Dentistry 73006-52 Oral Cancer Research Center

State of California

Bid 945997.01
UCLA Dentistry 73006-52 Oral Cancer Research Center

Bid Number 945997.01
Bid Title UCLA Dentistry 73006-52 Oral Cancer Research Center

Bid Start Date Sep 24, 2009 3:48:16 PM PDT
Bid End Date Oct 8, 2009 2:00:00 PM PDT
Question & Answer End Date Oct 7, 2009 4:30:00 PM PDT

Bid Contact Carol Esser
cesser@capnet.ucla.edu

Standard Disclaimer The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk.

The information published and/or responded to on these websites is public information. Confidential questions/issues/concerns should be directed to the contact on the ad.

Description

UCLA requests a written response to this Request for Qualifications (RFQ) for the purpose of selecting an Executive Architect for the DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER (UCLA Project #945997.01). The project in the School of Dentistry (SOD) is a result of funds made available by the American Recovery and Reinvestment Act of 2009. The project will consolidate and expand the school's ongoing translational research in the biology, detection and treatment of oral cancer.

The project is anticipated to involve design and construction of a renovation of approximately 6,660 square feet on the seventh floor of the existing UCLA School of Dentistry Building. Existing outmoded laboratories within the dental school building in UCLA's Center for the Health Sciences will be demolished to construct a new facility comprising a large, open wet laboratory, a central core support facility and a conference room. The new lab will include chemical fume hoods, tissue-culture support and a dark room and will be specifically designed for state-of-the-art genomics and proteomics research. The project is anticipated to have an estimated construction cost of approximately \$3,000,000 including demolition and fixed equipment.

The complete request for qualifications (RFQ) packet will be available at www.capital.ucla.edu/rfq.html starting, Thursday, September 24, 2009. Responses to the RFQ are due by 2:00 PM Thursday, October 8, 2009. A short list will be determined by a screening committee; further steps in the selection process will be at the discretion of the selection committee.

Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities with the University.

Jeffrey Averill, AIA, Campus Architect
UCLA Capital Programs
1060 Veteran Avenue, 1st Floor
Los Angeles, CA 90095-1365
Att: Carol Esser (tel. 310-206-3128, fax 310-206-8392)

REQUEST FOR QUALIFICATIONS
FOR
Executive Architect
for the
UCLA DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER
Project No. 945997.01

UNIVERSITY OF CALIFORNIA, LOS ANGELES

September 2009

UCLA Request for Qualifications
 DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER
 Project Number 945997.01
 September 2009

Contents

- I. Advertisement for Executive Architect**
- II. Project Information**
 - A. Project Description**
 - B. Project Requirements**
 - C. Code Requirements**
 - D. Agreement and Contract Requirements**
- III. Responding to this Request for Qualifications**
 - A. Format**
 - B. Copies**
 - C. Response Items**
 - D. Selection Schedule**
 - E. Selection of Executive Architect**
 - F. Delivering RFQ Responses to Capital Programs**

ATTACHMENT A SELECTION CRITERIA

ATTACHMENT B STATEMENT OF QUALIFICATIONS (3 pages)

ATTACHMENT C PROJECT REPORT ON EQUAL OPPORTUNITY IN
 THE SELECTION OF DESIGN PROFESSIONALS (for information only)

ATTACHMENT D UNIVERSITY OF CALIFORNIA, LOS ANGELES BUSINESS
 INFORMATION FORM (3 pages)

ATTACHMENT E UNIVERSITY STANDARD FORM OF EXECUTIVE DESIGN PROFESSIONAL
 AGREEMENT (EDPA) with GENERAL CONDITIONS

ATTACHMENT F GENERAL CONDITIONS AND SUPPLEMENTARY CONDITIONS

ATTACHMENT G EXECUTIVE DESIGN PROFESSIONAL / FEE GUIDELINE

ATTACHMENT H SITE MAP

ATTACHMENT I CAPITAL PROGRAMS BUILDING LOCATION MAP

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

I. ADVERTISEMENT FOR EXECUTIVE ARCHITECT

UCLA requests a written response to this Request for Qualifications (RFQ) for the purpose of selecting an Executive Architect for the DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER (UCLA Project #945997.01). The project in the School of Dentistry (SOD) is a result of funds made available by the American Recovery and Reinvestment Act of 2009. The project will consolidate and expand the school's ongoing translational research in the biology, detection and treatment of oral cancer.

The project is anticipated to involve design and construction of a renovation of approximately 6,660 square feet on the seventh floor of the existing UCLA School of Dentistry Building. Existing outmoded laboratories within the dental school building in UCLA's Center for the Health Sciences will be demolished to construct a new facility comprising a large, open wet laboratory, a central core support facility and a conference room. The new lab will include chemical fume hoods, tissue-culture support and a dark room and will be specifically designed for state-of-the-art genomics and proteomics research. The project is anticipated to have an estimated construction cost of approximately \$3,000,000 including demolition and fixed equipment.

The complete request for qualifications (RFQ) packet will be available at www.capital.ucla.edu/rfq.html starting, **Thursday, September 24, 2009**. Responses to the RFQ are due by **2:00 PM Thursday, October 8, 2009**. A short list will be determined by a screening committee; further steps in the selection process will be at the discretion of the selection committee.

Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity, and national origin have equal access to contracts and other business opportunities with the University.

Jeffrey Averill, AIA, Campus Architect
UCLA Capital Programs
1060 Veteran Avenue, 1st Floor
Los Angeles, CA 90095-1365
Att: Carol Esser (tel. 310-206-3128, fax 310-206-8392)

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

II. Project Information**A. Project Description**

This project is proposed by the School of Dentistry (SOD). The project would renovate 5,092 asf of research space on the seventh floor of the SOD Building in the Center for the Health Sciences to construct the Oral Cancer Research Center. The SOD Building, built in 1966, is a 123,015 asf (204,369 gsf) structure comprising a nine-story tower and a five-story clinic wing.

The proposed project would construct one large open wet laboratory and a central core support facility designed to support state-of-the-art genomics and proteomics research. The core support facilities would include alcoves for chemical fume hoods, tissue culture support, a dark room, and equipment rooms. Space would also be constructed to accommodate Resident Principal Investigators, a research conference room, and break room. Preliminary plans and equipment list of the space have already been prepared as part of the grant application. These will serve as the basis for the design work.

The work would include demolition of improvements in the way of the proposed work; installation of room partitions, ceilings, lighting and mechanical, electrical and plumbing improvements to support the program; fire/life safety upgrades as required by code; installation of signage; and provision of finishes. The work would include the installation of fixed equipment, including casework, sinks, fume hoods, isotope hoods, bio-safety cabinets, dark room equipment, and safety showers to support the laboratory and a flat screen monitor in the conference room. The project is anticipated to have an estimated construction cost of approximately \$3,000,000 including demolition and fixed equipment.

Hazardous materials abatement would be performed, if necessary, prior to the commencement of construction.

Since the funding source for the project is the American Recovery and Reinvestment Act of 2009, there will be certain reporting obligations required by the grant. The architect may need to provide some information/data during the course of the project.

This project will comply with the University of California *Policy on Sustainable Practices*. As required by this policy, the project will adopt the principles of energy efficiency and sustainability to the fullest extent possible, consistent with budgetary constraints and regulatory and programmatic requirements. Some of the sustainable features to be considered with respect to this project include energy efficient fixtures, low-emission finishes, recycled-content materials, and regional materials.

B. Project Requirements

The Executive Architect will serve as the architect-of-record and will manage and coordinate all design and construction document preparation tasks and construction administration responsibilities for this project. The Executive Architect will assist the University to secure Agency review approvals.

UCLA will, based on qualifications presented throughout this process, select the firm best able to serve as Executive Architect for this proposed project.

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

C. Code Requirements

The design and construction of University of California, Los Angeles building projects are required to conform to applicable federal and state building codes and standards, including the California Code of Regulations and the Americans with Disabilities Act. The University is generally not subject to the building codes of local jurisdictions; however, the design and construction of utility connections and fire/life safety systems may require coordination with such jurisdictions. Refer to the Supplemental Requirements for the Executive Design Professional Agreement (Attachment E) for additional requirements. Construction documents must be reviewed and approved by Office of the State Fire Marshal.

D. Agreement and Contract Requirements

All architectural design services to be provided by the Executive Architect shall be in accordance with the following standard University Agreement and Contract documents, which have been approved by the Office of General Counsel to The Regents:

1. Documents:

Attachment E University Standard Form of Executive Design Professional Agreement (Between The Regents of the University of California and the Design Professional)-Version B with Exhibit C Supplemental Requirements

Attachment F General Conditions and Supplementary Conditions (of the Construction contract).

2. The Executive Architect shall obtain and maintain the following insurance coverage: Comprehensive-Form or Commercial-Form General Liability Insurance, Business Automobile Liability Insurance, Professional Liability Insurance, and Workers' Compensation. If the Executive Architect does not currently have coverage in accordance with University requirements, evidence shall be submitted indicating that such coverage will be in effect prior to execution of the Executive Design Professional Agreement.

Insurance limits required per the following table:

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

Capital Programs Insurance Limits for Design Services (Architect/Engineer)

General Liability	
Each Occurrence – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
Products – Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Business Auto Liability – Each Accident – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
Workers Comp & Employers Liability	As required by Federal & State of Calif. Law
Professional Liability for Pre-Design work	Work done under PSA
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Professional Liability for project	Work done under EDPA
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

3. The Executive Architect shall show evidence of a company Equal Opportunity Employment policy, and of company compliance with applicable federal law pertaining to Equal Opportunity Employment.

III. Responding to this Request for Qualifications

Please comply with the following requirements in preparing responses to this RFQ; *responsiveness to these instructions will be considered an indication of the responsiveness of the prospective consultant:*

A. Format

All submittal materials should be in 8 ½” x 11” format, preferably in portrait orientation, bound in a ring binder or spiral- or comb-bound booklet.

Tabbed dividers should separate and identify the response items described below in section *III.C*, numbered or titled as indicated.

Submittals should be limited to the sections and items identified in *III.C* below. Although they are **not encouraged**, any additional materials submitted at the discretion of the submitting firm, such as standard brochures, team resumes, etc. **must be bound separately** from the main submittal, and marked clearly. Failure to comply with this requirement may result in disqualification of the entire submittal.

B. COPIES:

Provide five (5) copies of the bound submittal.

C. RESPONSE ITEMS

The qualifications submittal should contain the following items:

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

Cover: Include the study name, (**UCLA DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER Project No. 945997.01**), date, (**September, 2009**), identify that the submittal is a statement of qualifications, and identify the firm submitting the response (with contact information provided either on the cover, or letter of interest, or both).

Letter of Interest: Provide a brief letter expressing the prospective Executive Architect's interest in the project and appropriate qualifications. The letter of interest should be bound into the proposal, not loose. The letter of interest, cover, or both should provide contact information for the firm, including a contact email address.

Table of Contents: in front of the first tab, following the letter of interest.

[Tab 1] Statement of Qualifications (SOQ) form (Attachment B)

Complete and submit a Statement of Qualifications (SOQ) form (Attachment B). All listed projects should have been undertaken within the last ten (10) years.

[Tab 2] Relevant Experience (maximum 16 single-sided pages, or equivalent, total)

Include project descriptions and illustrations of the five projects listed in Attachment B, along with other relevant projects at your discretion, but not more than 16 single-sided pages (or eight double-sided pages) total. *Label clearly the location and dates of the work presented; identify clearly the firms and/or personnel responsible in each case, and their relationships to the team for this project.* Standard "cut sheets" may not fully satisfy this requirement.

[Tab 3] Applicant's Consultants' Qualifications

Identify key staff that will work on the project, and describe their roles. Include *brief* descriptions (one paragraph or a *short* list of bullet points) of their relevant qualifications and background. If any subconsultants are proposed as part of the team, identify them (team members as well as firms), and include an organization chart. Concise presentation of this material is strongly encouraged.

The University anticipates that the proposed project will require the Executive Architect to provide the services of external consultants, or professional expertise from its own staff, in at least the following disciplines:

- Laboratory Consultant
- Mechanical, Electrical & Plumbing Engineering
- Specification Writing
- Cost Estimating

Identify each proposed consultant by company name and discipline. Indicate address, telephone number and contact person for each consultant. Provide a resume for each proposed consulting firm. SOQ forms do not need to be submitted for consultants in this initially qualifications submittal. The University reserves the right to approve or reject all external consultants, or internal staff performing consulting services, proposed by the Executive Architect during or after the Executive Architect selection process.

[Tab 4] UCLA Design Professional Business Information Form (Attachment D)

Complete and sign the Design Professional Business Information Form (Attachment D), including the Self-Certification statement on the second page. The third page should not be submitted.

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

D. SELECTION SCHEDULE

In accordance with established UCLA procedures, a screening committee will review all submittals in response to the RFQ and determine a short list of firms to refer to the selection committee. The selection committee will determine further selection procedures, which may include interviews at a time to be determined. The anticipated selection process schedule is as follows:

- **Thursday, September 24, 2009:** The complete request for qualifications (RFQ) packet will be available at www.capital.ucla.edu/rfq.html and www.eprocure.dgs.ca.gov.
- **2:00 p.m., Thursday, October 8, 2009:** RFQ submittals due at UCLA Capital Programs. Hand delivery is encouraged to ensure prompt receipt of submittals; do not use U.S. Mail.
- **Week of October 12, 2009 (anticipated):** A screening committee will review these responses and recommend a limited number of firms to the selection committee for further consideration, in accordance with University of California procedures.

E. SELECTION OF EXECUTIVE ARCHITECT

The criteria for UCLA review of the submitted proposals and selection of the Executive Architect are provided in the Selection Criteria (Attachment A).

UCLA will enter into negotiations of the Executive Design Professional Agreement with the selected Executive Architect for the project. Fees for basic services are intended to be based on the UC fee guidelines (Attachment G). Pending successful negotiations, UCLA intends to complete the EDPA with the Executive Architect. If negotiations are not successful, UCLA reserves the right to negotiate with other interviewed applicants. Prior to execution of the Executive Design Professional Agreement, the selected firm shall assist UCLA in completing the Project Report on Equal Opportunity in the Selection of Design Professionals (Attachment C), and submit a Certificate of Insurance confirming that the coverage required by UCLA has been obtained.

F. DELIVERING RFQ RESPONSES TO UCLA CAPITAL PROGRAMS

To be considered for this study, five (5) copies of the bound RFQ submittal documents outlined above in section III. C must be received at the address below no later than **2:00 p.m. on Thursday, October 8, 2009**. Do not send by U. S. Mail.

Jeffrey Averill, AIA
Campus Architect
UCLA Capital Programs
1060 Veteran Avenue, 1st Floor
Los Angeles, CA 90095-1365
Attention: Carol Esser (310-206-3128)

All material submitted becomes the property of UCLA and will not be returned to submitting firm.

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

SELECTION CRITERIA (ATTACHMENT A)

Note: Not all items below will be weighted the same by the Screening and Selection Committees.

1. **Relevant Project Experience.** Applicant's demonstration of adequate and meaningful experience with projects of similar/comparable type and scope. Preference may be given to applicants with University of California, and/or other university work, and whose relevant project experience is with the same project team submitted for the proposed project.
2. **Design Ability.** Applicant's demonstrated commitment to design excellence and ability to achieve high-quality functional, technical, aesthetic, and economic design for similar/comparable projects. Evaluation of prospective EDP teams will include experience in and understanding of sustainable design practices.
2. **Affordability.** Applicant's demonstrated success in producing well-designed and affordable buildings. Provide examples of experience with this construction type.
3. **Responsiveness to Project Requirements.** Applicant's demonstrated success in completing similar/comparable building projects consistent with program, budget, schedule and technical requirements. Evaluation of prospective EDP teams will include consideration of responsiveness to project requirements and clients on previous projects, and the quality of the relationships maintained throughout these projects. Attentiveness to and compliance with RFQ instructions, interview requirements, and other aspects of the selection process will be taken as an indication of responsiveness.
4. **Project Team Members' Qualifications.** Applicant's demonstration of relevant project experience, availability and capability of proposed key staff members.
5. **Consultants' Qualifications.** Demonstration of relevant project experience and capability of applicant's consultants.
6. **Management and Document Production Capability:** Applicant's demonstrated success in providing comprehensive project management services and project team coordination, producing construction documents of superior quality, and providing prompt and effective construction phase services.
7. **Client Responsiveness.** Applicant's demonstrated success in establishing effective working relationships with client capital projects administrative and technical staff, user representatives, client consultants, construction managers and contractors.
8. **Proximity to Project.** Proximity of the applicant's office to UCLA, or demonstrated ability to provide high-quality Executive Architect services from a non-local office.
9. **Equal Opportunity Employment.** Applicant's demonstration of a company Equal Opportunity Employment policy and compliance with applicable federal law pertaining to Equal Opportunity Employment. The University follows a policy of equal opportunity in University business contracting.

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

STATEMENT OF QUALIFICATIONS (ATTACHMENT B)

1. Firm Name: _____

2. Business Address: _____

3. Year Firm Established: _____ Telephone: _____

Fax: _____ Email: _____

4. Type of Organization (Check one):

a. Sole Proprietorship () b. Partnership () c. Corporation () d. Joint Venture ()

5. Principals (P) and Associates (A) (Check "P" or "A" for each) who would work on this project:

	NAME	P	A	DEGREE OR CERTIFICATE	INSTITUTION
a.					
b.					
c.					
d.					
e.					
f.					
g.					

6. Current number and past five-year average number of staff employed in applicant's office where key staff for the proposed project(s) are located.

		Current	5-year
a.	Principal Architects	_____	_____
b.	Staff Architects	_____	_____
c.	Other Professional Staff	_____	_____
d.	Technical support	_____	_____
f.	Clerical	_____	_____
g.	Administrative	_____	_____

7. List five (5) completed projects that demonstrate the firm's experience with projects similar to the proposed project. List in order of relevance to the proposed project.

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

PROJECT	OWNER & CONTACT	YEAR	CONSTR. COST
i.			
ii.			
iii.			
iv.			
v.			

8. References:

- a. _____
- b. _____
- c. _____

9. Where does your firm normally look for information about proposed University projects?

By (name and signature): _____ Date: _____

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

PRIVACY NOTIFICATION

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply information about themselves.

The principal purpose for requesting the information on this form is for use in the selection process for design professionals commissioned by the university. University policy authorizes maintenance of this information.

Furnishing all information requested on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form will be used by University of California, Los Angeles in the consideration of commissions to design professionals.

Individuals have the right to access this record as it pertains to themselves.

The official responsible for maintaining the information contained on this form is:

Kip Baker, Contracts Administrator
UCLA Capital Programs, Contracts Administration
1060 Veteran Avenue
Box 951365
Los Angeles, CA 90095-1365

UCLA Request for Qualifications

DENTISTRY 73006-52 ORAL CANCER RESEARCH CENTER

Project Number 945997.01

September 2009

PROJECT REPORT ON EQUAL OPPORTUNITY IN THE SELECTION OF DESIGN PROFESSIONALS
 (ATTACHMENT C) For information only

The Facility must complete this form for each design agreement executed for reporting purposes. Maintain these reports in a separate file at the Facility.

1. Campus/facility_____ Date_____
2. Project Name/Number_____
3. Date of execution of Agreement_____
4. Major____ Minor____ Capital Improvement Project____ Maintenance Project_____
5. Estimated Total \$ amount of construction of project_____
6. Estimated total \$ amount of design professional fees of project_____
7. Design professional selected_____
Address_____
8. The selected design professional is a SBE____, DBE____, WBE____, DVBE____
None of the above_____
9. Attached Self-Certification Design Professional form for a firm self-certifying as SBE, DBE, WBE, or DVBE.
10. Date:_____

 Name of Responsible Administrator
 submitting report

 Title of Responsible Administrator
 submitting report

Selection committee:
 Names of Members

Total Number of Members_____
 Job Titles

- a. _____
 b. _____
 c. _____
 d. _____

If "None of the above" is checked for Item 8, list the SBE, DBE, WBE, and DVBE outreach activities for this project

Date:_____

 Name of Responsible Administrator
 submitting report

 Title of Responsible Administrator
 submitting report



UNIVERSITY OF CALIFORNIA, LOS ANGELES



DESIGN PROFESSIONAL ONLY- Attachment D

TO BE COMPLETED BY ALL FIRMS OR INDIVIDUALS PROPOSING TO DO BUSINESS WITH THE UNIVERSITY OF CALIFORNIA, LOS ANGELES

COMPANY NAME:			CONTACT PERSON: (Indicate Ms., Mr., etc.)		
DBA (IF APPLICABLE):					
STREET ADDRESS:					
MAILING ADDRESS (if different from street address):					
TELEPHONE NO.:		TOLL FREE NO.:		FAX NO.:	
E-MAIL:			TAX IDENTIFICATION NUMBER:		
Are any of the owners or owners' relatives currently employed by the University of California? ☐ Yes ☐ No (If yes, please provide details on attached sheet)					
PRINCIPALS (P) & ASSOCIATES (A)					
Name		P	A	Degree or Certificate	
Indicate dollar range of projects in which your firm would be interested CHECK ALL THAT APPLY.					
☐ UP \$250,000		☐ \$250,000-\$1,000,000		☐ \$1,000,000-\$5,000,000	
☐ Over \$5,000,000					
AREAS OF EXPERTISE: _____					
REGISTRATION NO: _____					
OWNERSHIP OF BUSINESS (Check One): ☐ Corporation ☐ Partnership ☐ Individual/Sole Proprietorship Year Established: _____					
OWNERSHIP STATUS CATEGORIES: (Place an "X" in the boxes that best describes your firm's ownership)					

Type of Business		Asian/Indian Asian/Pacific American	Black African American	Hispanic American	Native American Indian	White Caucasian American	Other	Disab le Veteran	Socially & Economically Disadvantaged
LARGE BUSINES S	Woman Owned								
	Male Owned								
SMALL BUSINES S	Woman Owned								
	Male Owned								

PLEASE RETURN THIS PROFILE TO UNIVERSITY OF CALIFORNIA, LOS ANGELES, CAPITAL PROGRAMS, CONTRACT ADMINISTRATION, 1060 VETERAN AVENUE, LOS ANGELES, CA 90095-1395. IF YOU HAVE ANY QUESTIONS, CALL CONTRACT ADMINISTRATION AT (310) 825-4151

Signature

Title

Date



SELF-CERTIFICATION



Check the Business Categories that Apply:

- ☐ **LARGE BUSINESS ENTERPRISE (LBE):** A firm whose AVERAGE GROSS RECEIPTS, taken for the last three fiscal years (total revenue compiled over the three-year period divided by 3), EXCEED \$2,500,000 PER YEAR.
- ☐ **SMALL BUSINESS ENTERPRISE (SBE):** A business whose AVERAGE GROSS RECEIPTS, taken for the last three fiscal years (total revenue compiled over the three- year period divided by 3), DO NOT EXCEED \$2,500,000 PER YEAR.
- ☐ **DISADVANTAGED BUSINESS ENTERPRISE (DBE):** A business concern which is at least 51% owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more such individuals. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free private enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. Business owners who certify that they are members of named groups (**Asian-Indian Americans, Asian-Pacific Americans, Black Americans, Hispanic Americans, Native Americans**) are to be considered socially and economically disadvantaged.
- ☐ **WOMEN-OWNED BUSINESS ENTERPRISE (WBE):** A business that is at least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.
- ☐ **DISABLED VETERAN BUSINESS ENTERPRISE (DVBE):** A business that is at least 51% owned by one or more disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more such individuals. A Disabled Veteran is a veteran of the military, naval, or air service of the United States with a service-connected disability who is a resident of the State of California. To qualify as a veteran with a service-connected disability, the person must be currently declared by the United States Veterans Administration to be 10% or more disabled as a result of service in the armed forces.

PRIVACY NOTIFICATIONS

STATE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University of California to provide the following information to individuals who are asked to supply information about themselves:

Furnishing all information requested on this form is mandatory; failure to provide all requested information will delay or may prevent evaluation of your firm's ability to do business with the University.

I hereby certify under penalty of perjury under the laws of the State of California that I have read this application and know the contents thereof, and that the business category and ethnicity indicated above reflect the true and correct status of the business in accordance with Federal Small Business Administration criteria and Federal Acquisition Regulations, FAR 19, pertaining to small, disadvantaged, woman, disabled veteran, small and disadvantaged, and small and woman-owned business enterprises. I understand that falsely certifying the status of this business, obstructing, impeding or otherwise inhibiting any University of California official who is attempting to verify the information on this form may result in suspension from participation in University of California business contracts for a period up to 5 years and the imposition of any civil penalties allowed by law. In addition, I understand that this business must notify the University of California in writing 30 days in advance of any changes in size, ownership, control, or operation which may affect this business's continued eligibility as a SBE, DBE, WBE, DVBE, SDBE, SWBE or SDVBE.

INFORMATION FURNISHED BY:
(Print or Type Name of Owner and/or Principal)

NAME OF BUSINESS:

NAME:

TITLE:

SIGNATURE:

DATE:

**RETAIN THESE LAST TWO PAGES FOR YOUR RECORDS****INSURANCE REQUIREMENTS FOR CONSULTANT FIRMS WORKING WITH THE UNIVERSITY OF CALIFORNIA**

The companies affording policies must have a Best rating of A- or better and a financial classification of VIII or better, or a rating by Standard & Poor of AA or better, or a Moody's rating of AA or better.

TYPES OF INSURANCE

- 1) **General Liability Insurance** (Comprehensive or Commercial Form): Shall provide \$1,000,000 coverage for each of the following: Each Occurrence, Products/Completed Operations Aggregate, Personal and Advertising Injury, and General Aggregate.
- 2) **Business Automobile Liability Insurance**: For owned, scheduled, nonowned, or hired automobiles, with a combined single limit of no less than \$1,000,000 per accident.
- 3) **Worker's Compensation**: As required by the State of California law.
- 4) **Professional Liability Insurance**: Required by Consultants who will be preparing design or construction documents. Amount of coverage required is determined by size of project. For pre-design study work done under a Professional Services Agreement (PSA), major capital projects require coverage of \$1,000,000 per claim and \$2,000,000 in the aggregate. For design work done under an Executive Design Professional Agreement (EDPA), major capital projects require coverage of \$1,000,000 per claim and \$2,000,000 in the aggregate. Insurance policy must include Contractual Liability Coverage or endorsements to the policy for Contractual Liability Coverage.

ADDITIONAL REQUIREMENTS

- 1) Insurance company must complete University's Certificate of Insurance form. This form provides that Consultant's insurance shall be the primary insurance as respects to the University and that any insurance or self-insurance maintained by the University shall be in excess of and non-contributory with Consultant's insurance.
- 2) Coverage may not be cancelled without ten (10) days advance written notice to University.
- 3) If insurance policies are cancelled for non-payment, University reserves the right to maintain policies in effect by continuing to make the policy payments; cost of so maintaining the policies will be assessed against Consultant.
- 4) The General Liability Insurance policy and the Business Automobile Liability Insurance policy must name The Regents of the University of California as an Additional Insured.
- 5) All insurance policies shall apply to the negligent acts or omissions of Consultant, its officers, agents, and employees, and to Consultant's legal responsibility for the negligent acts or omissions of its subconsultants and anyone directly or indirectly under the control, supervision, or employ of Consultant or subconsultants.

EXECUTIVE DESIGN PROFESSIONAL AGREEMENT**Between
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
And
THE DESIGN PROFESSIONAL**

This AGREEMENT is made on the _____ day of _____ in the year _____ between The Regents of the University of California, a California Corporation, hereinafter called "University" and TBD, hereinafter called "Design Professional."

The above named individual or firm shall be the Executive Architect or Engineer and shall comply with the licensing laws of the State of California regarding the practice of architecture or engineering in performing the services set forth in this Agreement for the following project:

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Project Name: EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP

Project Number: TBD

Project Order Number: TBD

PROJECT DESCRIPTION:

TBD

CONSTRUCTION BUDGET: \$TBD

TABLE OF CONTENTS

ARTICLE 1 GENERAL PROVISIONS

- 1.1 GENERAL REQUIREMENTS
- 1.2 DESIGN PROFESSIONAL STANDARD OF CARE
- 1.3 DEFINITIONS

ARTICLE 2 BASIC SERVICES

- 2.1 GENERAL
- 2.2 SCHEMATIC DESIGN PHASE
- 2.3 DESIGN DEVELOPMENT PHASE
- 2.4 CONSTRUCTION DOCUMENTS PHASE
- 2.5 BIDDING PHASE
- 2.6 CONSTRUCTION PHASE
- 2.7 INDEPENDENT SEISMIC/STRUCTURAL REVIEW
- 2.8 SCHEDULE

ARTICLE 3 ADDITIONAL SERVICES

ARTICLE 4 UNIVERSITY RIGHTS AND RESPONSIBILITIES

- 4.1 ADMINISTRATION
- 4.2 PROVISION OF INFORMATION, SURVEYS, REPORTS AND DATA

ARTICLE 5 COMPENSATION

- 5.1 COMPENSATION FOR BASIC SERVICES
- 5.2 COMPENSATION FOR ADDITIONAL SERVICES OR FOR EXTENSION OF CONTRACT TIME
- 5.3 REIMBURSABLE EXPENSES - NOT USED

ARTICLE 6 PAYMENTS

- 6.1 PAYMENTS FOR BASIC SERVICES
- 6.2 PAYMENTS FOR ADDITIONAL SERVICES

ARTICLE 7 DESIGN PROFESSIONAL'S RECORDS AND FILES

ARTICLE 8 OWNERSHIP AND USE OF DOCUMENTS

- 8.1 DRAWINGS, SPECIFICATIONS AND PRESENTATION MATERIALS
- 8.2 CONSTRUCTION DOCUMENTS
- 8.3 INDEMNIFICATION

ARTICLE 9 DISPUTES

- 9.1 NEGOTIATION
- 9.2 MEDIATION
- 9.3 ARBITRATION OR LITIGATION
- 9.4 PERSONAL INJURY, WRONGFUL DEATH OR PROPERTY DAMAGE

ARTICLE 10 INDEMNIFICATION AND INSURANCE

- 10.1 INDEMNIFICATION
- 10.2 INSURANCE REQUIREMENTS

ARTICLE 11 STATUTORY AND OTHER REQUIREMENTS

- 11.1 NONDISCRIMINATION
- 11.2 PREVAILING WAGE RATES
- 11.3 PAYROLL RECORDS
- 11.4 APPRENTICES
- 11.5 WORK DAY

ARTICLE 12 EXTENT OF AGREEMENT

- 12.1 AUTHORITY OF AGREEMENT
- 12.2 EXHIBITS
- 12.3 THIRD-PARTY BENEFICIARIES

ARTICLE 13 FEDERAL AND STATE GRANTS

ARTICLE 14 NOTICES

- 14.1 UNIVERSITY
- 14.2 DESIGN PROFESSIONAL

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles

Project No. TBD

ARTICLE 15 SUCCESSORS AND ASSIGNS

15.1 DESIGN PROFESSIONAL'S DEATH OR INCAPACITATION

ARTICLE 16 TERMINATION OF AGREEMENT

16.1 UNIVERSITY-INITIATED TERMINATION
16.2 DESIGN PROFESSIONAL-INITIATED TERMINATION
16.3 DOCUMENTS AND MATERIALS

ARTICLE 17 STATISTICAL REPORTING

END OF TABLE OF CONTENTS

SAMPLE

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

ARTICLE 1 GENERAL PROVISIONS

1.1 GENERAL REQUIREMENTS

1.1.1 This Agreement shall be governed by the laws of the State of California.

1.1.2 In the event of a conflict between the provisions of any exhibit to this Agreement and the Agreement, the provisions of this Agreement shall govern.

1.1.3 University's exercise of any of its rights or remedies prescribed in this Agreement shall not relieve Design Professional from responsibility for damages or other losses incurred or to be incurred by University as a result of Design Professional's breach of its obligation under this Agreement.

1.1.4 Time is of the essence for this Agreement.

1.1.5 Design Professional shall cooperate with University, its designees, and Contractor in furthering the interests of University.

1.1.6 Design Professional shall cooperate with other professionals University may employ for related work.

1.1.7 To the extent required by University, Design Professional shall consult with authorized employees, agents, and representatives of University relative to the design and construction of a Project.

1.1.8 Design Professional shall perform all services in compliance with applicable laws, codes, rules, regulations, ordinances, University policies, and Facility standards. University policies include without limitation those related to Seismic Safety and Sustainable Practices.

1.1.9 Services required by this Agreement include, at no additional cost to University, all services necessitated, in whole or in part, by errors and omissions of, or breach of this Agreement by, Design Professional, its subconsultants, or any person or entity working under Design Professional.

1.2 DESIGN PROFESSIONAL STANDARD OF CARE

1.2.1 Design Professional, its officers, agents, employees, subcontractors, consultants and any persons or entities for whom Design Professional is responsible shall provide all services pursuant to this Agreement in a manner consistent with the standard of care under California law applicable to those who specialize in providing such services for projects of the type, scope, and complexity of the Project (including its contracting mode).

1.3 DEFINITIONS

Unless defined differently herein, terms used in this Agreement shall have the same meaning as those used in University's Bidding Documents, General Conditions in the Exhibits.

1.3.1 *Agreement.* The term "Agreement" means this Agreement, Supplemental Requirements, Exhibits, Amendments, and all other documents identified in this Agreement which together form the agreement between University and the Design Professional for the Work. The Agreement constitutes the complete agreement between University and the Design Professional and supersedes any previous agreements or understandings.

1.3.2 *Architect (or Engineer) of Record.* The term "Architect of Record" or "Engineer of Record" shall mean the specific University-approved Design Professional named in this Agreement who is the Design Professional's designated principal or staff member in charge of providing all services required by this Agreement.

1.3.3 *As-builts (As-built Drawings and Specifications).* The term "As-builts" shall mean the marked-up version of the Contract Documents prepared by the construction Contractor to record as-built conditions, current changes, and selections made during construction.

1.3.4 *Bidding Documents.* The term "Bidding Documents" shall mean those documents prepared and furnished by University for the purpose of obtaining bids from contractors to construct the Project, including without limitation, the General Conditions and General Requirements attached in the Exhibits.

1.3.5 *Construction Budget.* The term "Construction Budget" shall mean University's written statement of funds available to pay for the cost of construction.

1.3.6 *Construction Documents.* The term "Construction Documents" shall mean the documents prepared and furnished by the Design Professional to be used for bidding the construction work for the Project.

1.3.7 *Contract Documents.* The term "Contract Documents" shall mean the Advertisement for Bids, Instructions to Bidders, Supplementary Instructions to Bidders, Bid Form, Agreement, General Conditions, Supplementary Conditions, Exhibits to the Construction Documents, Specifications, List of Drawings, Drawings, Addenda, Notice to Proceed, Change Orders, Notice of Completion and all other items identified as Contract Documents in the Construction Contract Agreement.

1.3.8 *Coordination.* The term "Coordination" shall mean that the documents shall be consistent and in conformance each part with all other parts.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

1.3.9 *Estimated Project Construction Cost.* The term "Estimated Project Construction Cost" shall mean the written estimate of the total Construction Cost of the Project at the various stages of the design process prepared by University.

1.3.10 *Facility.* The term "Facility" means the University of California, Los Angeles.

1.3.11 *Project.* The term "Project" means the project described on page 1 of this Agreement.

1.3.12 *Project Architect (or Engineer).* The term "Project Architect" or "Project Engineer" shall mean the specific University-approved Design Professional named in this Agreement who is the Design Professional's designated architect (or engineer) who is the first point of contact in providing all services required by this Agreement.

1.3.13 *Project Program.* The term "Project Program" shall mean a written statement in the Exhibits of University's design objectives, constraints, and criteria, including space requirements and relationships, flexibility and expendability, special equipment and systems, and Project site requirements.

1.3.14 *Project Schedule.* The term "Project Schedule" shall mean the schedule prepared by University showing project milestones, funding, design, design review, construction, and other deadlines applicable to the Project.

1.3.15 *Record Documents.* The term "Record Documents" shall mean those documents (including without limitation the updated version of the Construction Documents) prepared by the Design Professional incorporating Addenda, Change Orders and information from the As-builts and other data furnished by Contractor to Design Professional.

1.3.16 *University.* The term "University" shall mean the Regents of the University of California.

1.3.17 *University's Representative.* The term "University's Representative" shall mean the person or entity providing University's Representative services as indicated in the Contract Documents including, but not limited to, issuance of written communications with the Contractor.

1.3.18 *University's Designated Administrator.* The term "University's Designated Administrator" shall mean the individual acting as University's Designated Administrator pursuant to paragraph 4.1.1.

ARTICLE 2 BASIC SERVICES

Basic Services to be provided by Design Professional include the services described in this Article 2 and as further described in the Supplemental Requirements in the Exhibits.

2.1 GENERAL

2.1.1 The services of Design Professional shall be performed in accordance with the Agreement and the Supplemental Requirements in the Exhibits.

2.1.2 To the extent deemed necessary by Design Professional, Design Professional shall employ architects, mechanical, electrical, structural, and civil engineers licensed as such by the State of California, and such other consultants necessary for the provision of services under this Agreement. All consultants provided under basic services shall be paid by Design Professional. Design Professional shall submit, for approval by University, names of consultants for each professional element of service of the Project. University-approved consultants provided under basic service shall be as named below:

Consultant Name	Discipline
TBD	TBD

Nothing in the foregoing shall create any contractual relationship between University and any consultants employed by Design Professional under the terms of this Agreement. Design Professional is as responsible for the performance of its consultants as it would be if it had rendered these services itself.

2.1.3 Design Professional shall designate a principal or a staff member as the Project Architect or Project Engineer. So long as the Project Architect or Project Engineer performs in a manner acceptable to University, and remains in Design Professional's employ, the Project Architect or Project Engineer shall remain the first point of contact for all design and other services required under this Agreement, including attending design-related meetings for the Project, unless a substitution mutually acceptable to Design Professional and University is made. University-approved Project Architect or Project Engineer shall be the person named below:

TBD

Additionally, the University may require other individuals working for the Design Professional or its subconsultants to attend design-related meetings as requested by University.

2.1.4 Design Professional shall assist University in fulfilling the requirements of the authorities and funding agencies whose interests bear on the design, cost, and construction of the Project.

2.1.5 Design Professional shall abide by all regulations imposed by authorities having jurisdiction over the Project.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles**Project No. TBD**

2.1.6 Design Professional shall review site surveys; existing record documents; seismic data; mechanical, geotechnical, and other test reports; environmental documents, and any other documentation furnished by University. From an examination of the site and a review of available information, Design Professional shall determine whether such data are sufficient for purposes of design or whether additional data are needed and, if so, recommend the manner in which it be provided and needed services obtained. Design Professional may rely on the information provided by University but only to the extent such reliance shall be consistent with Design Professional's obligations under this Agreement.

2.1.7 Review, approval or acceptance of Design Professional's work whether by University or others and whether during Schematic Design Phase, Design Development Phase, Construction Documents Phase, Bidding Phase, Construction Phase, or otherwise, shall not relieve Design Professional from responsibility for errors and omissions in Design Professional's work.

2.1.8 Design Professional shall, at no cost to University, satisfactorily correct any and all errors, omissions, deficiencies, or conflicts in the Construction Documents prepared by Design Professional or Design Professional's consultants promptly upon discovery or notice. The obligations of Design Professional to correct defective or nonconforming Work shall not in any way limit any other obligations of Design Professional.

2.2 SCHEMATIC DESIGN PHASE

2.2.1 Upon University's written direction to proceed, Design Professional shall provide Schematic Design Phase services described herein and in the Supplemental Requirements in the Exhibits including, without limitation, Schematic Design Documents for approval by University.

2.3 DESIGN DEVELOPMENT PHASE

2.3.1 Upon University's written direction to proceed, Design Professional shall provide Design Development Phase services as described herein and in the Supplemental Requirements in the Exhibits and based on Schematic Design documents approved in writing by University and any written adjustments in the scope or quality of the Project or in the Construction Budget including, without limitation, Design Development Documents for approval by University.

2.4 CONSTRUCTION DOCUMENTS PHASE

2.4.1 Upon University's written direction to proceed, Design Professional shall provide Construction Documents Phase services as described herein and in the Supplemental Requirements in the Exhibits and based on Design Development documents approved in writing by University and any written adjustments in the scope or quality of the Project or in the Construction Budget including, without limitation, Construction Documents for approval by University.

2.4.2 The Drawings and Specifications shall be consistent with the University's General Conditions in the Exhibits and the Division 1 tailored for the Project including but not limited to any Facility requirements.

2.5 BIDDING PHASE

2.5.1 Upon University's written direction to proceed, Design Professional shall provide Bidding Phase services as described herein and in the Supplemental Requirements in the Exhibits.

2.5.2 If the lowest responsive total bid price received exceeds the Construction Budget by more than 10%, University may, at its discretion, (1) authorize rebidding of the Project within a reasonable period of time; or (2) require Design Professional, at Design Professional's expense, to modify the Project design and the Construction Documents in order to reduce the Estimated Project Construction Cost to a level that falls within the Construction Budget. Modifications proposed by Design Professional shall require University approval prior to incorporation into the revised documents.

2.6 CONSTRUCTION PHASE

2.6.1 Upon University's written direction to proceed, Design Professional shall provide Construction Phase services as described herein and in the Supplemental Requirements in the Exhibits.

2.6.2 The Construction Phase will commence on the date the Agreement between University and Contractor is signed by University and will terminate upon University's receipt and approval of Design Professional's Record Documents as described in the Supplemental Requirements in the Exhibits.

2.6.3 Except as otherwise provided in the Contract Documents or as directed by University, all written communications with Contractor shall be sent and received by University's Representative.

2.6.4 Design Professional shall render design interpretations of, and design decisions regarding, the Contract Documents that are necessary for the proper execution or progress of the Work including provision of clarifications and interpretations of the Contract Documents that are consistent with the intent of the documents but which do not involve a change in the scope of the Work. Such clarifications and interpretations shall not involve an adjustment of the Contract Sum or an extension of the Contract Time.

2.6.5 Design Professional shall not be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Work, unless Design Professional specifies, directs, recommends or approves such means, methods, techniques, sequences, procedures, or safety precautions/programs.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD**University of California, Los Angeles****Project No. TBD**

2.6.6 Design Professional shall prepare drawings and specifications needed to issue Field Orders and Change Orders as required by the Supplemental Requirements in the Exhibits.

2.6.7 Not Used.

2.6.8 Design Professional shall provide Record Documents as described herein and in the Supplemental Requirements in the Exhibits.

2.6.9 Not Used.

2.7 INDEPENDENT SEISMIC/STRUCTURAL REVIEW

2.7.1 This Project is subject to an independent seismic/structure review conducted by University and at University expense. Design Professional shall attend meetings as necessary to resolve all seismic issues. Design Professional shall present Drawings and other items as necessary to describe the Project design.

2.8 SCHEDULE

2.8.1 Design Professional acknowledges that all time limits stated in this Agreement are of the utmost importance to University. Design Professional shall meet the Project Schedule, which may be revised from time to time by mutual agreement, for completion of Design Professional's services.

2.8.2 Not Used.

2.8.3 The total time scheduled for full completion of Design Professional's services for each phase of the Project shall not exceed the durations listed below, unless mutually agreed upon in writing by Design Professional and University. The durations for University review period listed in the Project Schedule shall be computed from the date on which a clear, complete submittal is received by University. University's failure to meet its commitment to provide written requested information or to review within the stipulated time frames shall be cause for an adjustment in the Project Schedule. However, submittals received for review which are rejected, in writing, as not meeting the deliverables required by this Agreement and the attachments thereto, shall not be cause for adjustment of the Project Schedule, and any such delay caused by such rejected submittals shall be at the sole responsibility of Design Professional.

- .1 Schematic Design Phase: Complete within TBD weeks plus TBD weeks approval time.
- .2 Design Development Phase: Complete within TBD weeks, plus TBD weeks for approval time.
- .3 Construction Documents Phase: Complete within TBD weeks, plus TBD weeks for approval time.

ARTICLE 3 ADDITIONAL SERVICES

Unless required in Article 2 of this Agreement or in the Supplemental Requirements to be performed as part of Basic Services, the services described in this Agreement and the Supplemental Requirements are Additional Services. These Additional Services shall be paid for by University, as provided in this Agreement, in addition to the compensation for Basic Services. Design Professional shall provide Additional Services only when and as authorized in a written instrument signed by University. No Additional Services shall be compensable unless so authorized.

ARTICLE 4 UNIVERSITY RIGHTS AND RESPONSIBILITIES**4.1 ADMINISTRATION**

4.1.1 University shall designate, in writing, an Administrator who will act on behalf of University with respect to this Agreement. Design Professional shall accept directives only from University's Designated Administrator and not from other University employees or consultants. University may replace University's Designated Administrator at its sole option; if this replacement is made, University shall notify Design Professional in writing.

4.1.2 University shall designate, in writing, prior to bidding, a University's Representative.

4.2 PROVISION OF INFORMATION, SURVEYS, REPORTS AND DATA

4.2.1 University shall have the right to make changes to the Project Program. When such changes increase the duties of Design Professional beyond those reasonably and customarily provided in Basic Services, Design Professional shall be compensated in accordance with this Agreement.

4.2.2 University shall have the right to make reasonable changes to its Bidding Documents and Design Professional shall be bound by such changes. When such changes increase the duties of Design Professional, beyond those reasonably and customarily provided in Basic Services, Design Professional shall be compensated in accordance with this Agreement.

4.2.3 University shall furnish structural, mechanical, electrical, chemical, soils, and other tests, inspections, and reports as required by law or by the Contract Documents, which are not required to be furnished by Contractor under the Contract Documents.

4.2.4 University shall update the Project Schedule as dates and durations applicable to the Project such as funding deadlines, review periods, anticipated periods of Project suspension, and construction deadlines become known.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

4.2.5 If required for the performance of Design Professional's services, University shall furnish an accurate land survey of the Project site, giving, as applicable, grades and lines of streets, alleys, pavements, and adjoining property; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries, and contours of the site; locations, dimensions, and floor elevations pertaining to existing buildings, other improvements, and trees; and information in University's possession concerning available service and utility lines, both public and private.

4.2.6 University shall furnish geotechnical data when these data are reasonably deemed necessary by Design Professional, including test logs, soil classifications, soil bearing values, and other data necessary to define subsoil conditions.

4.2.7 The University shall have the right to require Design Professional and its subconsultants to participate in meetings and provide documents and data (in addition to those required by Basic Services) and to perform Additional Services, pursuant to this Agreement, whether or not such Additional Services are described in the Agreement or the Supplemental Requirements.

4.2.8 The services, information, surveys, reports, and Additional Services required by this Article 4 shall be furnished at University's expense.

ARTICLE 5 COMPENSATION

University will compensate Design Professional for the scope of services provided, in accordance with this Article 5 and with the other terms and conditions of this Agreement, as follows:

5.1 COMPENSATION FOR BASIC SERVICES

5.1.1 The fee for Basic Services shall be computed as follows:

For services rendered in accordance with this Agreement, the basis for compensation shall be a lump-sum fee in the amount of \$TBD, payable upon completion of each Project phase, after the review and approval by University, in accordance with the following schedule:

<u>Phase or Stage Completed</u>	<u>Portions of Total Fees to be Paid at Completion</u>
Schematic Design Phase.....	TBD%
Design Development Phase	No Increase
Construction Documents Phase	Increase to TBD%
Bidding Phase (Award of Construction Contract)	No Increase
Construction Completed	Increase to TBD%
Receipt of Design Professional's Record Documents	Increase to 100%

5.2 COMPENSATION FOR ADDITIONAL SERVICES OR FOR EXTENSION OF CONTRACT TIME

5.2.1 For the Additional Services of Design Professional, as described in Article 3, including the Additional Services of consultants, compensation shall be in accordance with the attached Design Professional Rate Schedule in the Exhibits.

5.2.2 If the Contract Time initially established in the Contract Documents at the time of award is exceeded or extended by a number of days in excess of TBD calendar days through the fault of University or Contractor and through no fault of Design Professional, compensation for any Basic Services provided during this extended period of the Construction Phase of the construction contract shall be adjusted to compensate Design Professional for any additional costs reasonably incurred by Design Professional as the result of such delay, provided University has approved such adjustments in advance. These extended Basic Services shall be approved, in writing, by University and shall not include Basic Services that would have been performed under this Agreement had the initial Contract Time not been substantially exceeded or extended.

5.2.3 If the Work of the Project is suspended or abandoned for more than TBD consecutive months, and such suspension was not scheduled at the beginning of the Project, as provided under subparagraph 4.2.4, Design Professional shall be compensated for all authorized services performed prior to the receipt of written notice from University of such suspension or abandonment, together with Reimbursable Expenses then due. If the Project is resumed after being suspended for more than TBD consecutive months, Design Professional's compensation shall be adjusted as mutually agreed to compensate Design Professional for any additional costs reasonably incurred as the result of the suspension.

5.3 REIMBURSABLE EXPENSES - NOT USED.

ARTICLE 6 PAYMENTS

6.1 PAYMENTS FOR BASIC SERVICES

6.1.1 Payments for Basic Services, as defined in Article 2, shall be made as stipulated in subparagraph 5.1.1.

6.2 PAYMENTS FOR ADDITIONAL SERVICES AND REIMBURSABLE EXPENSES

6.2.1 Payments for Design Professional's Additional Services, as defined in Article 3, shall be made at the completion of each phase as identified in Article 5 herein, after presentation of Design Professional's statement of services rendered and respective invoices.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD**University of California, Los Angeles****Project No. TBD**

6.2.2 Payments related to paragraph 5.2.2 shall be made monthly after presentation of Design Professional's statement of services rendered, or expenses incurred, with invoices, receipts and other justification thereof unless otherwise agreed by the parties thereto.

6.3 PAYMENT SUBMITTAL

6.3.1 Invoices against this Agreement shall be submitted to:

UCLA Capital Programs Accounting
1060 Veteran Avenue, Suite 330
Los Angeles, CA 90095-1365

ARTICLE 7 DESIGN PROFESSIONAL'S RECORDS AND FILES

7.1 Books and records relating to this Agreement shall be maintained in accordance with generally accepted accounting principles. University or University's authorized representative shall have access to, the right to audit and the right to copy pertinent parts of Design Professional's and Design Professional's consultants' books and records. Such records shall include but not be limited to accounting records (hard copy, as well as computer readable data); contracts; payroll records; subconsultant agreements; vendor agreements; purchase orders; leases; original estimates; estimating work sheets; correspondence; receipts; memoranda; and any other supporting evidence deemed necessary to substantiate charges under this Agreement. All such books and records shall be preserved for a period of at least 3 years from the date of Final Payment under this Agreement.

7.2 Design Professional and Design Professional's consultants shall make their files available for inspection and copying by University upon reasonable notice.

7.3 Design Professional shall include appropriate language in consultants' agreements to enforce the provision of paragraph 7.2.

ARTICLE 8 OWNERSHIP AND USE OF DOCUMENTS**8.1 DRAWINGS, SPECIFICATIONS, AND PRESENTATION MATERIALS**

8.1.1 Drawings and Specifications shall become the property of University, whether or not the Project for which they are made is executed. Design Professional shall be permitted to retain copies, including reproducible copies, of the Drawings and Specifications for information and reference except as provided in paragraph 8.2. Neither University nor Design Professional shall use the Drawings and Specifications as a whole or in substantial part on other projects, but either may reuse details of the Drawings for other projects.

8.1.2 All presentation drawings, slides, and models shall become and remain the property of University.

8.2 CONSTRUCTION DOCUMENTS

8.2.1 Design Professional, upon request, shall provide copies of the Construction Documents in the number required by University for bidding and construction purposes; the reproduction expense shall be borne by University. University reserves the right to select the type of document reproduction and to establish where the reproduction will be accomplished.

8.2.2 University may use the Construction Documents, without Design Professional's consent, in connection with the Project, including without limitation, future additions, expansions, renovations, alterations, connections, repairs, information, reference, use, or occupancy.

8.2.3 Except as provided in subparagraphs 8.2.1 and 8.2.2 University will not use the Construction Documents for another project without Design Professional's written consent.

8.3 INDEMNIFICATION

8.3.1 University will defend, indemnify and save harmless Design Professional, its officers, agents and employees from any costs or claims for damages arising from University's use, on other projects, of the Construction Documents, the Drawings and Specifications, or the designs depicted in them. As used in this Article 8, the "use, on other projects" does not include any of the uses specified in subparagraph 8.2.2.

8.3.2 Notwithstanding paragraph 8.3.1, University will not defend, indemnify or save harmless Design Professional, its officers, agents, or employees from any costs or claims asserted or imposed by any person or entity claiming that University's use of the Construction Documents, the Drawings and Specifications, or the designs depicted in them is contrary to or in violation of any copyright, patent, trade secret, trade name, trademark, or any proprietary, contractual or legal right pertaining to their use.

ARTICLE 9 DISPUTES**9.1 NEGOTIATION**

9.1.1 The parties will attempt in good faith to resolve any controversy or Claim arising out of or relating to this Agreement by negotiation.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

9.2 MEDIATION

9.2.1 Within 60 days, but no earlier than 30 days, following the earlier of (1) receipt of notice by the other party from the American Arbitration Association (AAA) of the disputing party's demand for arbitration or (2) receipt by the other party of the disputing party's notice of election to litigate, the parties shall submit the matter to non-binding mediation administered by the AAA under its construction industry mediation rules, unless waived by mutual stipulation of both parties.

9.3 ARBITRATION OR LITIGATION

Disputes arising from this Agreement between Design Professional and University which cannot be settled through negotiation or mediation shall be subject to arbitration or litigation as follows:

9.3.1 Arbitration with Contractor. If any claim arises under the Construction Contract Documents for the Project and is submitted to arbitration, and either Contractor or University claims that the acts or omissions of Design Professional are involved, in whole or in part, any claim by University against Design Professional arising out of or in connection therewith may be asserted, at the option of University, against Design Professional in the same arbitration proceeding which shall be conducted under the procedures specified in the General Conditions of the construction contract.

9.3.2 Litigation with Contractor. If any claim arises under the Construction Contract Documents for the Project and is submitted to litigation, and either Contractor or University claims that the acts or omissions of Design Professional are involved, in whole or in part, any claim by University against Design Professional arising out of or in connection therewith may be asserted, at the option of University, against Design Professional in the same litigation.

9.3.3 Arbitration without Contractor. Disputes arising from this Agreement between Design Professional and University which cannot be settled through negotiation or mediation, and which are not resolved by arbitration or litigation pursuant to subparagraphs 9.3.1 and 9.3.2 shall be subject to arbitration without Contractor conducted in accordance with the Construction Industry Arbitration Rules of the AAA then in effect. The following additional modifications shall be made to the aforesaid Rules of the AAA:

- .1 Civil discovery shall be permitted for the production of documents and taking of depositions. Other discovery may be permitted in the discretion of the arbitrator. All disputes regarding discovery shall be decided by the arbitrator.
- .2 University's Representative and/or University's consultants, shall if required by agreement with University, upon demand by University, join in and be bound by the arbitration.
- .3 Concurrent disputes subject to this subparagraph 9.3.3 shall be consolidated into a single arbitration unless the parties otherwise agree in writing.
- .4 No hearing shall be held prior to final completion of the Project unless University and Design Professional otherwise agree in writing.
- .5 The exclusive forum for determining arbitrability shall be the Superior Court of the State of California.
- .6 If total claims are less than \$50,000, AAA expedited procedures as modified by this Article 9 shall apply. If total claims are between \$50,000 and \$100,000 they shall be heard by a single arbitrator who shall be an attorney. If total claims are in excess of \$100,000 and are submitted to arbitration, the controversy shall be heard by a panel of 3 arbitrators, one of which shall be an attorney.
- .7 The AAA shall submit simultaneously to each party to the dispute an identical list of at least 10 names of persons chosen from the National Panel of Commercial Arbitrators, and each party to the dispute shall have 10 days from the date of receipt in which to cross off any names objected to, number the remaining names in order of preference and return the list to AAA. If the expedited procedures of the AAA are applicable, the AAA shall submit simultaneously to each party an identical list of 5 proposed arbitrators drawn from the National Panel of Commercial Arbitrators, and each party may strike 3 names from the list on a peremptory basis and return the list to AAA within 10 days from the date of receipt.

9.3.4 Unless University and Design Professional otherwise agree in writing, the arbitration decision shall be made under and in accordance with the laws of the State of California, supported by substantial evidence. If the total of all claims or cross claims submitted to arbitration is in excess of \$50,000, the award shall contain the basis for the decision, findings of fact, and conclusions of law.

9.3.5 Any arbitration award shall be subject to confirmation, verification or correction under the procedures and on the grounds specified in the California Code of Civil Procedure including without limitation Section 1296.

9.3.6 The expenses and fees of the arbitrators and the administrative fees of the AAA shall be divided among the parties equally. Each party shall pay its own counsel fees, witness fees, and other expenses incurred for its own benefit.

9.4 PERSONAL INJURY, WRONGFUL DEATH OR PROPERTY DAMAGE

9.4.1 Claims for personal injury, wrongful death, or property damage (other than property damage to University) shall not be subject to arbitration under Paragraph 9.3.3.

ARTICLE 10 INDEMNIFICATION AND INSURANCE

10.1 INDEMNIFICATION

10.1.1 Design Professional shall indemnify, defend, and hold harmless University, and its regents, officers, employees, agents, and representatives (collectively, "Indemnitee") against all liability, demands, claims, costs, damages, injury including death,

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

settlements, and expenses (including without limitation, interest and penalties) incurred by Indemnitee ("Losses") arising out of the performance of services or Design Professional's other obligations under this Agreement, but only in proportion to and to the extent such Losses are caused by or result from (1) the negligent acts or omissions of Design Professional, its officers, agents, employees, subcontractors, consultants or any person or entity for whom Design Professional is responsible (collectively, "Indemnitor"); (2) the breach by Indemnitor of any of the provisions of this Agreement; or (3) willful misconduct by Indemnitor.

10.1.2 The indemnification obligations under this Article 10, shall not be limited by any assertion or finding that (1) the person or entity indemnified is liable by reason of non-delegable duty, or (2) the Losses were caused in part by the negligence of, breach of contract by, or violation of law by Indemnitee. The obligation to defend shall arise regardless of any claim or assertion that Indemnitee caused or contributed to the Losses. Indemnitor's reasonable defense costs (including attorney and expert fees) incurred in providing a defense for Indemnitees shall be reimbursed by University except to the extent such defense costs arise, under principles of comparative fault, from Indemnitor's (a) negligent acts or omissions; (b) breach of any of the provisions of this Agreement; or (c) willful misconduct.

10.1.3 Design Professional shall indemnify, defend, and save harmless Indemnitee from and against all loss, cost, expense, royalties, claims for damages or liability, in law or in equity, including, without limitation, attorneys' fees, court costs and other litigation expenses that may at any time arise or be set up for any infringement (or alleged infringement) of any patent, copyright, trade secret, trade name, trademark or any other proprietary right of any person or entity in consequence of the use on the Project by Indemnitee of the design or construction documents (including any method, process, product, concept specified or depicted) supplied by Indemnitor in the performance of this Agreement.

10.1.4 Nothing in this Agreement, including the provisions of this Article 10 shall constitute a waiver or limitation of any rights which Indemnitee may have under applicable law, including without limitation, the right to implied indemnity.

10.2 INSURANCE REQUIREMENTS

Design Professional, at Design Professional's sole cost and expense, shall insure its activities in connection with this Agreement and shall obtain, keep in force, and maintain insurance as listed below. The coverages required under Paragraph 10.2 shall not in any way limit the liability of Design Professional.

10.2.1 Commercial-Form General Liability Insurance with coverage and minimum limits as follows:

.1	Each Occurrence	\$TBD
.2	Products Completed, Operations Aggregate	\$TBD
.3	Personal and Advertising Injury	\$TBD
.4	General Aggregate	\$TBD

10.2.2 Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles, with a combined single limit of no less than \$TBD per accident.

10.2.3 Professional Liability Insurance, with limits of \$TBD per claim and \$TBD in the aggregate. At the option of University and in its sole discretion, University may require Design Professional to purchase project specific professional liability insurance for the Project as a reimbursable cost with the minimum limits.

10.2.4 If the above insurance (subparagraphs 10.2.1-10.2.3) is written on a claims-made basis, it shall be maintained continuously for a period of no less than 3 years after the date of Final Completion. The insurance shall have a retroactive date of placement prior to or coinciding with the date services are first provided that are governed by the terms of this Agreement and shall include, without limitation coverage for professional services as called for in this Agreement. Insurance required by subparagraphs 10.2.1-10.2.3 shall be (i) issued by companies that have a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's).

10.2.5 Workers' Compensation as required by law in the state in which work is performed and Employer's Liability insurance with coverage and minimum limits as follows:

Each Employee	\$1,000,000.00
Each Accident	\$1,000,000.00
Policy Limit	\$1,000,000.00

Insurance required by this subparagraph 10.2.5 shall be issued by companies (i) that have a Best rating of B+ or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's); or (ii) that are acceptable to the University.

10.2.6 Design Professional, upon the execution of this Agreement, shall furnish University with Certificate of Insurance evidencing compliance with this Article 10, including the following requirements:

- .1 Design Professional shall have the insurance company complete University's form, Certificate of Insurance in the Exhibits. It alone constitutes evidence of insurance
- .2 Provide that coverage cannot be canceled without 10 days advance written notice to University.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles

Project No. TBD

- .3 If insurance policies are canceled for non-payment, University reserves the right to maintain policies in effect by continuing to make the policy payments and assessing the cost of so maintaining the policies against Design Professional.
- .4 The General Liability Insurance policy and the Business Automobile Liability Insurance policy shall name The Regents of the University of California as an Additional Insured. As respects Professional Liability include Contractual Liability Coverage or endorsements to the insurance policies for Contractual Liability Coverage.
- .5 All insurance policies shall apply to the negligent acts, or omissions of Design Professional, its officers, agents, employees, and for Design Professional's legal responsibility for the negligent acts or omissions of its consultants and anyone directly or indirectly under the control, supervision, or employ of Design Professional or Design Professional's consultants.

ARTICLE 11 STATUTORY AND OTHER REQUIREMENTS

11.1 NONDISCRIMINATION

11.1.1 In connection with the performance of Design Professional pursuant to this Agreement, Design Professional will not willfully discriminate against any employee or qualified applicant for employment because of race, color, religion, ancestry, national origin, sex, age, sexual orientation, physical disability, veteran's status, medical condition (as defined in Section 12926 of the California Government Code), marital status, or citizenship (within the limits imposed by law or by The Regents' policy) regardless of local custom, habit, or otherwise. Design Professional will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, ancestry, national origin, sex, age, sexual orientation, physical disability, veteran's status, medical condition (as defined in Section 12926 of the California Government Code), marital status, or citizenship (within the limits imposed by law or by The Regents' policy). This equal treatment shall apply, but shall not be limited to, the following: upgrade, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships.

11.2 PREVAILING WAGE RATES

11.2.1 For purposes of the Article, the term subcontractor or consultant shall not include suppliers, manufacturers, or distributors.

11.2.2 Design Professional shall comply and shall ensure that all subcontractors or consultants comply with Section 1770, and the applicable sections that follow, including Section 1775 of the State of California Labor Code. References to "Covered Services" hereinafter shall mean services performed pursuant to this Agreement that are covered by the aforementioned provisions as implemented by the State of California Department of Industrial Relations.

11.2.3 The State of California Department of Industrial Relations has ascertained the general prevailing per diem wage rates in the locality in which the Project is to be performed for each craft, classification, or type of worker required to perform the Covered Services hereunder. A schedule of the general prevailing per diem wage rates will be on file at University's principal facility office and will be made available to any interested party upon request. By this reference, such schedule is made part of the Agreement. Design Professional shall pay not less than the prevailing wage rates, as specified in the schedule and any amendments thereto, to all workers employed by Design Professional in the execution of the Covered Services hereunder. Design Professional shall cause all subcontracts or consultant agreements to include the provision that all subcontractors or consultants shall pay not less than the prevailing rates to all workers employed by such subcontractor or consultants in the execution of the Covered Services hereunder. Design Professional shall forfeit to University, as a penalty, not more than \$50 for each calendar day or portion thereof for each worker that is paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any portion of the Covered Services hereunder performed by Design Professional or any subcontractor or consultant. The amount of this penalty shall be determined by the Labor Commissioner pursuant to applicable law. Such forfeiture amounts may be deducted from the Design Professional's fee. Design Professional shall also pay to any worker who was paid less than the prevailing wage rate for the work or craft for which the worker was employed for any portion of the Covered Services hereunder, for each day, or portion thereof, for which the worker was paid less than the specified prevailing per diem wage rate, an amount equal to the difference between the specified prevailing per diem wage rate and the amount which was paid to the worker.

11.3 PAYROLL RECORDS

11.3.1 Design Professional and all subcontractors or consultants shall keep an accurate payroll record, showing the name, address, social security number, job classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyworker, apprentice, or other employee employed in connection with the Covered Services hereunder. All payroll records shall be certified as being true and correct by Design Professional or subcontractors or consultants keeping such records; and the payroll records shall be available for inspection at all reasonable hours at the principal office of Design Professional on the following basis:

- .1 A certified copy of an employee's payroll records shall be made available for inspection or furnished to such employee or the employee's authorized representative on request.
- .2 A certified copy of all payroll record shall be made available for inspection upon request to University, the State of California Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the State of California Division of Industrial Relations.
- .3 A certified copy of all payroll records shall be made available upon request by the public for inspection or copies thereof made; provided, however, that the request by the public shall be made to either University, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. The public shall not be given access to such records at the principal offices of Design Professional or subcontractors or consultants. Any copy of the records made available for inspection as copies and furnished upon request to the public or any public agency by University shall be marked or obliterated in such a manner as to prevent disclosure of an

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles**Project No. TBD**

individual's name, address, and social security number. The name and address of Design Professional awarded the Agreement or performing the Agreement shall not be marked or obliterated.

11.3.2 Design Professional shall file a certified copy of the payroll records with the entity that requested the records within 10 days after receipt of a written request. Design Professional shall inform University of the location of such payroll records for the Project, including the street address, city, and county; and Design Professional shall, within 5 working days, provide notice of change of location of such records. In the event of noncompliance with the requirements of the Paragraph or with the State of California Labor Code Section 1776, Design Professional shall have 10 days in which to comply following receipt of notice specifying in what respects Design Professional must comply. Should noncompliance still be evident after the 10 day period, Design Professional shall forfeit to University, as a penalty, \$25 for each day, or portion thereof, for each worker, until strict compliance is accomplished. Such forfeiture amounts may be deducted from the Design Professional's fee.

11.4 APPRENTICES

11.4.1 Only apprentices, as defined in the State of California Labor Code Section 3077, who are in training under apprenticeship standards and written apprentice agreements under Chapter 4, Division 3, of the State of California Labor Code, are eligible to be employed by Design Professional and subcontractors or consultants as apprentices for the Covered Services hereunder. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and written apprentice agreements under which the apprentice is training.

11.4.2 Every apprentice shall be paid the standard wage to apprentices, under the regulations of the craft or trade at which the apprentice is employed, and shall be employed only for the Covered Services hereunder in the craft or trade to which the apprentice is indentured.

11.4.3 When Design Professional or subcontractors or consultants employ workers in any apprenticeship craft or trade for the Covered Services hereunder, Design Professional or subcontractors or consultants shall apply to the joint apprenticeship committee, which administers the apprenticeship standards of the craft or trade in the area of the Project site, for a certificate approving Design Professional or subcontractors or consultants under the apprenticeship standards for the employment and training of apprentices in the area of the Project site. The committee will issue a certificate fixing the number of apprentices or the ratio of apprentices to journeyworkers who shall be employed in the craft or trade on the Covered Services hereunder. The ratio will not exceed that stipulated in the apprenticeship standards under which the joint apprenticeship committee operates; but in no case shall the ratio be less than 1 hour of apprentice work for each 5 hours of journeyperson work, except as permitted by law. Design Professional or subcontractors or consultants shall, upon the issuance of the approval certificate in each such craft or trade, employ the number of apprentices or the ratio of apprentices to journeyworkers fixed in the certificate issued by the joint apprenticeship committee or present an exemption certificate issued by the Division of Apprenticeship Standards.

11.4.4 "Apprenticeship craft or trade", as used in this Paragraph, shall mean a craft or trade determined as an apprenticeship occupation in accordance with rules and regulations prescribed by the Apprenticeship Council.

11.4.5 If Design Professional or subcontractors or consultants employ journeyworkers or apprentices in any apprenticeship craft or trade in the area of the Project site, and there exists a fund for assisting to allay the cost of the apprenticeship program in the trade or craft, to which fund or funds other contractors in the area of the Project site are contributing, Design Professional and subcontractors or consultants shall contribute to the fund or funds in each craft or trade in which they employ journeyworkers or apprentices on the Covered Services hereunder in the same amount or upon the same basis and in the same manner done by the other contractors. Design Professional may include the amount of such contributions in computing its compensation under the Agreement; but if Design Professional fails to do so, it shall not be entitled to any additional compensation therefore from University.

11.4.6 In the event Design Professional willfully fails to comply with this Paragraph 11.4, it will be considered in violation of the requirements of the Agreement.

11.4.7 Nothing contained herein shall be considered or interpreted as prohibiting or preventing the hiring by Design Professional or subcontractors or consultants of journeyworker trainees who may receive on-the-job training to enable them to achieve journeyworker status in any craft or trade under standards other than those set forth for apprentices.

11.5 WORK DAY

11.5.1 Design Professional shall not permit any worker providing Covered Services to labor more than 8 hours during any 1 day or more than 40 hours during any 1 calendar week, except as permitted by law and in such cases only upon such conditions as are provided by law. Design Professional shall forfeit to University, as a penalty, \$25 for each worker employed in the execution of the Agreement by Design Professional, or any subcontractors or consultant, for each day during which such worker is required or permitted to work providing Covered Services more than 8 hours in any 1 day and 40 hours in any 1 calendar week in violation of the terms of this Paragraph or in violation of the provisions of any law of the State of California. Such forfeiture amounts may be deducted from the compensation otherwise due under this Agreement. Design Professional and each subcontractor or consultant shall keep, or cause to be kept, an accurate record showing the actual hours worked each day and each calendar week by each worker employed under this Agreement, which record shall be kept open at all reasonable hours to the inspection of University, its officers and agents, and to the inspection of the appropriate enforcement agency of the State of California.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

ARTICLE 12 EXTENT OF AGREEMENT

12.1 AUTHORITY OF AGREEMENT

12.1.1 This Agreement represents the entire and integrated agreement between University and Design Professional and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument in the form of the Amendment in the Exhibits signed by both University and Design Professional.

12.2 EXHIBITS

12.2.1 The following exhibits are incorporated and made part of this Agreement:

Exhibit A:	General Conditions of University's Bidding Documents; Specifications, Division 1, General Requirements
Exhibit B:	Design Professional Rate Schedule for Additional Services
Exhibit C:	Supplemental Requirements
Exhibit D:	Not Used
Exhibit E:	Not Used
Exhibit F:	Not Used
Exhibit G:	Project Program
Exhibit H:	University of California Certificate of Insurance
Exhibit I:	Amendment
Exhibit J:	LEED™ Green Building Score Sheet
Exhibit K:	Self-Certification
Exhibit L:	Final Distribution of Contract Dollars

12.3 THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement is intended to make the construction Contractor or any construction Subcontractor (regardless of tier), any employee or agent of the construction Contractor or any Subcontractor or any person, including any consultant of Design Professional (regardless of tier), a third-party beneficiary of any obligations between University and Design Professional.

ARTICLE 13 FEDERAL AND STATE GRANTS

In the event that a federal or state grant or other federal or state financing is used in the funding of this Project, Design Professional shall permit the funding agency or its designee access to, and grant the funding agency the right to examine documents covering the services performed under this Agreement. Design Professional shall comply with applicable federal or state agency requirements including, but not limited to, the requirements regarding hours, overtime compensation, nondiscrimination, and contingent fees.

ARTICLE 14 NOTICES

14.1 UNIVERSITY

14.1.1 Any notice may be served upon University by delivering it, in writing, to University at the address set forth on the last page of this Agreement, or by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to University at the address set forth on the last page of this Agreement, or by sending a facsimile of the notice to University's facsimile number set forth on the last page of this Agreement. Notice is effective only if and when it is actually received.

14.2 DESIGN PROFESSIONAL

14.2.1 Any notice may be served upon Design Professional by delivering it, in writing, to Design Professional at the address set forth on the last page of this Agreement, by depositing it in a United States Postal Service deposit box with the postage fully prepaid and with the notice addressed to Design Professional at the address set forth on the last page of this Agreement, or by sending a facsimile of the notice to Design Professional's facsimile number set forth on the last page of this Agreement. Notice is effective only if and when it is actually received.

ARTICLE 15 SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon University and Design Professional and their respective successors and assigns. Neither the performance of this Agreement nor any part thereof, nor any monies due or to become due hereunder, may be assigned by Design Professional without the prior written consent and approval of University.

15.1 DESIGN PROFESSIONAL'S DEATH OR INCAPACITATION

15.1.1 If Design Professional transacts business as an individual, upon Design Professional's death or incapacitation, University may, at its option, terminate this Agreement as of the date of such event. If so terminated, neither Design Professional nor Design Professional's estate shall have any further right to perform hereunder, and University shall pay Design Professional or the estate the compensation payable under Article 5 for any services rendered prior to this termination not theretofore paid. This compensation shall be reduced by the amount of additional costs that will be incurred by University by reason of this termination.

15.1.2 If there is more than one Design Professional, and any one of them dies or becomes incapacitated, and the others continue to render the services covered herein, University will make payments to those continuing as though there had been no

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles**Project No. TBD**

such death or incapacitation; University will not be obliged to take any account of the person who died or became incapacitated, or to make any payment to this person or this person's estate. These provisions shall apply in the event of progressive or simultaneous occasions of death or incapacitation among any group of persons named as Design Professional herein if death or incapacitation befalls the last member of this group before the services under this Agreement are fully performed, then the rights set forth under subparagraph 15.1.1 shall apply.

ARTICLE 16 **TERMINATION OF AGREEMENT****16.1** **UNIVERSITY-INITIATED TERMINATION**

16.1.1 If University determines that Design Professional has failed to perform in accordance with the terms and conditions of this Agreement, University may terminate all or part of the Agreement for cause. This termination shall be effective if Design Professional does not cure its failure to perform within 10 days (or more, if authorized in writing by University) after receipt of a notice of intention to terminate from University specifying the failure in performance. If a termination for cause does occur, University will have the right to withhold monies otherwise payable to Design Professional until the Project is completed. If University incurs additional costs, expenses, or other damages due to the failure of Design Professional to properly perform pursuant to the Agreement, these costs, expenses, or other damages shall be deducted from the amounts withheld. Should the amounts withheld exceed the amounts deducted, the balance will be paid to Design Professional upon completion of the Project. If the costs, expenses, or other damages incurred by University exceed the amounts withheld, Design Professional shall be liable to University for the difference.

16.1.2 University may terminate this Agreement for convenience at any time upon written notice to Design Professional, in which case University will pay Design Professional in full for all services performed and all expenses incurred under this Agreement up to and including the effective date of termination. In ascertaining the services actually rendered to the date of termination, consideration will be given to both completed Work and Work in progress, whether delivered to University or in the possession of Design Professional. No other compensation will be payable for anticipated profit on unperformed services.

16.2 **DESIGN PROFESSIONAL-INITIATED TERMINATION**

16.2.1 Design Professional may terminate this Agreement for cause if University fails to cure a material default in performance within a period of 30 days, or such longer period as Design Professional may allow, after receipt from Design Professional of a written termination notice specifying the default in performance. In the event of termination for cause by Design Professional, University will pay Design Professional in accordance with subparagraph 16.1.2.

16.3 **DOCUMENTS AND MATERIALS**

16.3.1 In the event of Agreement termination by either party for any reason, University reserves the right to receive, and Design Professional shall promptly provide to University, all Drawings, Specifications, models, and other documents, data, and materials prepared or generated by Design Professional and its subconsultants for the Project. In the event of termination, any dispute regarding the amount to be paid under Article 16 shall not derogate from the right of University to receive and use any such documents or materials

ARTICLE 17 **STATISTICAL REPORTING**

17.1.1 At the commencement of performance, Design Professional shall complete and submit, and require each subconsultant who performs services under this Agreement to complete and submit, a certification in the form of the Self-Certification in the Exhibits. At the completion of work, Design Professional shall complete and submit a report of the distribution of compensation received under this Agreement in the form of the Final Distribution of Contract Dollars in the Exhibits.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles**Project No. TBD**

IN WITNESS WHEREOF, UNIVERSITY and DESIGN PROFESSIONAL have executed this Agreement as of the date first written above (see Cover Page).

DESIGN PROFESSIONAL FIRM NAME: TBD

(Printed Name & Title)

By: _____

(Signature)

(Date)DESIGN PROFESSIONAL FIRM ADDRESS: TBD
TBD

DESIGN PROFESSIONAL PHONE NUMBER: TBD

DESIGN PROFESSIONAL FACSIMILE NUMBER: TBD

DESIGN PROFESSIONAL EMPLOYER I.D.
NUMBER:

UNIVERSITY:

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

TBD

(Printed Name & Title)

By: _____

(Signature)

(Date)UNIVERSITY ADDRESS: TBD
TBD
TBD

UNIVERSITY FACSIMILE NUMBER: TBD

UNIVERSITY PROJECT MANAGER: TBD

EXHIBIT A
TO THE
EXECUTIVE DESIGN PROFESSIONAL AGREEMENT
GENERAL CONDITIONS OF UNIVERSITY'S BIDDING DOCUMENTS,
SPECIFICATIONS, DIVISION 1, GENERAL REQUIREMENTS

(attached)

SAMPLE

EXHIBIT B
TO THE
EXECUTIVE DESIGN PROFESSIONAL AGREEMENT
DESIGN PROFESSIONAL RATE SCHEDULE FOR ADDITIONAL SERVICES

TBD

SAMPLE

EXHIBIT C

TO THE

EXECUTIVE DESIGN PROFESSIONAL AGREEMENT

SUPPLEMENTAL REQUIREMENTS

TABLE OF CONTENTS

ARTICLE 1 BASIC SERVICES - GENERAL

- 1.1 EXAMINATION OF SITE
- 1.2 PROGRAM AND BUDGET REVIEW
- 1.3 REGULATORY AGENCY REVIEWS AND APPROVALS
- 1.4 UNIVERSITY REVIEWS AND APPROVALS
- 1.5 REGENTS' DESIGN APPROVAL - NOT USED
- 1.6 CONSTRUCTION COST/VALUE CONTROL - NOT USED
- 1.7 QUALITY ASSURANCE
- 1.8 DRAWING SUBMITTAL REQUIREMENTS
- 1.9 SPECIFICATION SUBMITTAL REQUIREMENTS
- 1.10 DOCUMENT SUBMITTAL TIMING
- 1.11 CONSTRUCTION PHASING
- 1.12 PARTNERING - NOT USED
- 1.13 GREEN BUILDING DESIGN
- 1.14 MEETINGS

ARTICLE 2 - BASIC SERVICES - SCHEMATIC DESIGN PHASE

- 2.1 GENERAL
- 2.2 CODE ANALYSIS - NOT USED
- 2.3 ESTIMATED PROJECT CONSTRUCTION COST - NOT USED
- 2.4 AREA TABULATION - NOT USED
- 2.5 DESIGN INTENT NARRATIVE
- 2.6 MATERIAL BOARD
- 2.7 CIVIL DRAWINGS
- 2.8 LANDSCAPE DRAWINGS
- 2.9 ARCHITECTURAL DRAWINGS
- 2.10 STRUCTURAL DRAWINGS
- 2.11 PLUMBING REQUIREMENTS
- 2.12 HVAC DRAWINGS
- 2.13 ELECTRICAL DRAWINGS
- 2.14 GREEN BUILDING DESIGN

ARTICLE 3 - BASIC SERVICES - DESIGN DEVELOPMENT PHASE

- 3.1 GENERAL
- 3.2 CODE ANALYSIS - NOT USED
- 3.3 ESTIMATED PROJECT CONSTRUCTION COST - NOT USED
- 3.4 AREA TABULATION - NOT USED
- 3.5 DESIGN INTENT NARRATIVE
- 3.6 MATERIAL BOARD
- 3.7 CIVIL DRAWINGS
- 3.8 LANDSCAPE DRAWINGS
- 3.9 ARCHITECTURAL DRAWINGS
- 3.10 STRUCTURAL DRAWINGS
- 3.11 PLUMBING DRAWINGS
- 3.12 HVAC DRAWINGS
- 3.13 ELECTRICAL DRAWINGS AND CATALOG CUTS
- 3.14 OUTLINE SPECIFICATIONS
- 3.15 ENERGY ANALYSIS
- 3.16 SOLE SOURCE LISTING
- 3.17 EMS/HVAC AUTOMATIC TEMPERATURE CONTROLS
- 3.18 GREEN BUILDING DESIGN

ARTICLE 4 - BASIC SERVICES - CONSTRUCTION DOCUMENTS PHASE

- 4.1 GENERAL
- 4.2 CODE ANALYSIS - NOT USED
- 4.3 ESTIMATED PROJECT CONSTRUCTION COST - NOT USED

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles

Project No. TBD

- 4.4 AREA TABULATION - NOT USED
- 4.5 DESIGN INTENT NARRATIVE
- 4.6 MATERIAL BOARD
- 4.7 50% COMPLETE CONSTRUCTION DOCUMENTS - NOT USED
- 4.8 ENERGY ANALYSIS
- 4.9 STRUCTURAL, MECHANICAL AND ELECTRICAL CALCULATIONS
- 4.10 UTILITY SHUT DOWN PLAN
- 4.11 SOLE SOURCE LIST
- 4.12 NOT USED
- 4.13 100% CONSTRUCTION DOCUMENTS
- 4.14 LETTER OF ASSURANCE
- 4.15 LIST OF ROOMS AND SPACES
- 4.16 100% BACKCHECK CONSTRUCTION DOCUMENTS

ARTICLE 5 - BASIC SERVICES - BIDDING PHASE

- 5.1 GENERAL
- 5.2 UNIVERSITY ADMINISTRATION
- 5.3 PRE-BID CONFERENCE AND SITE VISIT
- 5.4 BIDDERS' INQUIRIES
- 5.5 ADDENDA
- 5.6 SUBMITTAL LIST
- 5.7 PRE-AWARD CONFERENCE

ARTICLE 6 - BASIC SERVICES - CONSTRUCTION PHASE

- 6.1 GENERAL
- 6.2 CONTRACT DOCUMENTS COMPLIANCE
- 6.3 INTERPRETATION OF THE CONTRACT DOCUMENTS
- 6.4 CHANGES TO THE CONTRACT DOCUMENTS
- 6.5 CONSTRUCTION MEETINGS
- 6.6 INSPECTION
- 6.7 MATERIALS TESTING
- 6.8 MATERIALS/COLOR SCHEDULE AND MATERIALS BOARDS - NOT USED
- 6.9 COMMISSIONING PLAN
- 6.10 PUNCH LIST
- 6.11 FINAL APPROVAL AND INSPECTION ACCEPTANCE
- 6.12 REVIEW OF CONTRACTOR'S AS-BUILT DOCUMENTS
- 6.13 RECORD DOCUMENTS

ARTICLE 7 - ADDITIONAL SERVICES

- 7.1 PRELIMINARY DESIGN
- 7.2 PRE-CONSTRUCTION PHASES
- 7.3 CONSTRUCTION PHASE
- 7.4 POST-CONSTRUCTION
- 7.5 GENERAL

END OF TABLE OF CONTENTS

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

ARTICLE 1 - BASIC SERVICES - GENERAL

Design Professional shall provide the following services as Basic Services.

1.1 EXAMINATION OF SITE

1.1.1 At the beginning of the first applicable design phase, Design Professional and its consultants shall visit the Project site to become familiar with existing site conditions, including the site location and size, utility capacities, and connection options of external utilities. Prior to the completion of the Construction Documents, Design Professional and its consultants shall visit the Project site to coordinate their documents with current site conditions.

1.1.2 For alteration projects, visit all relevant areas of the existing buildings to be altered. Include architectural, mechanical, plumbing and electrical (including fire alarm) disciplines. Visually survey the following for consistency with the available documentation, evidence of chronic problems, and coordination with proposed new work:

- .1 Adjacent site perimeter (a minimum of 40 feet from building) for accessible path of travel, fire access, drainage conditions, and distance to adjacent buildings.
- .2 Building exterior (from the ground and roof surface).
- .3 Interior spaces including storage, circulation, mechanical, electrical and telecom rooms.
- .4 Rooftop including penthouses.
- .5 Ceiling spaces above suspended lay-in ceiling tiles at several areas representing standard conditions and in areas with atypical ceiling heights or configurations.
- .6 Concealed spaces accessible via access panel at several areas representing standard conditions and in areas with atypical concentrations of services, specifically at firewalls.

1.1.3 Notify University's Designated Administrator of rooms or areas inaccessible due to locked doors, hard-suspended ceilings, heavy furniture and equipment or critical functions. No destructive testing shall be done except by specific written approval.

1.2 PROGRAM AND BUDGET REVIEW

1.2.1 University will furnish the Project Program to Design Professional at the start of the first applicable design phase. Design Professional shall evaluate the Project's programmatic requirements, promptly call attention to any discrepancy contained therein, and request direction from University's Designated Administrator.

1.2.2 Prior to completing each applicable design phase submittal, Design Professional shall compare the submittal documents to the programmatic requirements and call to the attention of University's Designated Administrator any discrepancy contained therein and request direction. Design Professional shall be prepared to present program or design adjustment alternatives for University consideration when adjustments are needed to bring the Project scope, Project schedule, and Construction Budget into alignment.

1.3 REGULATORY AGENCY REVIEWS AND APPROVALS

1.3.1 The design and construction of University projects shall comply with the applicable laws, rules, and regulations of the California Code of Regulations (CCR). Design Professional is responsible for the design's compliance with these laws, rules and regulations. The following CCR titles contain requirements applicable to University construction work:

Title 8, Industrial Relations
 Title 17, Public Health
 Title 19, Public Safety
 Title 20, Public Utilities and Energy
 Title 21, Public Works
 Title 24, California Building Standards Code
 Part 1, Building Standards Administrative Code
 Part 2, California Building Code
 Part 3, California Electrical Code
 Part 4, California Mechanical Code
 Part 5, California Plumbing Code
 Part 6, California Energy Code
 Part 7, California Elevator Safety Construction Code
 Part 8, California Historical Building Code
 Part 9, California Fire Code
 Part 10, California Code for Building Conservation
 Part 12, California State Reference Standards Code
 Title 25, Housing and Community Development
 Title 26, Toxics

1.3.2 Building codes, standards, federal and state legislation, and federal, state, and regional agency regulations affect University projects. In addition to the CCR titles listed above, University construction work shall also comply with the following Codes or Acts. In general, in the case of conflicts between codes, the more stringent conditions shall apply. Confirm particular instances with University's Representative.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles

Project No. TBD

National Fire Protection Association (NFPA)
 Federal Occupational Safety and Health Act of 1970 (OSHA)
 Accessibility Guidelines for the Americans with Disabilities Act, Title 24 ADAAG (ADA)
 California Coastal Commission Regulations

1.3.3 University is not subject to the building ordinances and zoning requirements of local political jurisdictions; building permits are not required for on-campus projects. Off-campus projects are required to comply with all applicable local building ordinances and zoning requirements. University is not required to obtain building permits from local jurisdictions for construction on real estate owned or controlled by University. However, the design and construction of utility connections and fire-protection systems may require liaison with local jurisdictions. This liaison shall be coordinated only through University's Designated Administrator. Construction or encroachment upon city- or county-owned property is subject to local codes and permit requirements.

1.3.4 University is its own enforcement agency for all code requirements except those regarding fire code, access compliance, and medical facilities. For these code requirements, University projects are subject to plan approval and enforcement authority by the state agencies listed below. Design Professional shall obtain reviews from, submit applications to, and obtain approvals/permits from these agencies. University's Designated Administrator will arrange to pay application fees that may be required.

- .1 California Department of General Services, Division of the State Architect - Access Compliance (DSA).
- .2 Office of the State Fire Marshal (SFM).
- .3 Not Used.
- .4 Not Used.

1.3.5 By agreement with the SFM, the effective code date for new and remodeled University building projects is the edition of the CCR, Title 24, in effect at the time of the first submittal of Preliminary Drawings (Design Development Drawings and Specifications) as defined in the State Administrative Manual. The date of receipt of this first submittal is the official "date of record" for the Project. The edition of CCR, Title 24, in effect on that date will be applied for the duration of the Project. In the event Preliminary Drawings are not submitted to the SFM regional office prior to submission of Construction Documents (defined as Working Drawings and Specifications), the edition of the CCR, Title 24, in effect on the date of receipt of the Construction Documents by the SFM regional office will apply.

1.3.6 It is recommended that preliminary State Fire Marshal (SFM), or the local designee, and Division of State Architect (DSA) reviews occur during Schematic Design (if applicable) and Design Development (if applicable). Review and approval by the SFM and DSA are required at Construction Documents completion. Design Professional shall arrange all reviews with DSA for access compliance and with SFM for fire safety and code compliance. Design Professional shall incorporate corrections required by DSA and SFM into the Contract Documents before advertisement for bid.

1.3.7 Design Professional shall assist University in making applications to, and obtain approvals/permits from the Southern California Air Quality Management District.

1.3.8 Design Professional shall incorporate the following University policies and Campus Standards where applicable to their work:

- .1 University of California Seismic Safety Policy of January 20, 1975 including revisions.
- .2 University of California Policy on Sustainable Practices, dated March 22, 2007.
- .3 Campus policies current at the execution date of this Agreement.

1.3.9 Not Used.

1.3.10 For major State-funded projects, approval of the completed Design Development documents by the State Public Works Board is required, as well as State Department of Finance approval of the completed Construction Documents.

1.4 UNIVERSITY REVIEWS AND APPROVALS

1.4.1 Each design phase is subject to review and approval by University. Project items to be reviewed include design and cost, site, seismic safety, and environmental impact.

1.4.2 Other University personnel, external consultants, or public agencies may also review Design Professional's submittals at University's discretion or as required by applicable regulations. These reviews shall not relieve Design Professional of responsibility for errors and omissions in Design Professional's work. Design Professional shall cooperate with the reviewers and participate in the reviews. Meetings to discuss University policy and legal requirements are required.

1.4.3 University's review of Drawings and related documents at the various stages of project development is intended to determine whether:

- .1 Design Professional has completed the work of that phase,
- .2 Design Professional's design satisfies University's programmatic needs,
- .3 The Project design is within the stipulated scope and Project budget, and
- .4 The Project is in conformance with University's administrative policies and procedures.

1.4.4 University will review the submitted drawings at all stages and provide written comments.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD**University of California, Los Angeles****Project No. TBD**

1.4.5 University will review the submitted specifications at three stages and provide written comments. The first Construction Documents submittal review will cover general issues (e.g., format and Division 1 references). The second Construction Documents submittal review covers all sections for content, consistency and completeness. The final Construction Documents review is the final review for corrections and typographical mistakes.

1.4.6 Design Professional shall respond in writing (item by item) to University's review comments using University's format.

1.4.7 **SEISMIC REVIEW:** This Project is subject to an independent seismic/structural review conducted by University and at University's expense. Design Professional shall furnish drawings and other items as necessary to describe the Project design. A review of non-structural building elements shall also be included. The review will be initiated early, preferably during Schematic Design, so that it can be performed in conjunction with the independent design and cost/value control review processes, where applicable. The review will be continued at appropriate times during the design process. Drawings and calculations will be reviewed for conformance to the most current applicable seismic design code requirements. Design Professional shall attend meetings as necessary to resolve all seismic issues.

1.4.8 Not Used.

1.4.9 ARCHITECTURAL DESIGN REVIEW: Not Used.

1.5 **REGENTS' DESIGN APPROVAL - NOT USED.**

1.6 **CONSTRUCTION COST/VALUE CONTROL - NOT USED.**

1.7 **QUALITY ASSURANCE**

1.7.1 Design Professional shall demonstrate an effective internal Quality Assurance (QA) program that results in well-coordinated and consistent submittal documents. University's preparation guidelines for drawings and specifications shall be incorporated into Design Professional's QA program.

1.7.2 University may perform or may choose to have an outside consulting firm perform a quality assurance review including plan check and/or constructability analysis on the submitted documents. Design Professional shall review the written comments produced by this review and respond to the comments (item by item) in writing. Design Professional shall attend meetings as necessary to resolve issues.

1.8 **DRAWING SUBMITTAL REQUIREMENTS**

1.8.1 Design Professional shall submit one set hardcopy and two sets of executable digital files on CD-ROM, one formatted in AutoCAD.dwg, the other as PDF. When required, hardcopies of submittals shall be on bond paper. Final Record Drawings shall be on Mylar.

1.8.2 Each copy and each disk shall be fully labeled with the Project name, Project number, date, names and contact information for the entity(ies) responsible for preparation and submittal of the files and disks, and the sequence number of the disk in the set. Files may be submitted compressed, but the decompression utility used (executable preferred) shall be fully described with directions included on the transmittal as well as in digital form. Design Professional shall provide an index of digital file drawings and their associated XREF. Unused layers and blocks shall be purged from the drawing file. Directions for restoring the directory structure shall be included, and all data necessary to plot the files, such as PCP, PNP, and CTB files, layering, pens, fonts, and color information shall be provided. Design Professional shall "bind" all plot sheets. Digital file CAD drawings shall be identical to the required hardcopy submittals.

1.8.3 The digital file name shall match the drawing number. The complexity of the files/folders shall be matched to the scale of the Project.

1.8.4 Submittal of the CAD drawing files shall be considered a legal submittal of any fonts, menus, line types, symbols (blocks or entities), and any proprietary information incorporated into the drawings. If symbols (blocks or entities) or other information is copyrighted, University will have the right to use and to distribute all such information at no cost or liability. Copyright language shall not be included on the Drawings.

1.8.5 Design Professional shall coordinate with University's Designated Administrator to insure room numbering in accordance with University requirements.

1.8.6 In addition to the standard submittal format requirements, presentation graphics materials shall be submitted to University as digital files in the .JPEG format or other photo-quality digital format.

1.8.7 Drawing Preparation Guidelines containing more detailed requirements will be provided to Design Professional at the beginning of the first applicable design phase.

1.9 **SPECIFICATION SUBMITTAL REQUIREMENTS**

1.9.1 Specifications, in CSI format, shall consist of one original one-sided set in hard copy and two sets of executable digital files on CD-ROM (one formatted in Microsoft Word [version as approved by University's Designated Administrator], the other as an

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

Adobe .PDF). When required, hardcopies of submittals shall be on bond paper. Each specification section shall be saved as a document file named with the corresponding Master format number (e.g., 16010.doc).

1.9.2 Design Professional shall use the format and terminology standards from the sample specification provided by University. Specifications shall be:

- .1 Complete, coordinated and consistent with each other and the drawings.
- .2 Coordinated with University's General Conditions and General Requirements.
- .3 Written for a two-party contract between University and Contractor.
- .4 Written to describe University's Representative as University's acting functionary.
- .5 Written with open specifications for material and equipment except in specifically permitted exceptions.

1.9.3 Specifications Preparation Guidelines containing more detailed examples of the application of the requirements listed above will be provided to Design Professional at the beginning of specification production.

1.9.4 Where University provides guide specifications for Design Professional's use, Design Professional shall review the sample specifications and determine the extent to which the various sections and paragraphs are applicable and the extent to which modifications are required. Where, in the opinion of Design Professional, modifications are required, Design Professional shall mark the modifications in the specifications for University attention, review, and approval. The sample specifications are not intended to limit Design Professional's discretion to specify products, materials, or construction methods and procedures. Neither the provisions of the sample specifications established by University nor Design Professional's use of the samples as a guide in preparing specifications shall derogate from Design Professional's responsibility to prepare the Construction Documents.

1.10 DOCUMENT SUBMITTAL TIMING

1.10.1 Not Used.

1.10.2 Design Professional shall submit the required documents for each applicable design phase in two parts and approximately two weeks apart, unless otherwise stipulated by University's Designated Administrator. The first part of the submittal shall include Drawings and Specifications, Design and System Narratives, LEED™ Green Building Score Sheet and similar items. The second part of the submittal shall include items such as Special Inspections and Testing Requirements, Calculations, Sole Source List, Material Board, and the Energy Model and related information.

1.11 CONSTRUCTION PHASING

1.11.1 Construction phasing, if applicable, will require review and approval by University's Designated Administrator. Design Professional shall clearly show construction phasing requirements on the drawings and also describe them in the specifications. Design Professional shall also provide a construction phasing schedule in bar chart, or in Critical Path Method (CPM) form as an additional service.

1.12 PARTNERING - NOT USED.

1.13 GREEN BUILDING DESIGN

1.13.1 Design Professional shall:

- .1 Not Used.
- .2 Develop and submit to University's Designated Administrator a listing of sustainable measures under consideration. Design and specification of renovation components, including mechanical, electrical and plumbing components, lighting, finishes, materials, etc., shall meet or exceed associated Campus Building Commercial Interiors (CI) Baseline Green Building Points.
 - .1 Not Used.
- .3 Savings-by-Design: Not Used.
- .4 Prepare and submit both a hard copy and an electronic copy of the LEED™ Green Building Score Sheet (Exhibit S), supporting substantiation for each point for which credit is sought, and completed letter templates to be signed by University and others. The LEED™ Green Building Score Sheet shall be updated and submitted at the end of each Design Phase (Schematic, Design Development, Construction Document, as applicable). The completed applicable score sheet, letter templates and required documentation shall be submitted for review in tabbed binder form at the end of the Design Development Phase and the end of the Construction Documents phase.

1.14 MEETINGS

1.14.1 Design Professional shall participate in regular meetings at the Facility through each phase of the Project for the purpose of explaining the Project design, reviewing the Project progress, discussing University policy and legal requirements.

ARTICLE 2 - BASIC SERVICES - SCHEMATIC DESIGN PHASE

2.1 GENERAL

2.1.1 Not Used.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDPD
University of California, Los Angeles

Project No. TBD

2.1.2 Design Professional shall provide a written preliminary evaluation of the Project Program and the Construction Budget requirements each in terms of the other.

2.1.3 After consultation with University's Designated Administrator, Design Professional shall conduct a Schematic Design kick-off workshop to discuss the requirements and goals described in the Project Program.

2.1.4 Shortly after the Schematic Design kick-off workshop, conduct an Integrated Design workshop addressing the Project Program and the following requirements with all of Design Professional's Consultants and University to:

- .1 Review the findings of the site analysis, program analysis and preliminary engineering analysis.
- .2 Discuss challenges and opportunities inherent in the Project.
- .3 Review design priorities.
- .4 Review the Project for alignment with University's Green Building Baseline.

2.1.5 Early in the Schematic Design phase, develop and present to University three alternative site and building designs that meet the program needs. Provide graphics or physical study models as appropriate to fully describe the designs. These materials shall be delivered to University for review and shall include digital files of graphic presentation materials.

2.1.6 For each of the three alternative designs, update the Detailed Project Program cost model by changing, adding and/or deleting cost items, adjusting control quantities, and submitting these updates with the designs.

2.1.7 Not Used.

2.1.8 Design Professional shall prepare Schematic Design studies consistent with and incorporating the Project Program requirements, including site plans (when applicable), floor plans, elevations, sections, and other drawings, sketches, or graphic materials needed to describe the Project in three dimensions. Design Professional shall also prepare TBD. Schematic studies shall be consistent with the construction budget and Project Schedule and shall be revised until approved by University as acceptable.

2.2 **CODE ANALYSIS - NOT USED.**

2.3 **ESTIMATED PROJECT CONSTRUCTION COST - NOT USED.**

2.4 **AREA TABULATION - NOT USED.**

2.5 **DESIGN INTENT NARRATIVE**

2.5.1 Design Professional shall provide a narrative description of the Project's site, architectural design, and building organizational concept. Design Professional shall set forth the design concepts and important features of the Project, including the LEED™ Green Building Score Sheet referenced in Article 1.13 above. A preliminary building energy model identifying the estimated scale of the various load components and identifying potential energy and resource conservation options considering life cycle costs shall be provided.

2.5.2 Not Used.

2.5.3 Design Professional shall describe the type of construction, including the wall, ceiling, roofing, and waterproofing systems; exterior and interior finishes; and doors, windows, and casework systems. The finishes shall be identified at a gross level, indicating the type and quality level. Fire safety items, including all related mechanical and electrical devices, shall be described as required by the State Fire Marshal for the intended occupancy of the building.

2.5.4 Design Professional shall submit documentation supporting the design criteria for the structural (including structural loading), HVAC, plumbing, electrical, lighting and communication systems; and other specialized building systems.

2.5.5 Design Professional shall describe the recommended structural system and the basis for recommending this system over others. Included shall be strategies for dealing with special conditions, subsurface conditions, and substructure.

2.5.6 Design Professional shall provide the basis of design and an analysis of the principles of operation of the HVAC, plumbing and electrical systems and their controls. Included shall be the schematic diagrams and written material thoroughly describing the proposed systems and equipment.

2.5.7 Design Professional shall describe the mechanical (plumbing and HVAC systems) conceptually including controls, ducts, filtration, and piping. A written analysis of the calculated loads of proposed new HVAC systems and plumbing systems, the design demands of the Project, and the capacity of the existing systems, if any, shall be provided. Design Professional shall identify the capacity of existing systems if any, based on an examination of the Facility's Record Drawings, an inspection of the existing system, and test reports.

2.5.8 Design Professional shall describe special systems including special laboratory control systems, energy management systems, fume hood and other special exhaust systems, and similar items.

2.5.9 Design Professional shall describe the proposed new electrical systems for the power, lighting, communication, fire alarm, and security systems. Indicated in sufficient detail shall be the proposed power system voltages including the main points of

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

connection to existing systems, electrical service voltage, and number of feeders. Items to be served by emergency power shall be listed and Design Professional shall describe design considerations for special areas.

2.5.10 All of the above descriptions shall include applicable code references where not covered by the code outline.

2.6 MATERIAL BOARD

2.6.1 Design Professional shall provide a display board with mounted samples of the actual exterior materials proposed. The board shall be 20"H x 30"W and weigh no more than 30 pounds. The material samples shall be removable from the board without disassembling the board. The area of each sample shall roughly correspond to the proportion of that material to the other materials in the proposed building.

2.7 CIVIL DRAWINGS

2.7.1 Site Demolition Plan shall show existing structures and utilities to be removed by Contractor or by others.

2.7.2 Grading Plan shall show existing and proposed contours at one foot intervals.

2.7.3 Utility Plan shall show:

- .1 All existing utilities and underground structures within the Project site based on both the information provided by University and on Design Professional's field investigation.
- .2 Off-site utilities in the vicinity required for this project, and all points of connection.
- .3 Proposed points of connection to the existing Facility utility systems including the proposed method of service and routing for electrical power, chilled water, steam, domestic water, fire water, utility water, sanitary sewer, storm drain, natural gas, telephone, and fire alarm systems. Exterior pad-mounted transformers and site distribution shall be included.

2.8 LANDSCAPE DRAWINGS

2.8.1 Landscape Design Plan shall show conceptual hardscape and planting.

2.9 ARCHITECTURAL DRAWINGS

2.9.1 Site Plan shall include:

- .1 Overall dimensions of the proposed new building(s), wings, etc.
- .2 Existing structures and streets (with names) within a radius of 300 feet of the Project site perimeter with the distances from each proposed new building exterior walls to existing buildings, property lines (setbacks), and roadways.
- .3 Major new exterior elements and, for alterations and additions, all existing exterior elements that will remain in place. These elements shall include, but are not limited to streets, service drives, easements, loading docks, parking areas (cars and bicycle), paved areas, walks, stairs, ramps, pools, retaining walls, fences, fire hydrants, recycling, and trash container locations and equipment.
- .4 Elevations of building entrances and the placement of ramps and other provisions for disabled access to the site and building. Also depicted shall be the parking area and drop-off location nearest the building, and the routes and travel distances to all building entrances.

2.9.2 Site Sections shall be included as needed to explain changes in levels within the proposed building as related to the site.

2.9.3 Floor Plans shall include:

- .1 Locations, room names, sizes (in assignable square feet), and space numbers for all programmed spaces and required gross area spaces including entrances, lobbies, corridors, stairs, elevators, toilet rooms, janitors' closets, storage and mechanical/electrical equipment rooms.
- .2 Overall dimensions of major elements of the building(s).
- .3 Building elements such as walls, columns, doors, windows, openings, and major built-in equipment.
- .4 Means for complying with applicable disabled access codes.
- .5 Floor plans for additions or alterations to existing buildings shall show the existing floor plan and indicate the existing space usages and any proposed changes.

2.9.4 Demolition Plan (whenever a Project requires the demolition of a building or portions thereof). Design Professional shall differentiate between new work (walls, doors, finishes, and so on), existing work to be removed, and existing work to remain in place.

2.9.5 Sections shall be provided as needed to explain structure and unusual design features, and shall show existing and proposed grades.

2.9.6 Elevations shall include all elevations of the building, floor-to-floor dimensions, the overall building height, and elevations of existing neighboring buildings.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDPD
University of California, Los Angeles

Project No. TBD

2.9.7 Presentation Materials as required for presentation to the Regents. Design Professional shall verify all requirements for presentation materials with University's Representative. These may include:

- .1 Colored presentation-quality drawings of all floor plans, elevations (all sides), sections, site plan, and other drawings, as appropriate.
- .2 When requested, and using 35-mm slide film, photograph the presentation drawings and samples for those projects requiring design review meetings and Regents' presentations. Return the presentation drawings to University after the slides are prepared.
- .3 Two rendered perspective drawings, compensated as an additional service, in color and large enough to convey the overall design. A normal, "eye-level" view of the Project is preferred. In some instances, a "birds-eye" view will be needed to convey the full scope of the Project. The landscape features of the site development shall be shown in a realistic manner, but shall not obscure the structure.

2.10 STRUCTURAL DRAWINGS

2.10.1 Design Professional shall provide a detailed written description of the recommended structural system and the basis for recommending this system over other approaches. Design Professional shall provide a conceptual structural framing plan of a typical floor that indicates the grid system (dimensioned), columns, shear walls, and related items.

2.11 PLUMBING DRAWINGS

2.11.1 Design Professional shall provide a written analysis of the calculated load demands of proposed new plumbing systems, the design demands of the Project, and the capacity of the existing plumbing systems, if any. Indicate the proposed points of connection to the existing Facility utility systems. Refer to the site plan requirements outlined in subparagraph 2.9.1 herein.

2.12 HVAC DRAWINGS

2.12.1 Design Professional shall:

- .1 Evaluate a minimum of two alternative air systems that are in compliance with energy requirements in the California Code of Regulations, Title 24, Part 6, California Energy Code and Part 4, California Mechanical Code.
- .2 Provide a written analysis of the calculated loads of proposed new HVAC systems.
- .3 Provide a conceptual single-line mechanical diagram showing major ducts and equipment. The sizes and locations of major equipment items including cooling towers, chillers, pumps, fans, air-handling units, compressors, and related items, shall be identified.
- .4 Provide a life-cycle cost analysis for each HVAC system. This analysis shall include capital cost, operating costs, maintenance costs, and anticipated level of performance, with comparisons made between the proposed system and alternative systems. Design Professional shall provide a simple payback schedule.
- .5 Provide a description of the proposed fume hood ducting and exhaust system.

2.13 ELECTRICAL DRAWINGS

2.13.1 Design Professional shall provide a conceptual single-line diagram showing permanent as well as temporary points of connection to high-voltage, telephone, and signal systems. Included shall be the:

- .1 Method of service (Facility or local utility) showing primary service to loop switch.
- .2 Major transformers and transformer substations.
- .3 Secondary service to switchboards, motor control centers, distribution boards and panel boards for power and lighting.
- .4 Major components of the emergency power system.

2.14 GREEN BUILDING DESIGN

2.14.1 Refer to paragraph 1.13 herein.

ARTICLE 3 - BASIC SERVICES - DESIGN DEVELOPMENT PHASE

3.1 GENERAL

3.1.1 Upon 100% completion of Design Development documents, Design Professional shall submit updated versions of all Schematic Design phase submittal items as well as the additional items described below. The Design Development documents shall be consistent with the Project Program (including the gross and assignable floor areas), the Construction Budget and the Project Schedule.

3.2 CODE ANALYSIS - NOT USED.

3.3 ESTIMATED PROJECT CONSTRUCTION COST - NOT USED.

3.4 AREA TABULATION - NOT USED.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

3.5 DESIGN INTENT NARRATIVE

3.5.1 Design Professional shall update the Design Intent Narrative. All fire safety items including the flame spread rating of all applicable material and finishes shall be identified.

3.6 MATERIAL BOARD

3.6.1 Design Professional shall update the Material Board(s) to include samples of all finish materials listed in the materials/color schedule.

3.7 CIVIL DRAWINGS

3.7.1 Grading Plan - Design Professional shall update the plan to show the general method of site drainage as affected by each proposed building. Added shall be baseline and benchmark references and elevations of major exterior elements including those for stairways, walls, and terraces.

3.7.2 Utility Plan - Design Professional shall update the plan to indicate all utility lines, duct banks, tanks and equipment that are to be abandoned, removed, or rerouted.

3.7.3 Conceptual Staging and Bicycle Routing Plan - Design Professional shall prepare plans to indicate Contractor staging and parking areas. Impacted bicycle and pedestrian pathways and proposed rerouting shall be identified.

3.8 LANDSCAPE DRAWINGS

3.8.1 Landscape Plans shall show hardscape, planting and other improvements.

3.9 ARCHITECTURAL DRAWINGS

3.9.1 Floor Plans (with a scale of not less than 1/8-inch = 1-foot 0-inches) shall include:

- .1 Corridors (with widths)
- .2 Door swings
- .3 Locations and fire ratings of all fire separations, exit enclosures, fire doors, and similar elements, as required by applicable codes.
- .4 Accessible toilets and drinking fountains.
- .5 Plumbing fixtures such as lavatories, floor drains, water closets, urinals, service sinks, drinking fountains, eyewash fountains, deluge showers, and fire-hose cabinets.
- .6 Built-in features such as fixed auditorium seats, kitchen equipment, display cases, counters, shelves, lockers, laboratory benches, casework, glass washers, sterilizers, fume hoods, and similar items.
- .7 Movable furniture, which in most cases is "not in contract" (NIC), including "interior landscape" partitions and equipment. Differentiate between movable furniture and equipment and built-in furniture and equipment (built-in items are usually included in the construction contract).
- .8 Reference all sections and elevations.

3.9.2 Roof plan shall show associated equipment, slopes, ridges, drains, and other items.

3.9.3 Elevations shall include:

- .1 Building elements including penthouses, entrances, windows, doors, stairs, platforms, louvers, vents, exhaust stacks, retaining walls, and similar items. Indicate proposed finished grades.
- .2 Windowsill and head heights.

3.9.4 Sections shall include:

- .1 Longitudinal and transverse sections for each major area, indicating floor elevations, existing and proposed exterior grades, ceiling heights, pipe tunnels, unexcavated areas, basement areas, rooflines, and parapets. Show cuts for connections to adjoining buildings where appropriate.
- .2 Include a small-scale plan or diagram (if necessary) to indicate section lines for each elevation and section.
- .3 Provisions for HVAC distribution and hood venting.

3.9.5 Large Scale Drawings - Provide detail plans, sections, and elevations for the following types of space:

- .1 Classrooms and lecture halls.
- .2 Kitchens and related service areas.
- .3 Laboratories and laboratory support areas.
- .4 Toilet and locker rooms.
- .5 Other areas of special design with notes related to materials and design.

3.9.6 Schedules shall include:

- .1 Door schedule indicating each door type, size, material, hardware group and pertinent comments.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD**University of California, Los Angeles****Project No. TBD**

- .2 Window schedule indicating each window type, size, material, and pertinent comments.
- .3 Preliminary interior finish schedule indicating the material, texture, and color of each finish material proposed for use in the Project.

3.10 STRUCTURAL DRAWINGS

3.10.1 Design Professional shall provide structural plans for each level of the structure (including each foundation and roof level) at the same scale as that used for the architectural plans. Design Professional shall indicate the grid system (dimensioned), columns, load-bearing walls, shear walls, footings, and related items.

3.11 PLUMBING DRAWINGS

3.11.1 Floor Plans shall show:

- .1 Plumbing fixtures and any equipment requiring plumbing service (including pumps, tanks, generators, pressure-reducing valves, etc.) showing their locations and required piping connections.
- .2 Main waste lines and stacks and vents as well as all service mains, including those for water, air, gas, and vacuum. Plumbing chases in multi-storied buildings.
- .3 Fire water mains, standpipes and hose racks.

3.12 HVAC DRAWINGS

3.12.1 Floor Plans shall show:

- .1 Mechanical equipment including air handling units, chillers, cooling towers, pumps, converters, expansion tanks, boilers, fans, fan coil units, heat exchangers, fume hoods and other equipment.
- .2 Mains for each duct system.
- .3 Typical supply and return air zones for each type of occupancy (offices, laboratories, computer rooms, conference rooms, and special application rooms.) A typical air zone shall include the terminal unit with all applicable branch ducts and air outlets and inlets.
- .4 Typical exhaust air duct for each type of application (hoods, toilet rooms, janitors' closets, transformers, mechanical/electrical equipment rooms, and other rooms as required for a satisfactory indoor environment.) A typical duct shall include an air inlet and a source destination for exhaust air.

3.12.2 Large-Scale Drawings of Equipment Rooms shall show layout of all equipment rooms to ensure that the proposed equipment will fit in the allotted space.

3.13 ELECTRICAL DRAWINGS AND CATALOG CUTS

3.13.1 Single line diagrams shall be updated to include each load center unit substation, telephone equipment rooms, and closets.

3.13.2 Floor Plans shall show layouts for power, signal, and communications on one set of drawings, and the lighting layouts shall be shown on a different set of drawings. Included shall be lighting fixtures in typical offices, laboratories, corridors, examination rooms, and similar spaces. A schedule shall be used to show detail.

3.13.3 Catalog cuts shall be provided for all proposed lighting fixtures.

3.13.4 Large-Scale Drawings shall include a layout of all equipment rooms to ensure that the proposed equipment will fit in the allotted space.

3.14 OUTLINE SPECIFICATIONS

3.14.1 Prior to beginning production of the specifications, Design Professional shall schedule a meeting with University's Designated Administrator and the Contract Administration staff to discuss specifications guidelines. At this meeting, University will provide guidelines for preparing specifications. Attendees at this meeting shall include Design Professional and its consultants including specifications writers.

3.14.2 Outline specifications with a detailed description of all building components and systems shall include:

- .1 An index showing all divisions and sections intended to be used. The format shall be that recommended by the Construction Specifications Institute (CSI), narrow scope type.
- .2 All technical sections in outline specification format.
- .3 A general description of the construction, including the structural system; wall, ceiling, roofing, and waterproofing systems; exterior and interior finishes; and doors, windows, and case work. These descriptions shall include applicable code references.
- .4 Descriptions of the plumbing and HVAC systems including controls, ducts, filtration, and piping. These descriptions shall include applicable code references.
- .5 A general description of electrical services including the voltage and the number of feeders. The specifications shall provide a specific description of items to be served by emergency power and shall describe design considerations for special areas. This description shall include applicable code references.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD**University of California, Los Angeles****Project No. TBD**

- .6 A description of fire safety items including all mechanical and electrical devices required by the State Fire Marshal for the intended occupancy of the building.
- .7 A description of special systems including laboratory control systems, energy management systems, special exhaust systems, and similar items.

3.15 ENERGY ANALYSIS

3.15.1 Design Professional shall submit a complete performance-approach computer simulation demonstrating Title 24 energy compliance for University review and certification. Process loads shall be clearly identified and evaluated as allowed by California Code of Regulations Title 24, Part 6. The simulation shall demonstrate compliance with University's requirement to outperform Title 24 energy efficiency requirements by the amount specified in paragraph 1.13 herein. Design Professional shall correct all non-complying aspects of the design, including the energy compliance approach.

3.16 SOLE SOURCE LISTING

3.16.1 Design Professional shall submit a list of each item of equipment and/or each system to be designated as sole source by the notation in the documents, "or equal (no known equal)". This list shall include the following information:

- .1 Description of each item of equipment and/or each system;
- .2 Estimated cost of each item of equipment and/or each system; and
- .3 Justification as to why each item of equipment and/or each system needs to be from a sole source. Include brief performance specifications detailing those features which, because they are unique or state-of-the-art, or the preclude use of an alternative product.

3.17 EMS/HVAC AUTOMATIC TEMPERATURE CONTROLS

3.17.1 If applicable to the scope of this Project, Design Professional shall specify automatic Energy Management System (EMS)/HVAC controls systems that communicate with and are interoperable with the campus system. University's Designated Administrator will arrange an initial meeting at the end of the Design Development phase to discuss the integration and specification of the EMS/HVAC Control System. Design Professional shall thereafter incorporate these requirements into Project design and Construction Documents.

3.18 GREEN BUILDING DESIGN

3.18.1 Refer to paragraph 1.13 herein.

ARTICLE 4 - BASIC SERVICES - CONSTRUCTION DOCUMENTS PHASE**4.1 GENERAL**

4.1.1 Upon 100% and backcheck to 100% completion of Construction Documents, Design Professional shall submit updated versions of all of the required items for the Design Development phase submittal as well as the additional items described below. The Construction Documents shall be consistent with the Project Program (including the gross and assignable floor areas), the Construction Budget and the Project Schedule.

4.1.2 Prior to the 100% Construction Documents phase submittal, Design Professional and its consultants shall review University's Bidding Documents for Project requirements and recommend any changes needed to make them applicable to the Project. Design Professional shall include, with the 100% Construction Document phase submittal, a single marked-up set of University's Standard Specifications, Division 1, General Requirements, showing the recommended changes, if any.

4.1.3 The Drawings and Specifications shall be consistent with University's General Conditions and the Division 1 tailored for the Project, as required by subparagraph 4.1.2 herein.

4.2 CODE ANALYSIS - NOT USED.**4.3 ESTIMATED PROJECT CONSTRUCTION COST - NOT USED.****4.4 AREA TABULATION - NOT USED.****4.5 DESIGN INTENT NARRATIVE**

4.5.1 Design Professional shall update the Design Intent Narrative.

4.6 MATERIAL BOARD

4.6.1 Design Professional shall update the Material Board(s).

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles

Project No. TBD

4.7 50% COMPLETE CONSTRUCTION DOCUMENTS - NOT USED.

4.8 ENERGY ANALYSIS

4.8.1 Update the Title 24 energy compliance computer simulation specified in paragraph 3.15 herein, including requirement to achieve the energy efficiency specified in paragraph 1.13 herein. Submit California Energy Commission forms certifying that the design complies with the code and the UC Policy on Sustainable Practices. University, acting as the enforcement agency, is required to independently check the designs and certify that they are in compliance with the code. Any non-complying aspect of the design, as determined by University's Designated Administrator, shall be corrected by Design Professional before the design can be certified by University.

4.9 STRUCTURAL, MECHANICAL, AND ELECTRICAL CALCULATIONS

4.9.1 Design Professional shall clearly list all design criteria, assumptions, and references used. Calculations shall be arranged in a clear manner and shall include schematic diagrams and spreadsheets where necessary together with information sufficient to show compliance with all applicable codes and design standards. Calculations shall be checked and stamped by an engineer registered in the applicable discipline. Submitted calculations shall include, but not be limited to:

- .1 Structural Calculations:
 - a. Preface with a statement outlining the basis for the structural design and indicating the manner in which the proposed building will resist vertical loads and horizontal forces.
 - b. Structural diagrams shall be accompanied by computations, stress diagrams and other pertinent data and shall be complete to the extent that calculations for individual structural members can be readily interpreted.
 - c. List assumed safe bearing pressures on soils and ultimate strengths of concrete.
 - d. Where unusual conditions occur, submit additional data as is pertinent.
- .2 Mechanical Calculations:
 - a. Heating and cooling load calculations.
 - b. Psychometric charts and air conditions.
 - c. Fan and coil sizing calculations and selection data.
 - d. Sizing calculations and selection data for chillers, boilers, cooling towers, heat exchangers, packaged air conditioners, etc.
 - e. Ductwork and pipe sizing calculations. (Include flows per room or coil, sizing method used and pressure drops).
 - f. Domestic/industrial hot water sizing calculations, including pump sizing.
 - g. Structural and seismic calculations for equipment supports (may be submitted with structural calculations).
- .3 Electrical Calculations:
 - a. Summary of electrical loads used in calculating transformer size.
 - b. Fault interruption calculations.
 - c. Point-by-point lighting analysis for all interior rooms and exterior areas showing light level contours graphically.
 - d. Structural and seismic calculations for equipment supports (may be submitted with structural calculations).
- .4 Plumbing, Communications, and other specialized building system calculations.

4.10 UTILITY SHUT DOWN PLAN

4.10.1 Design Professional shall provide a detailed Utility Shut Down Plan that identifies all utilities affected, how the utility is to be isolated, maximum allowable duration of interruption (if applicable) and the affected facilities for all major shut downs. Design Professional shall specify by-pass or temporary service if required to minimize disruption to University.

4.11 SOLE SOURCE LIST

4.11.1 Design Professional shall update the sole source list.

4.12 NOT USED.

4.13 100% COMPLETE CONSTRUCTION DOCUMENTS

4.13.1 Design Professional shall provide drawings, details and specifications in sufficient detail as to be deemed 100% complete and buildable. Prior to submitting the 100% Construction Documents, Design Professional and its consultants shall have thoroughly checked, coordinated, and revised all documents to bring them to 100% completed level:

4.13.2 Cover Sheet and Regulatory Compliance Drawings shall include:

- .1 Title sheet with index, general notes, legends, and a small-scale Facility/Project location map.
- .2 Code Compliance Calculations and Diagrams.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles

Project No. TBD

4.13.3 Civil Drawings shall include:

- .1 Existing civil survey.
- .2 Site demolition plan.
- .3. Site utilities plan:
 - a. Coordinate size and location for all stub outs for connection by Architectural, Mechanical, Plumbing, Electrical, etc. Indicate continuation sheet number.
 - b. Indicate identification number as provided by University's Designated Administrator on all new manholes, valve boxes, cleanouts, lift stations, etc.
 - c. Completely design steam and condensate lines, steam vaults, expansion legs, anchors and guides.
 - d. Show locations, sizes, and elevations of the site sewer, street water main, and water service into the building.
- .4 Site plan.
- .5 Rough grading plan. Show drainage structures.
- .6 Site profile sections.
- .7 Details.

4.13.4 Landscape Drawings shall include:

- .1 Finished grading plan.
- .2 Hardscape (paving) plan.
- .3 Irrigation plan.
- .4 Planting plan.
- .5 Hardscape details (walls, walks, planters, etc.).
- .6 Irrigation details.
- .7 Planting details.
- .8 Other details as appropriate.

4.13.5 Architectural Drawings shall include:

- .1 Reflected ceiling plans showing all penetrations.
- .2 Details, including the anchorage of all fixed equipment in accordance with the California Building Standards Code, Title 24, CCR, all applicable parts..

4.13.6 Structural Drawings shall include:

- .1 Plans that indicate the location, type of member, size, and material of each structural element (including existing elements on renovation projects) for foundations, floors, roofs, and any intermediate levels, including new and existing structural elements. List assumed safe bearing pressures on soils and ultimate strengths of concrete.
- .2 Schedules (beam, column and slab).
- .3 Details of all connections, assemblies, expansion joints, and similar items.
- .4 Details of the structural framing systems required to support nonstructural elements and fixed equipment.

4.13.7 Plumbing Drawings:

- .1 Floor Plans shall show:
 - a. Locations, sizes, and elevations of the building sewer, drains, waste, and waste vent stacks with connections to drains, fixtures and equipment.
 - b. Locations and sizes of hot, cold, and circulation water mains, branches, and risers from the service entrance and tanks.
 - c. Fire-extinguishing equipment such as sprinklers and wet/dry standpipes.
 - d. Locations and sizes of natural gas, vacuum and medical gas systems.
- .2 Riser diagrams for each system shall show all plumbing stacks with vents, water risers, and fixture connections for multi-story buildings; materials, gauges and sizes for all elements.
- .3 Sections shall show structural, HVAC and piping systems through congested areas.
- .4 All plumbing drawings shall indicate the complete plumbing system in detail and shall include methods for fastening equipment to the structure to resist seismic forces.

4.13.8 HVAC Drawings shall include:

- .1 Mechanical floor plans showing the complete HVAC systems including the following items:
 - a. Heating and steam mains, including branches, with pipe sizes.
 - b. Air-conditioning systems including refrigerators, water and refrigerant piping, and duct work.
 - c. Exhaust and supply ventilating systems showing duct sizes for steam or water connections and piping.
 - d. Air and piping systems, including all branches, on each floor plan.
- .2 Detailed floor plans and sections clearly indicating the work required for all mechanical equipment rooms.
- .3 Air balance schedule indicating the cubic feet per minute (CFM) of outside air, supply air, return air, and exhaust air for each air system.
- .4 Elevations of built-up fan units to ensure required airflows and access to the component parts of the units

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

- .5 Flow diagram for each of the following types of water systems: chilled water, condenser water, hot water and others as needed to clearly define the scope of work.
- .6 Riser diagram for each type of system (air, chilled water, heating hot water and specialty systems).
- .7 Mounting details.
- .8 Sequence of operations diagram.
- .9 A sufficient level of detail shall be provided to illustrate connections, routings, and other items in complex areas.

4.13.9 Electrical Drawings shall include:

- .1 Electrical service entrance and its service switches, the service feeds to the public service feeders, and the characteristics of the light and power currents.
- .2 Transformers and their connections, whether in the building or on the Project site.
- .3 Main switchboard, power panels, light panels and associated equipment.
- .4 Feeder and conduit sizes.
- .5 Light fixtures, receptacles, switches and power outlets.
- .6 Telephone outlets, conduits, terminal cabinets and backboards.
- .7 Complete fire alarm system including its connection to the Facility's system.
- .8 Emergency electrical power system including generator transfer switches, fuel tanks, and all auxiliaries.
- .9 Other systems as required.
- .10 Mounting details.
- .11 Electrical drawings shall indicate all components of the electrical system in place and connected to the sources of services. A sufficient level of detail shall be provided to illustrate connections, routings, and other items in complex areas. All wiring shall be final-sized. Detailed methods for fastening equipment to the structure to resist seismic forces shall be indicated. At minimum, provide the following:
 - Feeder and conduit sizes and a schedule of feeder breakers or switches, locations of all circuits, details for other systems as required.
 - Locations of light fixtures, receptacles, switches, power outlets, and all circuits.

4.13.10 Soils and Materials Testing Recommendations: Design Professional shall provide written recommendations for construction phase testing and special inspections such as soils and materials testing, welding inspections, and dewatering requirements.

4.13.11 Specifications:

- .1 Update the Specification Index.
- .2 Not Used.
- .3 Not Used.
- .4 Submit complete specifications for Divisions 2 through 16.

4.13.12 Contract Documents: University will prepare Bidding Documents including the Cover Page, Table of Contents, Advertisement for Bids, Project Directory, Instructions to Bidders, Supplementary Instructions to Bidders, Information Available to Bidders, Bid Form, Location Map(s), Geotechnical Engineering Report, Prevailing Wage Determinations, Qualifications Questionnaire, Bonds, Agreement, General Conditions, Supplemental Conditions, Equal Opportunity Documentation, Exhibits and Specifications, Division 1, General Requirements. Design Professional shall provide or assist with the following documents:

- .1 Certification Page (prepared by University, signed and stamped by Design Professional).
- .2 Project Description (furnished by Design Professional, prepared by University).
- .3 Index to the Specifications (furnished by Design Professional, prepared by University).
- .4 Specifications, Divisions 2 through 16.
- .5 List of Drawings (with dates furnished by Design Professional, prepared by University).

4.14 LETTER OF ASSURANCE

4.14.1 Upon completing the 100% Construction Documents, Design Professional shall submit to University a Letter of Assurance attesting that the documents are complete and ready to bid.

4.15 LIST OF ROOMS AND SPACES

4.15.1 Design Professional shall provide a complete listing of all rooms and spaces in a format acceptable to University's Designated Administrator.

4.16 100% BACKCHECK CONSTRUCTION DOCUMENTS

4.16.1 The 100% Backcheck submittal shall either incorporate all changes and corrections required by University and review agencies as a result of their review of the 100% Construction Documents, or be accompanied by a written statement as to why such changes were not incorporated. University may reject Design Professional's explanation and require Design Professional to make the changes or corrections to the Construction Documents as previously requested by University.

4.16.2 Unless directed otherwise in writing by University, the Construction Document phase shall not be considered complete until all required agency and University approvals have been received by Design Professional. When all University and review

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles

Project No. TBD

agency required changes or corrections have been incorporated by Design Professional, the Construction Documents will be deemed to be final and ready for bid

4.16.3 Final Construction Drawings and the Certification page of the specifications submitted to University for bidding purposes shall be signed and stamped by Design Professional or the appropriate Design Professional's consultant.

ARTICLE 5 - BASIC SERVICES - BIDDING PHASE

5.1 GENERAL

5.1.1 Not Used.

5.1.2 Design Professional's Project Architect or Engineer shall assist University in the review and evaluation of bids if requested by University.

5.2 UNIVERSITY ADMINISTRATION

5.2.1 University will administer and coordinate the following:

- .1 Reproduction of all documents, including addenda.
- .2 Completing and placing the Advertisement for Bids.
- .3 Scheduling and coordination of pre-bid conference and site visits.
- .4 Receipt of questions from bidders and distribution of questions to Design Professional.
- .5 Receipt of addenda documents from Design Professional.
- .6 Issuance of addenda.
- .7 Receipt of Bids.
- .8 Rejection of Bids.
- .9 Bidder Protests.
- .10 Contract Award and Execution.

5.3 PRE-BID CONFERENCE AND SITE VISIT

5.3.1 University's Representative will conduct, and Design Professional and its consultants shall attend and participate in pre-bid conferences and pre-bid site visits with potential bidders to help identify questions that bidders may raise during the Bidding phase. Questions from prospective Bidders shall be collected by University's Representative during these conferences and site visits. No questions shall be answered at these events which require interpretation, clarification or modifications of the Contract Documents.

5.4 BIDDERS' INQUIRIES

5.4.1 During the Bidding phase, University's Representative (or designee) will receive all requests for interpretation, clarification and modification from Bidders, and log in the date, time, and caller's name and question. University's Representative will forward this information to Design Professional. Design Professional shall submit all responses to said items to University's Representative only. Design Professional and its consultants shall not to issue any verbal or written statements regarding the Bidding Documents.

5.4.2 University's Representative sets the deadline for receiving all requests for clarification or interpretation of the Bidding Documents. Questions received after the deadline may be answered at the discretion of University's Representative.

5.5 ADDENDA

5.5.1 Interpretation, clarification, and modification of the Contract Documents shall be issued only in the form of an Addendum to the Contract Documents. Design Professional shall furnish the information required to University for issuance of Addenda.

5.5.2 Design Professional is responsible for receiving, reviewing, approving, coordinating, and incorporating addenda items received from its consultant(s) into a single addendum document prior to submitting this document to University. Addenda shall be submitted to University in the same format as the Construction Documents except as follows:

- .1 In the Specifications, all additions shall be shown in bold underline or bold italics and all deletions shown in strikethrough.
- .2 In the Drawings, all changes shall be "clouded."

5.5.3 Design Professional shall provide to University at the end of the Bidding phase the following documents with changes identified as follows. In the Specifications all additions shall be shown in bold underline or bold italics and all deletions shown in strikethrough. In the Drawings, changes shall be "clouded."

- .1 One complete set in hard copy format of Construction Drawings and Specifications that fully integrate all addenda items.
- .2 One complete set on CD-ROM of Construction Drawings and Specifications that fully integrate all addenda items.

**EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles****Project No. TBD****5.6 SUBMITTAL LIST**

5.6.1 Design Professional shall submit, prior to the bid date, a complete list of all submittals required by the Contract Documents listed by individual specification sections.

5.7 PRE-AWARD CONFERENCE

5.7.1 Design Professional shall, if requested by University, participate in a pre-award meeting to include review of Contractor's submittals which are received with the signed Agreement of the Construction Contract.

ARTICLE 6 - BASIC SERVICES - CONSTRUCTION PHASE**6.1 GENERAL**

6.1.1 Design Professional's responsibilities shall include, but not be limited to, interpretation of the Contract Documents; periodic site observations; review of submittals; preparation of documents for proposed changes; and general consultation to University on design matters. Design Professional shall be fully responsible for all matters related to Design Professional's design and all of Design Professional's recommendations to University which are carried out by University without substantive change. Design Professional's duties shall not include administration of communications with Contractor, chairing meetings with Contractor, monitoring the schedule; negotiation of price changes; and coordination of closeout. Design Professional shall cooperate with University's Representative in University's Representative's provision of contract administration services as those services are described in the Contract Documents.

6.1.2 Except as otherwise provided in the Contract Documents or as directed by University, all written communications with Contractor shall be sent and received by University's Representative. Design Professional shall advise and consult with University's Representative and shall keep University's Representative informed of the observed progress of the Work. Design Professional shall render written or graphic interpretations and decisions that are consistent with the intent of, and reasonably inferable from, the Contract Documents; review and recommend any action to be taken regarding Contractor's required submittals; and evaluate, with University's Representative, the equivalence of proposed substitutions for materials, products, or services specified by brand or trade names in the Contract Documents and recommend either approval or rejection of substitutions as being equal in quality, utility, and appearance.

6.1.3 Design Professional shall perform all Construction phase services in a timely manner, as required by this Agreement and the Contract Documents. Design Professional shall not delay its interpretations, decisions, reviews, or other functions pursuant to this Agreement so as to cause or contribute to a disruption of construction or a delay in completion of the Project.

6.1.4 Design Professional shall, at no cost to University, satisfactorily correct any and all errors, omissions, deficiencies, or conflicts in the Construction Documents prepared by Design Professional or Design Professional's consultants promptly upon discovery or notice. The obligations of Design Professional to correct defective or nonconforming Work shall not in any way limit any other obligations of Design Professional.

6.2 CONTRACT DOCUMENTS COMPLIANCE

6.2.1 Design Professional shall make (1) periodic on-site observations of construction as it progresses except for periods of construction downtime as approved by University in writing, and upon completion of construction and (2) off-site observations of fabricated materials and equipment when such off-site checks are specified in the Contract Documents. Observations shall be conducted deliberately and thoroughly. The frequency, duration, and extent of such observations shall be appropriate to and for: the progress, character, and complexity of the Work; design issues or questions of concern to Design Professional, its consultants, University's Representative or as noted in any inspection reports furnished to Design Professional; the observed quality of Contractor's performance during previous visits; the review of construction of crucial components of the Work; and the observation of the performance of specified or University's Representative's directed tests significant to the acceptability of crucial components of the Work. Such observations shall also be performed when reasonably requested by University.

6.2.2 Observations shall be for the purpose of ascertaining: the progress of the Work; that the character, scope, quality and detail of construction (including workmanship and materials) comply with the design expressed in the Contract Documents, University's Representative's directives, approved product data and samples and clarification drawings. Observations shall be separate from any inspections which may be provided by University. University's provision of inspection services, if any, shall not relieve Design Professional of its responsibilities under this Agreement.

6.2.3 Design Professional shall have the authority to recommend rejection of Work that is defective or that does not conform to any of the following: the Contract Documents; Design Professional's directives; applicable code requirements; approved shop drawings, product data, and samples; or clarification drawings. Such rejection shall be transmitted to University's Representative in writing for communication to Contractor.

6.2.4 Design Professional shall recommend special inspection or testing of the Work in accordance with the provisions of the Contract Documents if, in Design Professional's reasonable opinion, such inspection or testing is necessary or advisable for the implementation of the Contract Documents, regardless of the state of completion of the Work subject to such inspection or testing.

6.2.5 Design Professional shall review inspection reports, laboratory reports, and test data to determine conformity of such data with: the design requirements expressed, implied, or depicted in the Contract Documents; approved Shop Drawings, Product Data, and Samples; and Clarification Drawings.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP
University of California, Los Angeles

Project No. TBD

6.2.6 Design Professional shall also recommend to University's Representative, in writing, about actions that need to be taken by University's Representative, as determined from Design Professional Project site visits, inspection reports, laboratory reports, and test data or from Contractor proposals, or other relevant documents.

6.3 INTERPRETATION OF THE CONTRACT DOCUMENTS

6.3.1 Design Professional shall be, in the first instance, the interpreter of the design requirements of the Contract Documents and the judge of the performance thereunder.

6.3.2 Design Professional's decisions or interpretations regarding the Contract Documents, or disputes arising out of the Contract Documents shall be issued by University's Representative following University review, but shall be based upon Design Professional's independent judgment. Information regarding, or changes to, the Contract Documents shall be issued by University on University's forms (Letters of Instruction, Field Orders, and Change Orders).

6.4 CHANGES TO THE CONTRACT DOCUMENTS

6.4.1 Design Professional shall incorporate changes (issued as revision drawings with Field Orders, RFIs or Change Orders) into the Record Documents on a monthly basis during the Construction phase.

6.5 CONSTRUCTION MEETINGS

6.5.1 Pre-Construction Meeting (Kick-off): Not Used.

6.5.2 Construction Meetings: Design Professional shall attend regular construction meetings at the project site scheduled to occur TBD, plus special meetings as they are deemed necessary. Design Professional's consultants shall attend as necessary. If, through no fault of Design Professional, the total number of regular construction meetings attended exceeds TBD meetings, Design Professional shall be compensated for additional meetings in accordance with Agreement paragraph 5.2. Construction meeting notes will be prepared and distributed by University's Representative.

6.6 INSPECTION

6.6.1 Construction phase inspection will be provided and paid for by University. Design Professional shall provide technical direction to, and interpretation of, the Contract Documents for inspectors and advise these inspectors of decisions rendered.

6.6.2 The inspectors, acting under the direction of University's Representative, will:

- .1 Be responsible for milestone inspections (spot checks) to assess compliance with the requirements of the Contract Documents.
- .2 Prepare a written report following each milestone inspection. The inspector shall notify University's Representative when work that does not comply with the Contract Document requirements is observed in the field. Observed instances of noncompliance shall be noted in the inspector's report.
- .3 Comment in subsequent inspector's reports on whether or not instances of noncompliance have been corrected.
- .4 Participate in punch list inspections for beneficial occupancy, substantial completion and final completion.
- .5 Assist University's Representative in reviewing test and inspection results from testing laboratories. If University contracts for specialty inspection services, the inspector shall report the results of these inspections to University's Representative.
- .6 Not authorize deviations from the Contract Documents.
- .7 Not advise or issue directions to Contractor regarding any aspect of construction means, methods, techniques, sequences, or procedures or regarding safety programs in connection with the Project.

6.7 MATERIALS TESTING

6.7.1 University will contract with soils and materials testing laboratories upon Design Professional's recommendations and as required by the Specifications. University's Representative or University's Representative's delegate will coordinate the activities of Contractor and University's testing consultants.

6.8 MATERIALS/COLOR SCHEDULE AND MATERIALS BOARDS - NOT USED.

6.9 COMMISSIONING PLAN

6.9.1 Design Professional shall review Contractor's or University's Commissioning Plan for accurate incorporation of design intent.

6.10 PUNCH LIST

6.10.1 Design Professional and its consultants shall review the construction with University's Representative and Contractor when notified that the construction is substantially complete, and again when notified that the construction is fully complete. Design Professional shall compile a punch list indicating any lack of compliance with Contract Document requirements and submit to University's Representative. University's Representative, Design Professional, and Contractor shall also inspect the construction when Beneficial Occupancy is required by University or stipulated in the Contract Documents. Design Professional shall advise on

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD
University of California, Los Angeles

Project No. TBD

the issuance of the Certificate of Beneficial Occupancy and the Certificate of Substantial Completion in accordance with the Contract Documents.

6.11 FINAL APPROVAL AND INSPECTION ACCEPTANCE

6.11.1 Design Professional and its consultants shall:

- .1 Assist University's Representative to review Contractor's guarantees, and operating data to assess compliance with the Contract Document requirements.
- .2 Assist University's Representative to assemble written guarantees, operating and maintenance instruction books, diagrams, and charts required of Contractor. University's Representative is responsible for verifying that all required submittals have been received.
- .3 Recommend final acceptance of the construction and shall advise University of the acceptability of the work performed by Contractor.
- .4 Advise as to readiness for occupancy and sign a statement of that advice on University's Certificate of Occupancy and Temporary Certificate of Occupancy, as appropriate.
- .5 Attend a final inspection and sign a Final Completion form.

6.12 REVIEW OF CONTRACTOR'S AS-BUILT DOCUMENTS

6.12.1 Design Professional shall review Contractor's As-Built Documents prior to or immediately following each Contractor pay request submitted to verify that Contractor's work is in compliance with the Contract Documents. Design Professional shall review Contractor's final As-Built Documents and verify University's approval of the changes shown on the As-Built Documents prior to Design Professional's preparation of the final Record Documents.

6.13 RECORD DOCUMENTS

6.13.1 Any revisions or changes that have been made during construction shall be incorporated in the Record Documents to show the As-Built condition of the Project. The Record Documents shall include the Contract Documents, Contractor prepared shop, design, and layout drawings. The Record Drawings shall include all revisions and changes made during construction both as issued by Design Professional and University and as recorded by Contractor during the course of the Project. Merely supplementing the Contract Drawings with Change Orders and Field Directive documents stamped "AS-BUILT" is not acceptable. All changes shall be transferred to the original drawings, including the revision of the CAD digital files for the Drawings, to reflect a true "As-Built" condition. The digital files and plots shall be labeled "RECORD DRAWING" with the appropriate date. Design Professional shall submit an interim set of Record Drawings at the midpoint of construction incorporating all changes to date. Design Professional shall furnish fixed line photo or ink reproducible Record Drawings (electrostatic copies are not acceptable) on 0.004" (4 mil) Mylar drafting film. The final Record Drawings shall be submitted to University within 30 days of receiving Contractor's As-Built Drawings.

ARTICLE 7 - ADDITIONAL SERVICES

Unless required to be performed as part of basic services, the services described in this Article are additional services as described in Agreement Article 3.

7.1 PRELIMINARY DESIGN

7.1.1 Provide a rough order of magnitude cost estimate based on an anticipated program, scope, schedule, and building area.

7.1.2 Provide programming services including but not limited to the following:

- .1 Meetings.
- .2 Confirm design and sustainability goals.
- .3 Review and confirm design requirements including sustainability criteria.
- .4 Conduct user interviews.
- .5 Establish and evaluate space needs and data.
- .6 Develop project schedule, delivery method and cost model.
- .7 Conduct space/cost reviews and adjustments.
- .8 Prepare programming document.

7.2 PRE-CONSTRUCTION PHASES

7.2.1 Provide analyses of University's need and formal programming documentation of the requirements of the Project.

7.2.2 Not Used.

7.2.3 Not Used.

7.2.4 Not Used.

7.2.5 Not Used.

7.2.6 Not Used.

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHDP**University of California, Los Angeles****Project No. TBD**

7.2.7 Prepare revisions to the documents during the design phases when these revisions are inconsistent with data or written approvals previously given by University, excluding (1) corrections of design errors or omissions, and (2) modifications of the Construction Documents in accordance with Articles 4 and 5 and paragraph 1.4 herein.

7.2.8 Not Used.

7.2.9 Not Used.

7.2.10 Not Used.

7.2.11 Not Used.

7.2.12 Provide analyses of owning and operating costs, except as needed to prepare the energy analysis required herein.

7.2.13 Provide perspective drawings, models, and mock-ups, including slides thereof except as indicated in paragraph 2.1 herein for Schematic Design (if applicable).

7.3 CONSTRUCTION PHASE

7.3.1 Prepare drawings, specifications, supporting data, and other services in connection with Change Orders. Services shall include, but not be limited to, provision of cost and schedule analyses associated with Field and Change Orders

7.3.2 Not Used.

7.4 POST-CONSTRUCTION

7.4.1 Provide services as necessary to correct major defects or deficiencies in the Work of Contractor when such defects or deficiencies require services in excess of those reasonably expected on a project of this type, size and complexity, excluding warranty items, provided that such defects or deficiencies are not caused in whole or in part by errors or omissions on the part of Design Professional.

7.4.2 Not Used.

7.4.3 Provide services after the issuance of the final Certificate for Payment provided that these services do not relate to corrections of design errors or omissions.

7.4.4 Provide services regarding replacement of any Work damaged by fire or other cause (excluding any cause resulting from the negligent acts, errors, or omissions by Design Professional).

7.5 GENERAL

7.5.1 Provide services in connection with a public hearing, mediation, arbitration proceeding, or legal proceeding, except where Design Professional is party thereto.

7.5.2 Provide services made necessary by the termination of Contractor but only to the extent such services exceed the level of service that would have been provided in the absence of a termination of Contractor.

END OF EXHIBIT C

EXHIBIT G
TO THE
EXECUTIVE DESIGN PROFESSIONAL AGREEMENT
PROJECT PROGRAM

TBD

SAMPLE

EXHIBIT H
TO THE
EXECUTIVE DESIGN PROFESSIONAL AGREEMENT
INSURANCE

(attached)

SAMPLE

EXHIBIT I
TO THE
EXECUTIVE DESIGN PROFESSIONAL AGREEMENT

Order Number: {#}

AMENDMENT

Project Name: {Name}
Project Number: {Number}

Date: {date}

Design Professional (Vendor):
TBD

Amendment Number: {#}
(Contract ID {#})

Negotiated Lump Sum Fixed Fee: \$TBD

A. The Agreement between the Regents of the University of California and Design Professional, is hereby amended as follows:

1. {UCLA-INSERT MODIFICATIONS TO THIS AGREEMENT.}

All terms and conditions of this Agreement shall remain in full force and effect unless expressly modified herein or by another duly executed Amendment.

IN WITNESS WHEREOF, University and Consultant have executed this Amendment on the date indicated below.

FOR THE UNIVERSITY

By: _____

{Name}
{Title}

Dated _____

FOR THE DESIGN PROFESSIONAL

By: _____

Dated _____

EXHIBIT J **TO THE** **EXECUTIVE DESIGN PROFESSIONAL AGREEMENT**

LEED™ Green Building Score Sheet

(Renovation)

Instructions: Check boxes corresponding to each credit sought. When summing credits, do not count prerequisites.

Sustainable Sites

The following credits* are applicable to **all** buildings:

☐	Credit SS 1	Site Selection - Select a LEED™ Certified Building - OR - Locate the tenant space in a building with the following characteristics:
☐	Credit SS-Option1A	Brownfield Redevelopment
☐	Credit SS-Option1B	Stormwater Management, Rate and Quantity
☐	Credit SS-Option1C	Stormwater Management, Treatment
☐	Credit SS-Option1D	Heat Island Reduction, Non-Roof
☐	Credit SS-Option1E	Heat Island Reduction, Roof
☐	Credit SS-Option1F	Light Pollution Reduction
☐	Credit SS-Option1G	Water Efficient Irrigation: Reduce by 50%
☐	Credit SS-Option1H	Water Efficient Irrigation: No potable Use or No irrigation
☐	Credit SS-Option1I	Innovative Water Technologies
☐	Credit SS-Option1J	Water Use Reduction: 20% Reduction
☐	Credit SS-Option1K	Onsite Renewable Energy
☐	Credit SS-Option1L	Other Quantifiable Environmental Performance
☐	Credit SS2	Development Density and Community Connectivity
☐	Credit SS3.1	Alternative Transportation, Public Transportation Access
☐	Credit SS3.2	Alternative Transportation, Bicycle Storage & Changing Rooms
☐	Credit SS3.3	Alternative Transportation, Parking Availability

The following Labs 21 credits** are applicable to **laboratory** buildings:

☐	Credit SS12.1	Safety and Risk Management, Air Effluent
☐	Credit SS12.2	Safety and Risk Management, Water Effluent

Water Efficiency

The following credits* are applicable to **all** buildings:

☐	Credit WE1.1	Water Use Reduction, 20% Reduction
☐	Credit WE1.2	Water Use Reduction, 30% Reduction

The following Labs21 credits** are applicable to **laboratory** buildings:

☐	Prereq 1	Laboratory Equipment Water Use
--------------------------	----------	---------------------------------------

	Credit WE2.1	Process Water Efficiency, 20% Reduction
	Credit WE2.2	Process Water Efficiency, 30% Reduction

Energy & Atmosphere

The following credits* are applicable to all buildings:

Y	Prereq EA 1	Fundamental Commissioning
Y	Prereq EA 2	Minimum Energy Performance
Y	Prereq EA 3	CFC Reduction in HVAC&R Equipment
	Credit EA1.1	Optimize Energy Performance - Lighting Power
	Credit EA1.2	Optimize Energy Performance - Lighting Controls
	Credit EA1.3	Optimize Energy Performance - HVAC
	Credit EA1.4	Optimize Energy Performance - Equipment and Appliances
	Credit EA2	Enhanced Commissioning
	Credit EA3	Energy Use, Measurement & Payment Accountability
	Credit EA4	Green Power

The following Labs21 credits** are applicable to laboratory buildings:

	Prereq EA4	Assess Minimum Ventilation Requirements
	Credit EA5	Energy Supply Efficiency
	Credit EA6	Improve Laboratory Equipment Efficiency
	Credit EA7	Right-size Laboratory Equipment Load
	Credit EA8	Right-size Laboratory Equipment Load, Metering

Materials & Resources

The following credits* are applicable to all buildings:

Y	Prereq MR 1	Storage & Collection of Recyclables
	Credit MR1.1	Tenant Space, Long Term Commitment
	Credit MR1.2	Building Reuse, Maintain 40% of Interior Non-Structural Components
	Credit MR1.3	Building Reuse, Maintain 60% of Interior Non-Structural Components
	Credit MR2.1	Construction Waste Management, Divert 50% from Landfill
	Credit MR2.2	Construction Waste Management, Divert 75% from Landfill
	Credit MR3.1	Resource Reuse, Specify 5%
	Credit MR3.2	Resource Reuse, Specify 10%
	Credit MR3.3	Resource Reuse, Specify 30%, Furniture and Furnishings
	Credit MR4.1	Recycled Content, Specify 10% (post-consumer + ½ pre-consumer)
	Credit MR4.2	Recycled Content, Specify 20% (post-consumer + ½ pre-consumer)
	Credit MR5.1	Regional Materials, 20% Manufactured Regionally
	Credit MR5.2	Regional Materials, 10% Extracted and Manufactured Regionally
	Credit MR6	Rapidly Renewable Materials

☐

Credit MR7

Certified WoodThe following credits** are applicable to **laboratory** buildings:☐

Prereq MR2

Hazardous Material Handling**Indoor Environmental Quality**The following credits* are applicable to **all** buildings:☒

Y

Prereq EQ1

Minimum IAQ Performance☒

Y

Prereq EQ2

Environmental Tobacco Smoke (ETS) Control☐

Credit EQ1

Outside Air Delivery Monitoring☐

Credit EQ2

Increased Ventilation☐

Credit EQ3.1

Construction IAQ Management Plan, During Construction☐

Credit EQ3.2

Construction IAQ Management Plan, Before Occupancy☐

Credit EQ4.1

Low-Emitting Materials, Adhesives & Sealants☐

Credit EQ4.2

Low-Emitting Materials, Paints and Coatings☐

Credit EQ4.3

Low-Emitting Materials, Carpet Systems☐

Credit EQ4.4

Low-Emitting Materials, Composite Wood & Laminate Adhesives☐

Credit EQ4.4

Low-Emitting Materials, Systems Furniture and Seating☐

Credit EQ5

Indoor Chemical & Pollutant Source Control☐

Credit EQ6.1

Controllability of Systems, Lighting☐

Credit EQ6.2

Controllability of Systems, Temperature and Ventilation☐

Credit EQ7.1

Thermal Comfort, Compliance☐

Credit EQ7.2

Thermal Comfort, Monitoring☐

Credit EQ8.1

Daylight & Views, Daylight for 75% of Spaces☐

Credit EQ8.2

Daylight & Views, Daylight for 90% of Spaces☐

Credit EQ8.3

Daylight & Views, Views for 90% of Seated SpacesThe following credits** are applicable to **laboratory** buildings:☐

Prereq EQ3

Laboratory Ventilation☐

Prereq EQ4

Exterior Door Notification System☐

Credit EQ9

Indoor Environmental Safety**Innovation & Design Process**The following credits* are applicable to **all** buildings:☐

Credit ID1.1

Innovation in Design: Provide Specific Title☐

Credit ID1.2

Innovation in Design: Provide Specific Title☐

Credit ID1.3

Innovation in Design: Provide Specific Title☐

Credit ID1.4

Innovation in Design: Provide Specific Title☐

Credit ID2

LEED™ Accredited Professional

Project Total

*Source: LEED™-CI, US Green Building Council, www.usgbc.org, **Source: Labs21 EPC, US Dept. of Energy

SAMPLE

EXHIBIT K **TO THE** **EXECUTIVE DESIGN PROFESSIONAL AGREEMENT**

SELF-CERTIFICATION

For each SBE, DBE, WBE, and/or DVBE, the following must be completed.

Indicate all Business category(ies) that apply by initialing next to the applicable category(ies):

(Initial, if applicable)

_____ **Small Business Enterprise (SBE)** - an independently owned and operated concern certified, or certifiable, as small business by the Federal Small Business Administration (SBA). (Size standards by Standard Industrial Classification codes required by the Federal Acquisition Regulations, Section 19.102, may be found at www.sba.gov/size. The University may rely on written representation by the vendors regarding their status.) Annual average receipts, computed from the gross receipts for the last 3 fiscal years, do not exceed the amount listed in the MAXIMUM RECEIPTS TABLE below. The average annual receipt is computed by taking the sum of the gross receipts of the prior 3 fiscal years and dividing by 3.

MAXIMUM RECEIPTS TABLE

Construction Services (by Contractor's License Classification):	AVERAGE ANNUAL RECEIPTS (Preceding 3 Years)
Class "A" – General Engineering	\$28,500,000
Class "B" – General Building	\$28,500,000
Class "C" – Specialty	\$12,000,000
Architectural & Engineering Services	\$4,000,000 (except landscape architectural services)
Landscape Architectural Services	\$6,000,000
Other services	For appropriate amount, see www.sba.gov/size

(Initial, if applicable)

_____ **Disadvantaged Business Enterprise (DBE)** - a business concern which is at least 51% owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as members of a group without regard to their individual qualities. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free private enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. Business owners who certify that they are members of named groups (Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian-Indian Americans) are to be considered socially and economically disadvantaged.

(Initial, if applicable)

_____ **Women-Owned Business Enterprise (WBE)** - a business that is at least 51% owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management.

(Initial, if applicable)

_____ **Disabled Veteran Business Enterprise (DVBE)** - a business that is at least 51% owned by one or more disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is owned by such individuals and whose management and daily business operations are controlled by one or more of such individuals. A Disabled Veteran is a veteran of the military, naval, or air service of the United States with a service connected disability who is a resident of the State of California. To qualify as a veteran with a service connected disability, the person must be currently declared by the United States Veterans Administration to be 10% or more disabled as a result of service in the armed forces.

I hereby certify under penalty of perjury under the laws of the State of California that I have read this certification and know the contents thereof, and that the business category indicated above reflects the true and correct status of the business in accordance

EDPA SMALL PROJECTS VERSION SAMPLE - SMALL LAB RENOVATION - NON-OSHPD**University of California, Los Angeles****Project No. TBD**

with Federal Small Business Administration criteria and Federal Acquisition Regulations, FAR 19 pertaining to small, disadvantaged, women-owned, and disabled veteran business enterprises. I understand that falsely certifying the status of this business, obstructing, impeding or otherwise inhibiting any University of California official who is attempting to verify the information on this form may result in suspension from participation in University of California business contracts for a period up to five (5) years and the imposition of any civil penalties allowed by law.

Information Furnished By: _____
(Printed or Type Name of Owner and/or Principal)

(Title)

a: _____
(Insert type of Business e.g. corporation, sole proprietorship, etc.)

By: _____
(Print Name) (Title)

(Signature) (Date)

PRIVACY NOTICE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University of California to provide the following information to individuals who are asked to supply personal information about themselves. Information furnished on the Self-Certification form may, in some cases, identify personal information of an individual.

- I. The University of California, Los Angeles is requesting the information contained in this form and the accompanying Report of Subcontractor Information.
- II. The Small Business Coordinator at the University of California, Los Angeles is responsible for maintaining the requested information. The contact information for the Small Business Coordinators may be found at: <http://www.ucop.edu/matmgt/sbdir.html>
- III. The maintenance of information is authorized in part by Public Contract Code section 10500.5.
- IV. Furnishing the information requested on this form is mandatory. If SBE, DBE, WBE and/or DVBE status is applicable, furnishing such information is mandatory.
- V. Failure to provide the information may be a violation of bidding procedures and/or breach of the contract and the University may pursue any and all remedies permitted by the provisions of the Contract Documents.
- VI. The information on this form is collected for monitoring and reporting purposes in accordance with state law and University policy.

The individual may access information contained in this form and related forms by contacting the Small Business Coordinator(s).

EXHIBIT L
TO THE
EXECUTIVE DESIGN PROFESSIONAL AGREEMENT
FINAL DISTRIBUTION OF CONTRACT DOLLARS
Sheet No. 1 of 1

Provide the following information for each contracting party including the Design Professional and each sub regardless of tier.* Attach additional sheets if necessary.

1	2	3	4	5					6	
Full Name of Business	Street Address, City, State and ZIP	Telephone No./ Fax No	Contact Name	Business Categories					Contract Dollars	
				SBE*	DBE*	WBE*	DVBE*	N/A	Amount (\$)	Percent (%)
(DP)										0%
(Sub1)										0%
(Sub2)										0%
(Sub3)										0%
										0%
										0%
										0%
										0%
										0%
				Column 6 – Business Categories					SUBTOTALS	
Total Contract Amount = \$ _____				SBE = Small Business Enterprise					\$	
				DBE = Disadvantaged Business Enterprise					\$	
				WBE = Women Business Enterprise					\$	
				DVBE = Disabled Veteran Business Enterprise					\$	

*Regardless of tier, a completed Self-Certification must have been submitted for each SBE, DBE, WBE, DVBE indicated on this Exhibit.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

GENERAL CONDITIONS

UNIVERSITY OF CALIFORNIA
LOS ANGELES CAMPUS
LOS ANGELES, CALIFORNIA

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

TABLE OF CONTENTS**ARTICLE 1. GENERAL PROVISIONS**

- 1.1 Basic Definitions
- 1.2 Ownership and Use of Contract Documents
- 1.3 Interpretation

ARTICLE 2. UNIVERSITY

- 2.1 Information and Services Provided by University
- 2.2 Access to Project Site
- 2.3 University's Right to Stop the Work
- 2.4 University's Right to Carry Out the Work
- 2.5 University's Right to Replace University's Representative

ARTICLE 3. CONTRACTOR

- 3.1 Review of Contract Documents and Field Conditions by Contractor
- 3.2 Supervision and Construction Procedures
- 3.3 Labor and Materials
- 3.4 Contractor's Warranty
- 3.5 Taxes
- 3.6 Permits, Fees, and Notices
- 3.7 Applicable Code Requirements
- 3.8 Superintendent
- 3.9 Schedules Required of Contractor
- 3.10 As-Built Documents
- 3.11 Documents and Samples at Project Site
- 3.12 Shop Drawings, Product Data, and Samples
- 3.13 Use of Site and Clean Up
- 3.14 Cutting, Fitting, and Patching
- 3.15 Access to Work
- 3.16 Royalties and Patents
- 3.17 Differing Site Conditions
- 3.18 Concealed, Unforeseen, or Unknown Conditions or Events
- 3.19 Information Available to Bidders
- 3.20 Liability for and Repair of Damaged Work
- 3.21 Indemnification

ARTICLE 4. ADMINISTRATION OF THE CONTRACT

- 4.1 Administration of the Contract by University's Representative
- 4.2 Contractor Change Order Requests
- 4.3 Claims
- 4.4 Assertion of Claims
- 4.5 Decision of University's Representative on Claims
- 4.6 Mediation
- 4.7 Arbitration
- 4.8 Waiver

ARTICLE 5. SUBCONTRACTORS

- 5.1 Award of Subcontracts and Other Contracts for Portions of the Work
- 5.2 Subcontractual Relations
- 5.3 Contingent Assignment of Subcontracts

ARTICLE 6. CONSTRUCTION BY UNIVERSITY OR BY SEPARATE CONTRACTORS

- 6.1 University's Right to Perform Construction and to Award Separate Contracts
- 6.2 Mutual Responsibility
- 6.3 University's Right to Clean Up

ARTICLE 7. CHANGES IN THE WORK

- 7.1 Changes
- 7.2 Definitions
- 7.3 Change Order Procedures
- 7.4 Field Orders

<PROJECT TITLE>

University of California, Los AngelesProject No. <PROJECT#>

- 7.5 Variation in Quantity of Unit Price Work
- 7.6 Waiver

ARTICLE 8. CONTRACT TIME

- 8.1 Commencement of the Work
- 8.2 Progress and Completion
- 8.3 Delay
- 8.4 Adjustment of the Contract Time for Delay
- 8.5 Compensation for Delay
- 8.6 Waiver

ARTICLE 9. PAYMENTS AND COMPLETION

- 9.1 Cost Breakdown
- 9.2 Progress Payment
- 9.3 Application for Payment
- 9.4 Certificate for Payment
- 9.5 Deposit of Securities in Lieu of Retention and Deposit of Retention Into Escrow
- 9.6 Beneficial Occupancy
- 9.7 Substantial Completion
- 9.8 Final Completion and Final Payment

ARTICLE 10. PROTECTION OF PERSONS AND PROPERTY

- 10.1 Safety Precautions and Programs
- 10.2 Safety of Persons and Property
- 10.3 Emergencies

ARTICLE 11. INSURANCE AND BONDS

- 11.1 Contractor's Insurance
- 11.2 Builder's Risk Property Insurance
- 11.3 Performance Bond and Payment Bond

ARTICLE 12. UNCOVERING AND CORRECTION OF WORK

- 12.1 Uncovering of Work
- 12.2 Correction of Defective Work and Guarantee to Repair Period

ARTICLE 13. TERMINATION OR SUSPENSION OF THE CONTRACT

- 13.1 Termination by Contractor
- 13.2 Termination by University for Cause
- 13.3 Suspension by University for Convenience
- 13.4 Termination by University for Convenience

ARTICLE 14. STATUTORY AND OTHER REQUIREMENTS

- 14.1 NOT USED
- 14.2 Nondiscrimination
- 14.3 Prevailing Wage Rates
- 14.4 Payroll Records
- 14.5 Apprentices
- 14.6 Work Day

ARTICLE 15. MISCELLANEOUS PROVISIONS

- 15.1 Governing Law
- 15.2 Successors and Assigns
- 15.3 Rights and Remedies
- 15.4 Survival
- 15.5 Complete Agreement
- 15.6 Severability of Provisions
- 15.7 University's Right to Audit
- 15.8 Notices
- 15.9 Time of the Essence

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

ARTICLE 1
GENERAL PROVISIONS

1.1 BASIC DEFINITIONS**1.1.1 APPLICABLE CODE REQUIREMENTS**

The term "Applicable Code Requirements" means all laws, statutes, the most recent building codes, ordinances, rules, regulations, and lawful orders of all public authorities having jurisdiction over University, Contractor, any Subcontractor, the Project, the Project site, the Work, or the prosecution of the Work including without limitation the requirements set forth in Article 3.7.

1.1.2 APPLICATION FOR PAYMENT

The term "Application for Payment" means the submittal from Contractor wherein payment for certain portions of the completed Work is requested in accordance with Article 9.

1.1.3 BENEFICIAL OCCUPANCY

The term "Beneficial Occupancy" means the University's occupancy or use of any part of the Work in accordance with Article 9.

1.1.4 CERTIFICATE FOR PAYMENT

The term "Certificate for Payment" means the form signed by University's Representative attesting to the Contractor's right to receive payment for certain completed portions of the Work in accordance with Article 9.

1.1.5 CHANGE ORDER

See Article 7.2 of the General Conditions.

1.1.6 CLAIM

See Article 4.3 of the General Conditions.

1.1.7 COMPENSABLE DELAY

The term "Compensable Delay" means a delay that entitles the Contractor to an adjustment of the Contract Sum and an adjustment of the Contract Time pursuant to Articles 7 and 8 of the General Conditions.

1.1.8 CONTRACT

The term "Contract" means the written Agreement between Contractor and University set forth in the Contract Documents.

1.1.9 CONTRACT DOCUMENTS

The term "Contract Documents" means all documents listed in Article 2 of the Agreement, as modified by Change Order, including but not limited to the Drawings and Specifications.

1.1.10 CONTRACT MILESTONE

The term "Contract Milestone" means any requirement in the Contract Documents that reflects a planned point in time for the start or completion of a portion of the Work measured from i) the date of the Notice to Proceed or ii) the date of another Contract Milestone defined in the Contract Documents, as applicable.

1.1.11 CONTRACT SCHEDULE

The term "Contract Schedule" means the graphical representation of a practical plan, in accordance with the Specifications, to perform and complete the Work within the Contract Time in accordance with Article 3.

1.1.12 CONTRACT SUM

The term "Contract Sum" means the amount of compensation stated in the Agreement for the performance of the Work, as adjusted by Change Order.

1.1.13 CONTRACT TIME

The term "Contract Time" means the number of days set forth in the Agreement, as adjusted by Change Order, within which Contractor must achieve Final Completion.

1.1.14 CONTRACTOR

The term "Contractor" means the person or firm identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number.

1.1.15 CONTRACTOR FEE

See Article 7.3 of the General Conditions.

1.1.16 COST OF EXTRA WORK

See Article 7.3 of the General Conditions.

1.1.17 DAY

The term "day," as used in the Contract Documents, shall mean calendar day, unless otherwise specifically provided.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

1.1.18 DEFECTIVE WORK

The term "Defective Work" means work that is unsatisfactory, faulty, omitted, incomplete, deficient, or does not conform to the requirements of the Contract Documents, directives of University's Representative, or the requirements of any inspection, reference standard, test, or approval specified in the Contract Documents.

1.1.19 DRAWINGS

The term "Drawings" means the graphic and pictorial portions of the Contract Documents showing the design, location, and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams. The Drawings are listed in the List of Drawings.

1.1.20 EXCUSABLE DELAY

The term "Excusable Delay" means a delay that entitles the Contractor to an adjustment of the Contract Time but not an adjustment of the Contract Sum, pursuant to Articles 7 and 8 of the General Conditions.

1.1.21 EXTRA WORK

The term "Extra Work" means Work beyond or in addition to the Work required by the Contract Documents.

1.1.22 FIELD ORDER

See Article 7.2 of the General Conditions.

1.1.23 FINAL COMPLETION

The term "Final Completion" means the date at which the Work has been fully completed in accordance with the requirements of the Contract Documents pursuant to Article 9.8.1 of the General Conditions.

1.1.24 GUARANTEE TO REPAIR PERIOD

See Article 12.2 of the General Conditions.

1.1.25 PROJECT

The term "Project" means the Work of the Contract and all other work, labor, equipment, and materials necessary to accomplish the Project. The Project may include construction by University or by Separate Contractors.

1.1.26 SEPARATE CONTRACTOR

The term "Separate Contractor" means a person or firm under separate contract with University performing other work related to the Project.

1.1.27 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

See Article 3.12 of the General Conditions.

1.1.28 SPECIFICATIONS

The term "Specifications" means that portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the Work, and performance of related services.

1.1.29 SUBCONTRACTOR

The term "Subcontractor" means a person or firm that has a contract with Contractor or with a Subcontractor to perform a portion of the Work. Unless otherwise specifically provided, the term Subcontractor includes Subcontractors of all tiers.

1.1.30 SUBSTANTIAL COMPLETION

See Article 9.7 of the General Conditions.

1.1.31 SUPERINTENDENT

The term "Superintendent" means the person designated by Contractor to represent Contractor at the Project site in accordance with Article 3.

1.1.32 TIER

The term "tier" means the contractual level of a Subcontractor or supplier with respect to Contractor. For example, a first-tier Subcontractor is under subcontract with Contractor, a second-tier Subcontractor is under subcontract with a first-tier Subcontractor, and so on.

1.1.33 UNEXCUSABLE DELAY

The term "Unexcusable Delay" means a delay that does not entitle the Contractor to an adjustment of the Contract Sum and does not entitle the Contractor to an adjustment of the Contract Time.

1.1.34 UNILATERAL CHANGE ORDER

See Article 7.2 of the General Conditions.

1.1.35 UNIVERSITY

The term "University" means The Regents of the University of California.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

1.1.36 UNIVERSITY'S BUILDING OFFICIAL

The term "University's Building Official" means the individual the University has designated to act in the capacity as the "Building Official" as defined by the California Building Standards Code. The University's Building Official will determine whether the Work complies with Applicable Code Requirements and will determine whether and when it is appropriate to issue a Certificate of Occupancy.

1.1.37 UNIVERSITY'S REPRESENTATIVE

The term "University's Representative" means the person or firm identified as such in the Agreement.

1.1.38 UNIVERSITY'S RESPONSIBLE ADMINISTRATOR

The term "University's Responsible Administrator" means the person, or his or her authorized designee, who is authorized to sign the Agreement and other applicable Contract Documents on behalf of the University,

1.1.39 WORK

The term "Work" means all construction, services and other requirements of the Contract Documents as modified by Change Order, whether completed or partially completed, and includes all labor, materials, equipment, tools, and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project.

1.2 OWNERSHIP AND USE OF CONTRACT DOCUMENTS

1.2.1 The Contract Documents and all copies thereof furnished to or provided by Contractor are the property of the University and are not to be used on other work.

1.3 INTERPRETATION

1.3.1 The Contract Documents are complementary and what is required by one shall be as binding as if required by all. In the case of conflict between terms of the Contract Documents, the following order of precedence shall apply:

- .1 The Agreement,
- .2 The Supplementary Conditions,
- .3 The General Conditions,
- .4 The Specifications,
- .5 The Drawings.

1.3.2 With respect to the Drawings, figured dimensions shall control over scaled measurements and specific details shall control over typical or standard details.

1.3.3 With respect to the Contract Documents, Addenda shall govern over other portions of the Contract Documents to the extent specifically noted; subsequent Addenda shall govern over prior Addenda only to the extent specifically noted.

1.3.4 Organization of the Specifications into various subdivisions and the arrangement of the Drawings shall not control Contractor in dividing the Work among Subcontractors or in establishing the extent of work to be performed by any trade.

1.3.5 Unless otherwise stated in the Contract Documents, technical words and abbreviations contained in the Contract Documents are used in accordance with commonly understood construction industry meanings; and non-technical words and abbreviations are used in accordance with their commonly understood meanings.

1.3.6 The Contract Documents may omit modifying words such as "all" and "any," and articles such as "the" and "an," but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement. The use of the word "including," when following any general statement, shall not be construed to limit such statement to specific items or matters set forth immediately following such word or to similar items or matters, whether or not nonlimiting language (such as "without limitation," "but not limited to," or words of similar import) is used with reference thereto, but rather shall be deemed to refer to all other items or matters that could reasonably fall within the broadest possible scope of such general statement.

1.3.7 Whenever the context so requires, the use of the singular number shall be deemed to include the plural and vice versa. Each gender shall be deemed to include any other gender, and each shall include corporation, partnership, trust, or other legal entity whenever the context so requires. The captions and headings of the various subdivisions of the Contract Documents are intended only for reference and convenience and in no way define, limit, or prescribe the scope or intent of the Contract Documents or any subdivision thereof.

ARTICLE 2
UNIVERSITY

2.1 INFORMATION AND SERVICES PROVIDED BY UNIVERSITY

2.1.1 If required for performance of the Work, as determined by University's Representative, University will make available a survey describing known physical characteristics, boundaries, easements, and utility locations for the Project site.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

2.1.2 University is not subject to any requirement to obtain or pay for local building permits, inspection fees, plan checking fees, or certain utility fees. Except as otherwise provided in the Contract Documents, University will obtain and pay for any utility permits, demolition permits, easements, and government approvals for the use or occupancy of permanent structures required in connection with the Work.

2.1.3 Contractor will be furnished, free of charge, such copies of the Contract Documents as University deems reasonably necessary for execution of the Work.

2.2 ACCESS TO PROJECT SITE

2.2.1 University will provide, no later than the date designated in the Contract Schedule accepted by University's Representative, access to the lands and facilities upon which the Work is to be performed, including such access and other lands and facilities designated in the Contract Documents for use by Contractor.

2.3 UNIVERSITY'S RIGHT TO STOP THE WORK

2.3.1 If Contractor fails to correct Defective Work as required by Article 12.2 or fails to perform the Work in accordance with the Contract Documents, University or University's Representative may direct Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated by Contractor. Contractor shall not be entitled to any adjustment of Contract Time or Contract Sum as a result of any such order. University and University's Representative have no duty or responsibility to Contractor or any other party to exercise the right to stop the Work.

2.4 UNIVERSITY'S RIGHT TO CARRY OUT THE WORK

2.4.1 If Contractor fails to carry out the Work in accordance with the Contract Documents, fails to provide sufficient labor, materials, equipment, tools, and services to maintain the Contract Schedule, or otherwise fails to comply with any material term of the Contract Documents, and, after receipt of written notice from University, fails within 2 days, excluding Saturdays, Sundays and legal holidays, or within such additional time as the University may specify, to correct such failure, University may, without prejudice to other remedies University may have, correct such failure at Contractor's expense. In such case, University will be entitled to deduct from payments then or thereafter due Contractor the cost of correcting such failure, including without limitation compensation for the additional services and expenses of University's consultants made necessary thereby. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor shall pay the additional amount to University.

2.5 UNIVERSITY'S RIGHT TO REPLACE UNIVERSITY'S REPRESENTATIVE

2.5.1 University may at any time and from time to time, without prior notice to or approval of Contractor, replace University's Representative with a new University's Representative. Upon receipt of notice from University informing Contractor of such replacement and identifying the new University's representative, Contractor shall recognize such person or firm as University's Representative for all purposes under the Contract Documents.

ARTICLE 3 **CONTRACTOR**

3.1 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

3.1.1 Contractor shall carefully study and compare each of the Contract Documents with the others and with information furnished by University, and shall promptly report in writing to University's Representative any errors, inconsistencies, or omissions in the Contract Documents or inconsistencies with Applicable Code Requirements observed by Contractor.

3.1.2 Contractor shall take field measurements, verify field conditions, and carefully compare with the Contract Documents such field measurements, conditions, and other information known to Contractor before commencing the Work. Errors, inconsistencies, or omissions discovered at any time shall be promptly reported in writing to University's Representative.

3.1.3 If Contractor performs any construction activity which it knows or should know involves an error, inconsistency, or omission referred to in Articles 3.1.1 and 3.1.2, without notifying and obtaining the written consent of University's Representative, Contractor shall be responsible for the resultant losses, including, without limitation, the costs of correcting Defective Work.

3.2 SUPERVISION AND CONSTRUCTION PROCEDURES

3.2.1 Contractor shall supervise, coordinate, and direct the Work using Contractor's best skill and attention. Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, procedures, and the coordination of all portions of the Work.

3.2.2 Contractor shall be responsible to University for acts and omissions of Contractor's agents, employees, and Subcontractors, and their respective agents and employees.

3.2.3 Contractor shall not be relieved of its obligation to perform the Work in accordance with the Contract Documents either by acts or omissions of University or University's Representative in the administration of the Contract, or by tests, inspections, or approvals required or performed by persons or firms other than Contractor.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

3.2.4 Contractor shall be responsible for inspection of all portions of the Work, including those portions already performed under this Contract, to determine that such portions conform to the requirements of the Contract and are ready to receive subsequent Work.

3.2.5 Contractor shall at all times maintain good discipline and order among its employees and Subcontractors. Contractor shall provide competent, fully qualified personnel to perform the Work.

3.3 LABOR AND MATERIALS

3.3.1 Unless otherwise provided in the Contract, Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and Final Completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

3.4 CONTRACTOR'S WARRANTY

3.4.1 Contractor warrants to University that all materials and equipment used in or incorporated into the Work will be of good quality, new, and free of liens, claims, and security interests of third parties; that the Work will be of good quality and free from defects; and that the Work will conform with the requirements of the Contract. If required by University's Representative, Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

3.5 TAXES

3.5.1 Contractor shall pay all sales, consumer, use, and similar taxes for the Work or portions thereof provided by Contractor.

3.6 PERMITS, FEES, AND NOTICES

3.6.1 Except for the permits and approvals which are to be obtained by University or the requirements with respect to which University is not subject as provided in Article 2.1.2, Contractor shall secure and pay for all permits, approvals, government fees, licenses, and inspections necessary for the proper execution and performance of the Work. Contractor shall deliver to University all original licenses, permits, and approvals obtained by Contractor in connection with the Work prior to the final payment or upon termination of the Contract, whichever is earlier.

3.7 APPLICABLE CODE REQUIREMENTS

3.7.1 Contractor shall perform the Work in accordance with the following Applicable Code Requirements:

- .1 All laws, statutes, the most recent building codes, ordinances, rules, regulations, and lawful orders of all public authorities having jurisdiction over University, Contractor, any Subcontractor, the Project, the Project site, the Work, or the prosecution of the Work.
- .2 All requirements of any insurance company issuing insurance required hereunder.
- .3 The Federal Occupational Safety and Health Act and all other Applicable Code Requirements relating to safety.
- .4 Applicable titles in the State of California Code of Regulations.
- .5 Applicable sections in the State of California Labor Code.
- .6 All Applicable Code Requirements relating to nondiscrimination, payment of prevailing wages, payroll records, apprentices, and work day.

Without limiting the foregoing, Contractor shall comply with the provisions regarding nondiscrimination, payment of prevailing wages, payroll records, apprentices, and work day set forth in Article 14.

3.7.2 Contractor shall comply with and give notices required by all Applicable Code Requirements, including all environmental laws and all notice requirements under the State of California Safe Drinking Water and Enforcement Act of 1986 (State of California Health and Safety Code Section 25249.5 and applicable sections that follow). Contractor shall promptly notify University's Representative in writing if Contractor becomes aware during the performance of the Work that the Contract Documents are at variance with Applicable Code Requirements.

3.7.3 If Contractor performs Work which it knows or should know is contrary to Applicable Code Requirements, without prior notice to University and University's Representative, Contractor shall be responsible for such Work and any resulting damages including, without limitation, the costs of correcting Defective Work.

3.8 SUPERINTENDENT

3.8.1 Contractor shall employ a competent Superintendent satisfactory to University who shall be in attendance at the Project site at all times during the performance of the Work. Superintendent shall represent Contractor and communications given to and received from Superintendent shall be binding on Contractor.

3.8.2 Failure to maintain a Superintendent on the Project site at all times Work is in progress shall be considered a material breach of this Contract, entitling University to terminate the Contract or alternatively, issue a stop work order until the

<PROJECT TITLE>

University of California, Los AngelesProject No. <PROJECT#>

Superintendent is on the Project site. If, by virtue of issuance of said stop work order, Contractor fails to complete the Contract on time, Contractor will be assessed Liquidated Damages in accordance with the Agreement.

3.8.3 The Superintendent approved for the Project must be able to read, write and verbally communicate in English.

3.8.4 The Superintendent may not perform the Work of any trade, pick-up materials, or perform any Work not directly related to the supervision and coordination of the Work at the Project site when Work is in progress.

3.9 SCHEDULES REQUIRED OF CONTRACTOR

3.9.1 Contractor shall submit a Preliminary Contract Schedule to University's Representative in the form and within the time limit required by the Specifications. University's Representative will review the Preliminary Contract Schedule with Contractor within the time limit required by the Specifications.

3.9.2 Contractor shall submit a Contract Schedule and updated Contract Schedules to University's Representative in the form and within the time limits required by the Specifications and acceptable to University's Representative. University's Representative will determine acceptability of the Contract Schedule and updated Contract Schedules within the time limits required by the Specifications.

3.9.3 The Preliminary Contract Schedule, the Contract Schedule, and updated Contract Schedules shall represent a practical plan to complete the Work within the Contract Time. Extension of any schedule beyond the Contract Time shall not be acceptable. Schedules showing the Work completed in less than the Contract Time may be acceptable if judged by University's Representative to be practical. However, acceptance of such a schedule by University's Representative shall not change the Contract Time. The Contract Time, not the Contract Schedule, shall control in the determination of liquidated damages payable by Contractor under Article 4 and Article 5 of the Agreement and in the determination of any delay under Article 8 of the General Conditions.

3.9.4 If a schedule showing the Work completed in less than the Contract Time is accepted, Contractor shall not be entitled to extensions of the Contract Time for Excusable Delays or Compensable Delays or to adjustments of the Contract Sum for Compensable Delays until such delays extend the Final Completion of the Work beyond the expiration of the Contract Time.

3.9.5 Contractor shall prepare and keep current, to the satisfaction of University's Representative, a Submittal Schedule, in the form contained in the Exhibits, for each submittal, as required by the Specifications, and that are coordinated with the other activities in the Contract Schedule.

3.9.6 The Preliminary Contract Schedule, Contract Schedule, and the Updated Contract Schedules shall meet the following requirements:

- .1 Schedules must be suitable for monitoring progress of the Work.
- .2 Schedules must provide necessary data about the timing for University decisions and University furnished items.
- .3 Schedules must be in sufficient detail to demonstrate adequate planning for the Work.
- .4 Schedules must represent a practical plan to perform and complete the Work within the Contract Time.

3.9.7 University's Representative's review of the form and general content of the Preliminary Contract Schedule, Contract Schedule, and Updated Contract Schedules is for the purpose of determining if the above-listed requirements have been satisfied.

3.9.8 Contractor shall plan, develop, supervise, control, and coordinate the performance of the Work so that its progress and the sequence and timing of Work activities conform to the accepted Contract Schedule.

3.9.9 Contractor shall continuously obtain from Subcontractors information and data about the planning for and progress of the Work and the delivery of equipment, shall coordinate and integrate such information and data into updated Contract Schedules, and shall monitor the progress of the Work and the delivery of equipment.

3.9.10 Contractor shall act as the expeditor of potential and actual delays, interruptions, hindrances, or disruptions for its own forces and those forces of Subcontractors, regardless of tier.

3.9.11 Contractor shall cooperate with University's Representative in the development of the Contract Schedule and updated Contract Schedules. University's Representative's acceptance of or its review comments about any schedule or scheduling data shall not relieve Contractor from its sole responsibility to plan for, perform, and complete the Work within the Contract Time. Acceptance of or review comments about any schedule shall not transfer responsibility for any schedule to University's Representative or University nor imply their agreement with (1) any assumption upon which such schedule is based or (2) any matter underlying or contained in such schedule. Failure of University's Representative to discover errors or omissions in schedules that it has reviewed, or to inform Contractor that Contractor, Subcontractors, or others are behind schedule, or to direct or enforce procedures for complying with the Contract Schedule shall not relieve Contractor from its sole responsibility to perform and complete the Work within the Contract Time and shall not be a cause for an adjustment of the Contract Time or the Contract Sum.

3.9.12 Contractor shall perform the Work in accordance with the accepted Contract Schedule.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

3.10 AS-BUILT DOCUMENTS

3.10.1 Contractor shall maintain one set of As-built drawings and specifications, which shall be kept up to date during the Work of the Contract. All changes which are incorporated into the Work which differ from the documents as drawn and written shall be noted on the As-built set. Notations shall reflect the actual materials, equipment and installation methods used for the Work and each revision shall be initialed and dated by Superintendent. Prior to filing of the Notice of Completion each drawing and the specification cover shall be signed by Contractor and dated attesting to the completeness of the information noted therein. As-built Documents shall be turned over to the University's Representative and shall become part of the Record Documents.

3.11 DOCUMENTS AND SAMPLES AT PROJECT SITE

3.11.1 Contractor shall maintain the following at the Project site:

- .1 One as-built copy of the Contract Documents, in good order and marked to record current changes and selections made during construction.
- .2 The current accepted Contract Schedule.
- .3 Shop Drawings, Product Data, and Samples.
- .4 All other required submittals.

These shall be available to University's Representative and shall be delivered to University's Representative for submittal to University upon the earlier of Final Completion or termination of the Contract.

3.12 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

3.12.1 Definitions:

- .1 Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by Contractor or a Subcontractor to illustrate some portion of the Work.
- .2 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by Contractor to illustrate or describe materials or equipment for some portion of the Work.
- .3 Samples are physical examples which illustrate materials, equipment, or workmanship and establish standards by which the Work will be judged.

3.12.2 Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate, for those portions of the Work for which submittals are required, how Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents.

3.12.3 Contractor shall review, approve, and submit to University's Representative Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of University or of Separate Contractors. Submittals made by Contractor which are not required by the Contract Documents may be returned without action by University's Representative.

3.12.4 Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings, Product Data, Samples, or similar submittals until the respective submittal has been reviewed by University's Representative and no exceptions have been taken by University's Representative. Such Work shall be in accordance with approved submittals and the Contract Documents.

3.12.5 By approving and submitting Shop Drawings, Product Data, Samples, and similar submittals, Contractor represents that it has determined or verified materials and field measurements and conditions related thereto, and that it has checked and coordinated the information contained within such submittals with the requirements of the Contract Documents and Shop Drawings for related Work.

3.12.6 If Contractor discovers any conflicts, omissions, or errors in Shop Drawings or other submittals, Contractor shall notify University's Representative and receive instruction before proceeding with the affected Work.

3.12.7 Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by University's Representative's review of Shop Drawings, Product Data, Samples, or similar submittals, unless Contractor has specifically informed University's Representative in writing of such deviation at the time of submittal and University's Representative has given written approval of the specific deviation. Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals by University's Representative's review, acceptance, comment, or approval thereof.

3.12.8 Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by University's Representative on previous submittals.

3.13 USE OF SITE AND CLEAN UP

3.13.1 Contractor shall confine operations at the Project site to areas permitted by law, ordinances, permits, and the Contract Documents. Contractor shall not unreasonably encumber the Project site with materials or equipment.

<PROJECT TITLE>

University of California, Los AngelesProject No. <PROJECT#>

3.13.2 Contractor shall, during performance of the Work, keep the Project site and surrounding area free from the accumulation of excess dirt, waste materials, and rubbish caused by Contractor. Contractor shall remove all excess dirt, waste material, and rubbish caused by the Contractor; tools; equipment; machinery; and surplus materials from the Project site and surrounding area at the completion of the Work.

3.13.3 Personnel of Contractor and Subcontractors shall not occupy, live upon, or otherwise make use of the Project site during any time that Work is not being performed at the Project site, except as otherwise provided in the Contract Documents.

3.14 CUTTING, FITTING, AND PATCHING

3.14.1 Contractor shall do all cutting, fitting, or patching of the Work required to make all parts of the Work come together properly and to allow the Work to receive or be received by work of Separate Contractors shown upon, or reasonably implied by, the Contract Documents.

3.14.2 Contractor shall not endanger the Work, the Project, or adjacent property by cutting, digging, or otherwise. Contractor shall not cut or alter the work of any Separate Contractor without the prior consent of University's Representative.

3.15 ACCESS TO WORK

3.15.1 University, University's Representative, their consultants, and other persons authorized by University will at all times have access to the Work wherever it is in preparation or progress. Contractor shall provide safe and proper facilities for such access and for inspection.

3.16 ROYALTIES AND PATENTS

3.16.1 Contractor shall pay all royalties and license fees required for the performance of the Work. Contractor shall defend suits or claims resulting from Contractor's or any Subcontractor's infringement of patent rights and shall Indemnify, defend and hold harmless University and University's Representative from losses on account thereof.

3.17 DIFFERING SITE CONDITIONS

3.17.1 If Contractor encounters any of the following conditions at the site, Contractor shall immediately notify the University's Representative in writing of the specific differing conditions before they are disturbed and before any affected Work is performed, and permit investigation of the conditions:

- .1 Subsurface or latent physical conditions at the site which differ materially from those indicated in this Contract, or if not indicated in this Contract, in the Information Available to Bidders; or
- .2 Unknown physical conditions at the site, of an unusual nature, which differ materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

3.17.2 Contractor shall be entitled to an adjustment to the Contract Sum and/or Contract Time as the result of extra costs and/or delays resulting from a materially differing site condition, if and only if Contractor fulfills the following conditions:

- .1 Contractor fully complies with Article 3.17.1; and
- .2 Contractor fully complies with Article 4 (including the timely filing of a Change Order Request and all other requirements for Change Orders Requests and Claims).

3.17.3 Adjustments to the Contract Sum and/or Contract Time shall be subject to the procedures and limitations set forth in Articles 7 and 8.

3.18 CONCEALED, UNFORESEEN, OR UNKNOWN CONDITIONS OR EVENTS

3.18.1 Except and only to the extent provided otherwise in Articles 3.17, 7 and 8 of the General Conditions, by signing the Agreement, Contractor agrees:

- .1 To bear the risk of concealed, unforeseen or unknown conditions or events, if any, which may be encountered in performing the Contract; and
- .2 That Contractor's bid for the Contract was made with full knowledge of this risk.

In agreeing to bear the risk of concealed, unforeseen or unknown conditions or events, Contractor understands that, except and only to the extent provided otherwise in Articles 3.17, 7 and 8, concealed, unforeseen or unknown conditions or events shall not excuse Contractor from its obligation to achieve Final Completion of the Work within the Contract Time, and shall not entitle Contractor to an adjustment of the Contract Sum.

3.18.2 If Contractor encounters concealed, unforeseen or unknown conditions or events that may require a change to the design shown in the Contract Documents, Contractor shall immediately notify University's Representative in writing such that University's Representative can determine if a change to the design is required. Contractor shall be liable to University for any extra costs incurred as the result of Contractor's failure to immediately give such notice.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

3.18.3 If, as the result of concealed, unforeseen or unknown conditions or events, University issues a Change Order or Field Order that changes the design from the design depicted in the Contract Documents, Contractor shall be entitled, subject to compliance with all the provisions of the Contract, including those set forth in Articles 4, 7 and 8, to an adjustment of the Contract Sum and/or Contract Time, for the cost and delay resulting from implementing the changes to the design. Except as provided in this Article 3.18.3, or as may be expressly provided otherwise in the Contract, there shall be no adjustment of the Contract Sum and/or Contract Time as a result of concealed, unforeseen or unknown conditions or events.

3.18.4 Contractor shall, as a condition precedent to any adjustment in Contract Sum or Contract Time under Article 3.18.3, fully comply with Article 4 (including the timely filing of a Change Order Request and all other requirements for Change Orders Requests and Claims).

3.19 INFORMATION AVAILABLE TO BIDDERS

3.19.1 Any information provided pursuant to Information Available to Bidders is subject to the following provisions:

- .1 The information is made available for the convenience of Bidders and is not a part of the Contract.
- .2 The Contractor may rely on written descriptions of physical conditions included in the information to the extent such reliance is reasonable.
- .3 Other components of the information, including but not limited to recommendations, may not be relied upon by Contractor. University shall not be responsible for any interpretation of or conclusion drawn from the other components of the information by Contractor.

3.20 LIABILITY FOR AND REPAIR OF DAMAGED WORK

3.20.1 Contractor shall be liable for any and all damages and losses to the Project (whether by fire, theft, vandalism, earthquake, flood or otherwise) prior to University's acceptance of the Project as fully completed except that Contractor shall not be liable for:

- .1 Losses covered by the builder's risk property insurance provided by University pursuant to Article 11 of the General Conditions, except that Contractor shall be liable for any deductibles and any amounts exceeding policy limits.
- .2 Earthquake, tidal wave, or flood, provided that the loss was not caused in whole or in part by the negligent acts or omissions of Contractor, its officers, agents or employees (including all Subcontractors and suppliers of all tiers). As used herein, "flood" shall have the same meaning as in the builder's risk property insurance.

3.20.2 Contractor shall promptly repair and replace any Work or materials damaged or destroyed for which Contractor is liable under Article 3.20.1.

3.21 INDEMNIFICATION

3.21.1 Contractor shall Indemnify, defend and hold harmless (with counsel approved by University) University, University's consultants, University's Representative, University's Representative's consultants, and their respective directors, officers, agents, and employees from and against losses arising out of, resulting from, or relating to the following:

- .1 The failure of Contractor to perform its obligations under the Contract.
- .2 The inaccuracy of any representation or warranty by Contractor given in accordance with or contained in the Contract Documents.
- .3 Any claim of damage or loss by any Subcontractor against University arising out of any alleged act or omission of Contractor or any other Subcontractor, or anyone directly or indirectly employed by Contractor or any Subcontractor.

3.21.2 The University shall not be liable or responsible for any accidents, loss, injury (including death) or damages happening or accruing during the term of the performance of the Work herein referred to or in connection therewith, to persons and/or property, and Contractor shall fully indemnify, defend and hold harmless University and protect University from and against the same. In addition to the liability imposed by law upon the Contractor for damage or injury (including death) to persons or property by reason of the negligence of the Contractor, its officers, agents, employees or Subcontractors, which liability is not impaired or otherwise affected hereby, the Contractor shall defend, indemnify, hold harmless, release and forever discharge the University, its officers, employees, and agents from and against and waive any and all responsibility of same for every expense, liability, or payment by reason of any damage or injury (including death) to persons or property suffered or claimed to have been suffered through any negligent act, omission, or willful misconduct of the Contractor, its officers, agents, employees, or any of its Subcontractors, or anyone directly or indirectly employed by either of them or from the condition of the premises or any part of the premises while in control of the Contractor, its officers, agents, employees, or any of its Subcontractors or anyone directly or indirectly employed by either of them, arising out of the performance of the Work called for by this Contract. Contractor agrees that this indemnity and hold harmless shall apply even in the event of negligence of University, its officers, agents, or employees, regardless of whether such negligence is contributory to any claim, demand, loss, damage, injury, expense, and/or liability; but such indemnity and hold harmless shall not apply in the event of the sole negligence of University, its officers, agents, or employees.

3.21.3 In claims against any person or entity indemnified under this Article 3.21 that are made by an employee of Contractor or any Subcontractor, a person indirectly employed by Contractor or any Subcontractor, or anyone for whose acts Contractor or any Subcontractor may be liable, the indemnification obligation under this Article 3.21 shall not be limited by any limitation on amount or

<PROJECT TITLE>

University of California, Los AngelesProject No. <PROJECT#>

type of damages, compensation, or benefits payable by or for Contractor or any Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

3.21.4 The indemnification obligations under this Article 3.21 shall not be limited by any assertion or finding that the person or entity indemnified is liable by reason of a non-delegable duty.

3.21.5 Contractor shall indemnify University from and against Losses resulting from any claim of damage made by any Separate Contractor against University arising out of any alleged acts or omissions of Contractor, any Subcontractor, anyone directly or indirectly employed by either of them, or anyone for whose acts either of them may be liable.

3.21.6 Contractor shall indemnify Separate Contractors from and against Losses arising out of the negligent acts, omissions, or willful misconduct of Contractor, any Subcontractor, anyone directly or indirectly employed by either of them, or anyone for whose acts either of them may be liable.

ARTICLE 4 **ADMINISTRATION OF THE CONTRACT**

4.1 ADMINISTRATION OF THE CONTRACT BY UNIVERSITY'S REPRESENTATIVE

4.1.1 University's Representative will provide administration of the Contract as provided in the Contract Documents and will be the representative of University. University's Representative will have authority to act on behalf of University only to the extent provided in the Contract Documents.

4.1.2 University's Representative will have the right to visit the Project site at such intervals as deemed appropriate by the University's Representative. However, no actions taken during such Project site visit by University's Representative shall relieve Contractor of its obligations as described in the Contract Documents.

4.1.3 University's Representative will not have control over, will not be in charge of, and will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely Contractor's responsibility.

4.1.4 Except as otherwise provided in the Contract Documents or when direct communications have been specifically authorized, University and Contractor shall communicate through University's Representative. Except when direct communication has been specifically authorized in writing by University Representative, communications by Contractor with University's consultants and University's Representative's consultants shall be through University's Representative. Communications by University and University's Representative with Subcontractors will be through Contractor. Communications by Contractor and Subcontractors with Separate Contractors shall be through University's Representative. Contractor shall not rely on oral or other non-written communications.

4.1.5 Based on University's Representative's Project site visits and evaluations of Contractor's Applications for Payment, University's Representative will recommend amounts, if any, due Contractor and will issue Certificates for Payment in such amounts.

4.1.6 University's Representative will have the authority to reject the Work, or any portion thereof, which does not conform to the Contract Documents. University's Representative will have the authority to stop the Work or any portion thereof. Whenever University's Representative considers it necessary or advisable for implementation of the intent of the Contract Documents, University's Representative will have the authority to require additional inspection or testing of the Work in accordance with the Contract Documents, whether or not such Work is fabricated, installed, or completed. However, no authority of University's Representative conferred by the Contract Documents nor any decision made in good faith either to exercise or not exercise such authority, will give rise to a duty or responsibility of University or University's Representative to Contractor, or any person or entity claiming under or through Contractor.

4.1.7 University's Representative will have the authority to conduct inspections as provided in the Contract Documents, to take Beneficial Occupancy and to determine the dates of Substantial Completion and Final Completion; will receive for review and approval any records, written warranties, and related documents required by the Contract Documents and assembled by Contractor; and will issue a final Certificate for Payment upon Contractor's compliance with the requirements of the Contract Documents.

4.1.8 University's Representative will be, in the first instance, the interpreter of the requirements of the Contract Documents and the judge of performance thereunder by Contractor. Should Contractor discover any conflicts, omissions, or errors in the Contract Documents; have any questions about the interpretation or clarification of the Contract Documents; question whether Work is within the scope of the Contract Documents; or question that Work required is not sufficiently detailed or explained, then, before proceeding with the Work affected, Contractor shall notify University's Representative in writing and request interpretation, clarification, or furnishing of additional detailed instructions. University's Representative's response to questions and requests for interpretations, clarifications, instructions, or decisions will be made with reasonable promptness. Should Contractor proceed with the Work affected before receipt of a response from University's Representative, any portion of the Work which is not done in accordance with University's Representative's interpretations, clarifications, instructions, or decisions shall be removed or replaced and Contractor shall be responsible for all resultant losses.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

4.2 CONTRACTOR CHANGE ORDER REQUESTS

4.2.1 Contractor may request changes to the Contract Sum and/or Contract Time for Extra Work, materially differing site conditions, or Delays to Final Completion of the Work.

4.2.2 Conditions precedent to obtaining an adjustment of the Contract Sum and/or Contract Time, payment of money, or other relief with respect to the Contract Documents, for any other reason, are:

- .1 Timely submission of a Change Order Request that meets the requirements of Articles 4.2.3.1 and 4.2.3.2; and
- .2 If requested, timely submission of additional information requested by the University Representative pursuant to Article 4.2.3.3.

4.2.3 Change Order Request:

- .1 A Change Order Request will be deemed timely submitted if, and only if, it is submitted within 7 days of the date the Contractor discovers, or reasonably should discover the circumstances giving rise to the Change Order Request, unless additional time is allowed in writing by University's Representative for submission of the Change Order Request.
- .2 A Change Order Request must state that it is a Change Order Request, state and justify the reason for the request, and specify the amount of any requested adjustment of the Contract Sum, Contract Time, and/or other monetary relief. If the Contractor requests an adjustment to the Contract Sum or other monetary relief, the Contractor shall submit the following with the Change Order Request:
 - .1 a completed Cost Proposal in the form contained in the Exhibits meeting the requirements of Article 7; OR
 - .2 a partial Cost Proposal and a declaration of what required information is not then known to Contractor. If Contractor failed to submit a completed Cost Proposal with the Change Order Request, Contractor shall submit a completed Cost Proposal meeting the requirements of Article 7 within 7 days of the date the Contractor submitted the Change Order Request unless additional time is allowed by the University's Representative.
- .3 Upon request of University's Representative, Contractor shall submit such additional information as may be requested by University's Representative for the purpose of evaluating the Change Order Request. Such additional information may include:
 - .1 If Contractor seeks an adjustment of the Contract Sum or other monetary relief, actual cost records for any changed or extra costs (including without limitation, payroll records, material and rental invoices and the like), shall be submitted by the deadline established by the University's Representative, who may require such actual cost records to be submitted and reviewed, on a daily basis, by the University's Representative and/or representatives of the University's Representative.
 - .2 If Contractor seeks an adjustment of the Contract Time, written documentation demonstrating Contractor's entitlement to a time extension under Article 8.4, which shall be submitted within 15 days of the date requested.
 - .3 If Contractor seeks an adjustment of the Contract Sum or other monetary relief for delay, written documentation demonstrating Contractor's entitlement to such an adjustment under Article 7.3.9, which shall be submitted within 15 days of the date requested.
 - .4 Any other information requested by the University's Representative for the purpose of evaluating the Change Order Request, which shall be submitted by the deadline established by the University's Representative.

4.2.4 University's Representative will make a decision on a Change Order Request, within a reasonable time, after receipt of a Change Order Request. A final decision is any decision on a Change Order Request which states that it is final. If University's Representative issues a final decision denying a Change Order Request in whole or in part, Contractor may contest the decision by filing a timely Claim under the procedures specified in Article 4.3.

4.2.5 Contractor may file a written demand for a final decision by University's Representative on all or part of any Change Order Request as to which the University's Representative has not previously issued a final decision pursuant to Article 4.2.4; such written demand may not be made earlier than the 30th day after submission of the Change Order Request. Within 30 days of receipt of the demand, University's Representative will issue a final decision on the Change Order Request. The University's Representative's failure to issue a decision within the 30-day period shall be treated as the issuance, on the last day of the 30-day period, of a final decision to deny the Change Order Request in its entirety.

4.3 CLAIMS

4.3.1 The term "Claim" means a written demand or assertion by Contractor seeking an adjustment or interpretation of the terms of the Contract Documents, payment of money, extension of time, or other relief with respect to the Contract Documents, including a determination of disputes or matters in question between University and Contractor arising out of or related to the Contract Documents or the performance of the Work. However, the term "Claim" shall not include, and the Claims procedures provided under this Article 4, including but not limited to arbitration, shall not apply to the following:

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

- .1 Claims respecting penalties for forfeitures prescribed by statute or regulation which a government agency is specifically authorized to administer, settle, or determine.
- .2 Claims respecting personal injury, death, reimbursement, or other compensation arising out of or resulting from liability for personal injury or death.
- .3 Claims by University, except as set forth in Article 4.7.4.
- .4 Claims respecting stop notices.

4.3.2 A Claim arises upon the issuance of a written final decision denying in whole or in part Contractor's Change Order Request pursuant to Article 4.2.4.

4.3.3 A Claim must include the following:

- .1 A statement that it is a Claim and a request for a decision pursuant to Article 4.5.
- .2 A detailed factual narrative of events fully describing the nature and circumstances giving rise to the Claim, including but not limited to, necessary dates, locations, and items of work affected.
- .3 A certification, executed by Contractor, that the claim is filed in good faith. The certification must be made on the Claim Certification form, included in the Exhibits to the Contract. The language of the Claim Certification form may not be modified.
- .4 A certification, executed by each Subcontractor claiming not less than 5% of the total monetary amount sought by the claim, that the subcontractor's portion of the claim is filed in good faith. The certification must be made on the Claim Certification form, included in the Exhibits to the Contract. The language of the Claim Certification form may not be modified.
- .5 A statement demonstrating that a Change Order Request was timely submitted as required by Article 4.2.3.
- .6 If a Cost Proposal or declaration was required by Article 4.2.3, a statement demonstrating that the Cost Proposal or the declaration was timely submitted as required by Article 4.2.3.
- .7 A detailed justification for any remedy or relief sought by the Claim, including to the extent applicable, the following:
 - .1 If the Claim involves Extra Work, a detailed cost breakdown of the amounts claimed, including the items specified in Article 7.3.2. The cost breakdown must be provided even if the costs claimed have not been incurred when the Claim is submitted. To the extent costs have been incurred when the Claim is submitted, the Claim must include actual cost records (including without limitation, payroll records, material and rental invoices and the like) demonstrating that costs claimed have actually been incurred. To the extent costs have not yet been incurred at the time the Claim is submitted, actual cost records must be submitted on a current basis not less than once a week during any periods costs are incurred. A cost record will be considered current if submitted within 7 days of the date the cost reflected in the record is incurred. At the request of the University's Representative, claimed extra costs may be subject to further verification procedures (such as having an inspector verify the performance of alleged Extra Work on a daily basis). The cost breakdown must include an itemization of costs for i) labor including names, classifications, regular hours and overtime hours worked, dates worked, and other pertinent information; ii) materials stored or incorporated in the work including invoices, purchase orders, location of materials either stored or incorporated into the work, dates materials were transported to the project or incorporated into the work, and other pertinent information; and iii) itemization of machinery and equipment including make, model, serial number, hours of use, dates of use and equipment rental rates of any rented equipment Contract.
 - .2 If the Claim involves an extension of the Contract Time, written documentation demonstrating the Contractor's entitlement to a time extension under Article 8.4, including the specific dates for which a time extension is sought and the specific reasons for entitlement of a time extension. The Contract Schedule must demonstrate Contractor's entitlement to an adjustment of Contract Time under Article 8.4.
 - .3 If the Claim involves an adjustment of the Contract Sum for delay, written documentation demonstrating the Contractor's entitlement to such an adjustment under Article 7.3.9, including but not limited to, a detailed time impact analysis of the Contract Schedule. The Contract Schedule must demonstrate Contractor's entitlement to such an adjustment under Article 7.3.9.

4.4 ASSERTION OF CLAIMS

4.4.1 Claims by Contractor shall be first submitted to University's Representative for decision.

4.4.2 Notwithstanding the making of any Claim or the existence of any dispute regarding any Claim, unless otherwise directed by University's Representative, Contractor shall not cause any delay, cessation, or termination in or of Contractor's performance of the Work, but shall diligently proceed with performance of the Work in accordance with the Contract Documents.

4.4.3 Contractor shall submit a Claim in writing, together with all supporting data specified in Article 4.3.3, to University's Representative as soon as possible but not later than 30 days after the date the Claim arises under Article 4.3.2.

<PROJECT TITLE>

University of California, Los AngelesProject No. <PROJECT#>

4.4.4 Strict compliance with the requirements of Articles 4.2, 4.3 and 4.4 are conditions precedent to Contractor's right to arbitrate or litigate a Claim. Contractor specifically agrees to assert no Claims in arbitration or litigation unless there has been strict compliance with Articles 4.2, 4.3, and 4.4. The failure of Contractor to strictly comply with the requirements of Articles 4.2, 4.3 and 4.4 constitutes a failure by Contractor to exhaust its administrative remedies with the University, thereby denying any court or arbitration panel of jurisdiction to adjudicate the Claim.

4.5 DECISION OF UNIVERSITY'S REPRESENTATIVE ON CLAIMS

4.5.1 University's Representative will timely review Claims submitted by Contractor. If University's Representative determines that additional supporting data are necessary to fully evaluate a Claim, University's Representative will request such additional supporting data in writing. Such data shall be furnished no later than 10 days after the date of such request. University's Representative will render a decision promptly and in any case within 30 days after the later of the receipt of the Claim or the deadline for furnishing such additional supporting data; provided that, if the amount of the Claim is in excess of \$50,000, the aforesaid 30-day period shall be 60 days. Failure of University's Representative to render a decision by the applicable deadline will be deemed a decision denying the Claim on the date of the deadline. The decision of University's Representative will be final and binding unless appealed in accordance with Articles 4.5.2, 4.5.3, and 4.5.4. The University's Representative's decision on a Claim or dispute will include a statement substantially as follows:

"This is a decision under Article 4.5 of the General Conditions of your contract. If you are dissatisfied with the decision, and if you complied with the procedural requirements for asserting claims specified in Article 4 of the General Conditions of your contract, you may have the right to arbitrate or litigate this decision. If you fail to take appropriate action with 30 days of the date of this decision, the decision shall become final and binding and not subject to further appeal."

4.5.2 If either Contractor or University disputes University's Representative's decision on a Claim, such party (the "Disputing Party") must either provide a written notice of its election to arbitrate or provide written notice of its election to litigate the Claim within 30 days after the decision of University's Representative or, if no decision has been issued, within 30 days from the date of the applicable deadline in Article 4.5.1 for University Representative to render a decision.

4.5.3 If a notice of election to arbitrate or litigate is not given by either party within 30 days after the decision of University's Representative, University's Representative's decision on the Claim will be final and binding and not subject to appeal or challenge.

4.5.4 If the Disputing Party gives timely notice of its election to arbitrate the University's Representative's decision on a Claim, Disputing Party shall have the right, within 120 days after a Notice of Completion, or a Notice of Cessation, as applicable, is filed for the Contract, to make a demand for arbitration in accordance with Article 4.7. Failure to perfect a Claim for which a timely election to arbitrate has been made by the timely filing of a demand for arbitration and timely payment of all applicable and required fees to AAA shall result in the University's Representative's decision on said Claim becoming final and binding and not subject to appeal or challenge. If the Disputing Party makes a timely demand for arbitration, and the amount of the Claim in question, when combined with all other Claims, if any, which are the subject of previously filed demands for arbitration that have not been resolved by settlement or arbitration award, is \$100,000 or more, then the other party may elect to litigate all such Claims by filing a written notice with the American Arbitration Association ("AAA") within 30 days after its receipt of notice from AAA of the Disputing Party's demand for arbitration of the Claim that raises the total amount of Claims subject to arbitration to \$100,000 or more. If the other party fails to give notice of its election to litigate within such 30-day period, it shall be deemed to have consented to arbitration and waived the right to litigate. If after commencement of arbitration the amount of unresolved Claims in arbitration are allowed to be increased to \$100,000 or more, through an AAA-allowed amendment or otherwise, either party may elect to litigate within 30 days following the date that the electing party first receives written notification from AAA that total Claims in arbitration equal or exceed \$100,000. If neither party gives notice of its election to litigate within such 30-day period as applicable, then both parties shall be deemed to have consented to arbitration and waived the right to litigate.

4.5.5 Any litigation shall be filed in the Superior Court of the State of California for the County in which the contract was to be performed.

4.5.6 The parties will attempt in good faith to resolve any controversy or Claim arising out of or relating to this Contract by negotiation.

4.6 MEDIATION

4.6.1 The parties may agree to mediate any controversy or Claim arising out of or relating to this Contract.

4.7 ARBITRATION

4.7.1 A demand for arbitration pursuant to Article 4.5 shall include a copy of the Claim presented to University's Representative pursuant to Article 4.4 and a copy of the decision of University's Representative pursuant to Article 4.5, if any. The demand shall state the amount in controversy, if any, and state the remedy sought. The demand shall identify the University's Responsible Administrator as the representative of the responding party and the Office of the General Counsel as counsel for the responding party. The demand shall be filed with the AAA and shall not be deemed to have been made until all applicable fees have been paid to the AAA by the demanding party. Copies of the demand and attachments shall be sent to University's Responsible Administrator as the representative of the responding party and the University's Office of General Counsel as attorney for the responding party, at the addresses set forth in the Project Directory, at the time the demand for arbitration is initiated with the AAA.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

4.7.2 Except as modified by this Article 4.7, arbitration shall be initiated and conducted in accordance with the Construction Industry Arbitration Rules of the AAA then in effect. The following additional modifications shall be made to the aforesaid AAA rules:

- .1 Civil discovery shall be permitted for the production of documents and taking of depositions. Other discovery may be permitted in the discretion of the arbitrator. All disputes regarding discovery shall be decided by the arbitrator.
- .2 University's Representative and/or University's consultants, shall if required by agreement with University, upon demand by University join in and be bound by the Arbitration. University's Representative and University's consultants will have the same rights in any arbitration proceeding as are afforded by the AAA rules to Contractor and University.
- .3 Contractor's sureties shall be bound by any arbitration award and may join in any arbitration proceeding.
- .4 Except as provided in Articles 4.7.2.2. and 4.7.2.3 above, no Subcontractor or other person shall have a right or obligation to join in or be a party to any arbitration proceeding provided for in this Article 4 either directly, by joinder, by consolidation or actions, by counterclaim or crossclaim, or otherwise without the express written consent of University, Contractor, and the joining party.
- .5 If more than one demand for arbitration is made by a party with respect to Claims referred to University's Representative, all such Claims shall be consolidated into a single arbitration unless the parties otherwise agree in writing.
- .6 If total Claims are less than \$50,000, AAA expedited procedures as modified by this Article 4 shall apply. If total Claims are between \$50,000 and \$100,000 they shall be heard by a single arbitrator who shall be an attorney. If total Claims are in excess of \$100,000 and are submitted to arbitration, either by agreement or by failure to elect litigation the controversy shall be heard by a panel of three arbitrators, one of which shall be an attorney.
- .7 No arbitrator shall be appointed and no discovery may be commenced prior to the date of Final Completion unless University and Contractor otherwise agree.
- .8 The exclusive forum for determining arbitrability shall be the Superior Court of the State of California. AAA shall not submit to any arbitrator any matter concerning the arbitrability of the dispute if the arbitrability is contested..9 If the expedited procedures of the AAA are applicable, the AAA shall submit simultaneously to each party an identical list of 7 proposed arbitrators drawn from the National Panel of Commercial Arbitrators, and each party may strike 3 names from the list on a peremptory basis and return the list to AAA within 10 days from the date of receipt.
- .10 Except as provided herein, the arbitration shall be conducted and enforced under California law, including the California Arbitration Act (California Code of Civil Procedure section 1280 and following). The Federal Arbitration Act shall not apply to the arbitration.

4.7.3 Unless University and Contractor otherwise agree in writing, the arbitration decision shall be binding upon the parties, made under and in accordance with the laws of the State of California, supported by substantial evidence, and in writing. If the total of all Claims or cross Claims submitted to arbitration is in excess of \$50,000, the award shall contain the basis for the decision, findings of fact, and conclusions of law. Any arbitration award shall be subject to confirmation, vacation, or correction under the procedures and on the grounds specified in the California Code of Civil Procedure including without limitation Section 1296. The expenses and fees of the arbitrators and the administrative fees of the AAA shall be divided among the parties equally. Each party shall pay its own counsel fees, witness fees, and other expenses incurred for its own benefit.

4.7.4 University may, but is not required, to assert as a counterclaim any matter arising out of the claims asserted by Contractor in the arbitration. University's failure to assert any such counterclaim in an arbitration shall be without prejudice to the University's right to assert the counterclaim in litigation or other proceeding.

4.8 WAIVER

4.8.1 A waiver of or failure by University or University's Representative to enforce any requirement in this Article 4, including without limitation the requirements in Articles 4.2, 4.3, 4.4, and 4.5 in connection with any Claim shall not constitute a waiver of, and shall not preclude the University or University's Representative from enforcing such requirements in connection with any other Claims.

4.8.2 The Contractor agrees and understands that no oral approval, either express or implied, of any Claim shall be binding upon University unless and until such approval is ratified by execution of a written Change Order.

ARTICLE 5 **SUBCONTRACTORS**

5.1 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

5.1.1 Unless otherwise stated in the Contract Documents, Contractor shall submit in writing, prior to entering into subcontract agreements, the names and addresses of all Subcontractors proposed for the Work that were not previously listed in Contractor's Bid.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

5.1.2 Any Subcontractor may be disqualified if University or University's Representative determines that such Subcontractor fails to meet the requirements of the Contract Documents or for any other reason.

5.1.3 In accordance with the Subletting and Subcontracting Fair Practices Act, nothing herein shall be deemed to entitle Contractor, without the approval of University, to substitute other subcontractors for those named in Contractor's List of Subcontractors and List of Changes in Subcontractors Due to Alternates contained in the completed Bid Form; and, except with such approval, no such substitution shall be made.

5.1.4 Except as hereinafter provided, any increase in the cost of the Work resulting from the replacement or substitution of a Subcontractor, as required by University or University's Representative pursuant to Article 5.1.1 shall be borne solely by Contractor and Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time on account of such replacement or substitution.

5.2 SUBCONTRACTUAL RELATIONS

5.2.1 Any part of the Work performed for Contractor by a first-tier Subcontractor shall be pursuant to a written subcontract. Each such subcontract shall require the Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to Contractor by the terms of the Contract Documents, to assume toward Contractor all the obligations and responsibilities which Contractor assumes towards University by the Contract Documents, and to perform such portion of the Work in accordance with the Contract Documents. Each such subcontract shall preserve and protect the rights of University under the Contract Documents, with respect to the Work to be performed by Subcontractor, so that subcontracting thereof will not prejudice such rights. Contractor shall cause each such subcontract to expressly include the following requirements:

- .1 Subcontractor waives all rights that Subcontractor may have against University for damages caused by fire or other perils covered by builder's risk property insurance carried by Contractor or University, except for such rights Subcontractor may have to the proceeds of such insurance held by University under Article 11.
- .2 University and entities and agencies designated by University will have access to and the right to audit and the right to copy at University's cost all of Subcontractor's books, records, contracts, correspondence, instructions, drawings, receipts, vouchers, purchase orders, and memoranda relating to the Work. Subcontractor shall preserve all such records and other items for a period of at least 3 years after Final Completion.
- .3 Subcontractor recognizes the rights of University under Article 5.3, Contingent Assignment of Subcontracts, and agrees, upon notice from University that University has elected to accept said assignment and to retain Subcontractor pursuant to the terms of the subcontract, to complete the unperformed obligations under the subcontract and, if requested by University, to execute a written agreement confirming that Subcontractor is bound to University under the terms of the subcontract.

5.2.2 Upon the request of University, Contractor shall promptly furnish to University a true, complete, and executed copy of any subcontract.

5.2.3 Nothing contained in the Contract Documents shall create any contractual relationship between any Subcontractor and University, except when, and only to the extent that, University elects to accept the assignment of the subcontract with such Subcontractor pursuant to Article 5.3, Contingent Assignment of Subcontracts.

5.3 CONTINGENT ASSIGNMENT OF SUBCONTRACTS

5.3.1 Contractor hereby assigns to University all its interest in first-tier subcontracts now or hereafter entered into by Contractor for performance of any part of the Work. The assignment will be effective upon acceptance by University in writing and only as to those subcontracts which University designates in writing. University may accept said assignment at any time during the course of the Work and prior to Final Completion in the event of a suspension or termination of Contractor's rights under the Contract Documents. Such assignment is part of the consideration to University for entering into the Contract with Contractor and may not be withdrawn prior to Final Completion.

ARTICLE 6 CONSTRUCTION BY UNIVERSITY OR BY SEPARATE CONTRACTORS

6.1 UNIVERSITY'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

6.1.1 University reserves the right to award separate contracts for, or to perform with its own forces, construction or operations related to the Work or other construction or operations at or affecting the Project site, including portions of the Work which have been deleted by Change Order. Contractor shall cooperate with University's forces and Separate Contractors.

6.1.2 University will provide coordination of the activities of University's forces and of each Separate Contractor with the Work of Contractor. Contractor shall participate with University and Separate Contractors in joint review of construction schedules and Project requirements when directed to do so. Contractor shall make necessary revisions to the Contract Schedule after such joint review.

6.2 MUTUAL RESPONSIBILITY

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

6.2.1 Contractor shall afford University and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities. Contractor shall connect, schedule, and coordinate its construction and operations with the construction and operations of University and Separate Contractors as required by the Contract Documents.

6.2.2 If a portion of the Work is dependent upon the proper execution or results of other construction or operations by University or Separate Contractors, Contractor shall inspect such other construction or operations before proceeding with that portion of the Work. Contractor shall promptly report to University's Representative apparent discrepancies or defects which render the other construction or operations unsuitable to receive the Work. Unless otherwise directed by University's Representative, Contractor shall not proceed with the portion of the Work affected until apparent discrepancies or defects have been corrected. Failure of Contractor to so report within a reasonable time after discovering such discrepancies or defects shall constitute an acknowledgment that the other construction or operations by University or Separate Contractors is suitable to receive the Work, except as to defects not then reasonably discoverable.

6.3 UNIVERSITY'S RIGHT TO CLEAN UP

6.3.1 If a dispute arises between Contractor and Separate Contractors as to the responsibility under their respective contracts for maintaining the Project site and surrounding areas free from waste materials and rubbish, University may clean up and allocate the cost between those firms it deems to be responsible.

ARTICLE 7 CHANGES IN THE WORK

7.1 CHANGES

7.1.1 University may, from time to time, order or authorize additions, deletions, and other changes in the Work by Change Order or Field Order without invalidating the Contract and without notice to sureties. Absence of such notice shall not relieve such sureties of any of their obligations to University.

7.1.2 Contractor may request a Change Order under the procedures specified in Article 4.2.

7.1.3 A Field Order may be issued by University, does not require the agreement of Contractor, and shall be valid with or without the signature of Contractor.

7.1.4 Contractor shall proceed promptly with any changes in the Work, unless otherwise provided in the relevant Change Order or Field Order.

7.2 DEFINITIONS

7.2.1 A Change Order is a Contract Document (as shown in the Exhibits) which has been signed by both University and Contractor, and states their agreement, as applicable, to the following:

- .1 A change in the Work, if any.
- .2 The amount of an adjustment of the Contract Sum, if any.
- .3 The amount of an adjustment of the Contract Time, if any.
- .4 A modification to any other Contract term or condition.

7.2.2 A Unilateral Change Order may be issued by University, without the Contractor's signature, where the University determines that a change in the Work requires an adjustment of the Contract Sum or Contract Time, even though no agreement has been reached between University and Contractor with regard to such change in the Work.

7.2.3 A Field Order (as shown in the Exhibits) is a Contract Document issued by the University that orders the Contractor to perform Work. A Field Order may, but need not, constitute a change in the Work and may, but need not, entitle Contractor to an adjustment of the Contract Sum or Contract Time.

7.3 CHANGE ORDER PROCEDURES

7.3.1 Contractor shall provide a Change Order Request and Cost Proposal pursuant to Article 4.2 and this Article 7.3 of the General Conditions. Adjustments of the Contract Sum resulting from Extra Work and Deductive Work shall be determined using one of the methods described in this Article 7.3. Adjustments of the Contract Time shall be subject to the provisions in Article 8. Contractor's obligation to provide Cost Proposals shall be subject to the following:

- .1 The obligation of Contractor to provide Cost Proposals is not Extra Work, and shall not entitle the Contractor to an adjustment of the Contract Sum or Contract Time.
- .2 The failure of Contractor to timely provide a Cost Proposal pursuant to Article 4.2 and this Article 7.3.1 is a material breach of the Contract. Contractor shall be responsible for any delay in implementing a change for which Contractor failed to timely provide a Cost Proposal consistent with the requirements of Article 4.2 and this Article 7.3.1.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

7.3.2 The term "Cost of Extra Work" as used in this Article 7.3 shall mean actual costs incurred or to be incurred by Contractor and each Subcontractor regardless of tier involved, and shall be limited to the following (to the extent the Contractor demonstrates that the costs are both reasonable and actually incurred, if such costs have been incurred):

- .1 Straight-time wages or salaries for employees employed at the Project site, or at fabrication sites off the Project site, in the direct performance of the Extra Work.
- .2 Fringe Benefits and Payroll Taxes for employees employed at the Project site, or at fabrication sites off the Project site, in the direct performance of the Extra Work.
- .3 Overtime wages or salaries, specifically authorized in writing by University's Representative, for employees employed at the Project site, or at fabrication sites off the Project site, in the direct performance of the Extra Work.
- .4 Fringe Benefits and Payroll Taxes for overtime Work specifically authorized in writing by University's Representative, for employees employed at the Project site, or at fabrication sites off the Project site, in the direct performance of the Extra Work.
- .5 Costs of materials and consumable items which are furnished and incorporated into the Extra Work, as approved by University's Representative. Such costs shall be charged at the lowest price available to the Contractor but in no event shall such costs exceed competitive costs obtainable from other subcontractors, suppliers, manufacturers, and distributors in the area of the Project site. All discounts, rebates, and refunds and all returns from sale of surplus materials and consumable items shall accrue to University and Contractor shall make provisions so that they may be obtained.
- .6 Sales taxes on the costs of materials and consumable items which are incorporated into and used in the performance of the Extra Work pursuant to Article 7.3.2.5 above.
- .7 Rental charges for necessary machinery and equipment, whether owned or hired, as authorized in writing by University's Representative, exclusive of hand tools, used directly in the performance of the Extra Work. Such rental charges shall not exceed the current U. S. Army Corp of Engineers scheduled charges for the area in which the work is performed. Contractor shall attach a copy of said schedule to the Cost Proposal. The charges for any machinery and equipment shall cease when the use thereof is no longer necessary for the Extra Work.
- .8 Additional costs of royalties and permits due to the performance of the Extra Work.
- .9 The cost for Insurance and Bonds shall not exceed 2% of items .1 through .8 above.

University and Contractor may agree upon rates to be charged for any of the items listed in this Article 7.3.2. Such agreed upon rates shall be subject to audit pursuant to Article 15.7. Contractor shall promptly refund to University any amounts (including associated mark-ups) in excess of the actual costs of such items.

7.3.3 Cost of Extra Work shall not include any of the following:

- .1 Superintendent(s).
- .2 Assistant Superintendent(s).
- .3 Project Engineer(s).
- .4 Project Manager(s).
- .5 Scheduler(s).
- .6 Estimator(s).
- .7 Drafting or Detailing.
- .8 Small tools (Replacement value does not exceed \$300).
- .9 Office expenses including staff, materials and supplies.
- .10 On-site or off-site trailer and storage rental and expenses.
- .11 Site fencing.
- .12 Utilities including gas, electric, sewer, water, telephone, facsimile, copier equipment.
- .13 Data processing personnel and equipment.
- .14 Federal, state, or local business income and franchise taxes.
- .15 Overhead and Profit.
- .16 Costs and expenses of any kind or item not specifically and expressly included in Article 7.3.2.

7.3.4 The term "Contractor Fee" shall mean the full amount of compensation, both direct and indirect (including without limitation all overhead and profit), to be paid to Contractor for its own Work and the Work of all Subcontractors, for all costs and expenses not included in the Cost of Extra Work, whether or not such costs and expenses are specifically referred to in Article 7.3.3. The Contractor Fee shall not be compounded.

The Contractor Fee shall be computed as follows:

- .1 Fifteen percent (15%) of the cost of that portion of the Extra Work to be performed by the prime contractor with its own forces.
- .2 Fifteen percent (15%) of the cost of that portion of the Work to be performed by a Subcontractor with its own forces, plus 5% for the prime contractor. Total combined Contractor and Subcontractor fee shall not exceed 20%.
- .3 Fifteen percent (15%) of the cost of that portion of the Work to be performed by a sub-subcontractor with its own forces, or any lower tier of Subcontractor, plus 5% for the Subcontractor, plus 5% for the prime contractor. Total combined Contractor, Subcontractor and all sub-subcontractor fee shall not exceed 25%.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

7.3.5 Compensation for Extra Work shall be computed on the basis of one or more of the following:

- .1 Where the Work involved is covered by Unit Prices contained in the Contract Documents, by application of the Unit Prices to the quantities of the items involved.
- .2 Where Unit Prices are not applicable, a mutually agreed upon lump sum supported by a Cost Proposal pursuant to 7.3.1.
- .3 Where Contractor and University cannot agree upon a lump sum, by Cost of Extra Work plus Contractor Fee applicable to such Extra Work.

7.3.6 As a condition to Contractor's right to an adjustment of the Contract Sum pursuant to Article 7.3.5.3, Contractor must keep daily detailed and accurate records itemizing each element of cost and shall provide substantiating records and documentation, including time cards and invoices. Such records and documentation shall be submitted to University's Representative on a daily basis.

7.3.7 For Work to be deleted by Change Order, the reduction of the Contract Sum shall be computed on the basis of one or more of the following:

- .1 Unit Prices stated in the Contract Documents.
- .2 Where Unit Prices are not applicable, a lump sum agreed upon by University and Contractor, based upon the actual costs which would have been incurred in performing the deleted portions of the Work as calculated in accordance with Articles 7.3.2 and 7.3.3, supported by a Cost Proposal pursuant to Article 7.3.1.

7.3.8 If any one Change involves both Extra Work and Deleted Work in the same portion of the Work, a Contractor fee will not be allowed if the deductive cost exceeds the additive cost. If the additive cost exceeds the deductive cost, a Contractor Fee will be allowed only on the difference between the two amounts.

7.3.9 The Contract Sum will be adjusted for a delay if, and only if, Contractor demonstrates that all of the following four conditions are met:

- .1 Condition Number One: The delay results in an extension of the Contract Time pursuant to Article 8.4.1.
- .2 Condition Number Two: The delay is caused solely by one or more of the following:
 - .1 An error or omission in the Contract Documents; or
 - .2 The University's decision to change the scope of the Work, where such decision is not the result of any default or misconduct of the Contractor; or
 - .3 The University's decision to suspend the Work, where such decision is not the result of any default or misconduct of the Contractor; or
 - .4 The failure of the University or the University's Representative to timely perform any contract obligation where the failure to so perform is not the result of any default or misconduct of the Contractor.
 - .5 A materially differing site condition pursuant to Article 3.17.
- .3 Condition Number Three: The delay is not concurrent with a delay that is:
 - .1 Critical under Article 8.4.1.2; and
 - .2 Caused by an event not listed in Article 7.3.9.2.
- .4 Condition Number Four: The delay is not caused, in whole or in part, by an event not listed in Article 7.3.9.2 above.

7.3.10 For each day of delay that meets all four conditions prescribed in Article 7.3.9 the Contract Sum will be adjusted by the daily rate included in the Agreement and specifically identified as the rate to be paid to Contractor for Compensable Delays. Pursuant to Article 9.7.4, said daily rate shall not apply to delays occurring after Substantial Completion.

7.3.11 Except as provided in Articles 7 and 8, Contractor shall have no claim for damage or compensation for any delay, interruption, hindrance, or disruption.

7.3.12 If for any reason one or more of the conditions prescribed in Article 7.3.9 is held legally unenforceable, the remaining conditions must be met as a condition to obtaining an adjustment of the Contract Time under Article 7.3.10.

7.4 FIELD ORDERS

7.4.1 Field Orders issued by the University Representative shall be subject to the following:

- .1 A Field Order may state that it does or does not constitute a change in the Work.
- .2 If the Field Order states that it does not constitute a change in the Work and the Contractor asserts that the Field Order constitutes a change in the Work, in order to obtain an adjustment of the Contract Sum or Contract

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

- Time for the Work encompassed by the Field Order, Contractor must follow all procedures set forth in Article 4, starting with the requirement of submitting a timely Change Order Request within 7 days of Contractor's receipt of the Field Order; failure to strictly follow those procedures is a bar to any Claim for an adjustment of the Contract Sum or Contract Time arising from performance of the Work described in the Field Order.
- .3 If the Field Order states that it does constitute a change in the Work, the Work described in the Field Order shall be considered Extra Work and the Contractor shall be entitled to an adjustment of the Contract Sum and Contract Time, calculated under and subject to Contractor's compliance with the procedures for verifying and substantiating costs and delays in Articles 7 and 8.
 - .4 In addition, if the Field Order states that it does constitute a change in the Work, the Field Order may or may not contain University's estimate of adjustment of Contract Sum and/or Contract Time. If the Field Order contains an estimate of adjustment of Contract Sum or Contract Time, the Field Order is subject to the following:
 - .1 The Contractor shall not exceed the University's estimate of adjustment to Contract Sum or Contract Time without written authorization by University's Representative.
 - .2 If the Contractor asserts that the change in the Work encompassed by the Field Order may entitle Contractor to an adjustment of Contract Sum or Contract Time in excess of the University's estimate, in order not to be bound by University's estimate Contractor must follow all procedures set forth in Article 4, starting with the requirement of submitting a timely Change Order Request within 7 days of Contractor's receipt of the Field Order; failure to strictly follow those procedures is a bar to any Claim for an adjustment of the Contract Sum or Contract Time, in excess of the University's estimate, arising from performance of the Work described in the Field Order.

7.4.2 Upon receipt of a Field Order, Contractor shall promptly proceed to perform the Work as ordered in the Field Order notwithstanding any disagreement by the Contractor concerning whether the Work is extra.

7.5 VARIATION IN QUANTITY OF UNIT PRICE WORK

7.5.1 University has the right to increase or decrease the quantity of any Unit price item for which an Estimated Quantity is stated in the Bid Form.

7.6 WAIVER

7.6.1 A waiver of or failure by University or University's Representative to enforce any requirement in this Article 7, including without limitation the requirements in Articles 7.3.6, 7.3.8, 7.3.9, 7.3.10, 7.3.11, or 7.3.12 in connection with any adjustment of the Contract Sum, will not constitute a waiver of, and will not preclude the University or University's Representative from enforcing, such requirements in connection with any other adjustments of the Contract Sum.

7.6.2 The Contractor agrees and understands that no oral approval, either express or implied, of any adjustment of the Contract Sum by University or its agents shall be binding upon University unless and until such approval is ratified by execution of a written Change Order.

ARTICLE 8 **CONTRACT TIME**

8.1 COMMENCEMENT OF THE WORK

8.1.1 The date of commencement of the Work shall be set forth in the Notice to Proceed. The date of commencement of the Work shall not be postponed by the failure of Contractor, Subcontractors, or of persons or firms for whom Contractor is responsible, to act.

8.2 PROGRESS AND COMPLETION

8.2.1 By signing the Agreement:

- .1 Contractor represents to University that the Contract Time is reasonable for performing the Work and that Contractor is able to perform the Work within the Contract Time.
- .2 Contractor agrees that University is purchasing the right to have the Contractor present on the Project site for the full duration of the Contract Time, even if Contractor could finish the Contract in less than the Contract Time.

8.2.2 Contractor shall not, except by agreement or instruction of University in writing, commence operations on the Project site or elsewhere prior to the effective date of insurance required by Article 11 to be furnished by Contractor. The dates of commencement and Final Completion of the Work shall not be changed by the effective date of such insurance.

8.2.3 Contractor shall proceed expeditiously with adequate forces and shall achieve full completion of the Work within the Contract Time. If University's Representative determines and notifies Contractor that Contractor's progress is such that Contractor will not achieve full completion of the Work within the Contract Time, Contractor shall immediately and at no additional cost to University, take all measures necessary, including working such overtime, additional shifts, Sundays, or holidays as may be required to ensure that the Work is fully completed within the Contract Time. Upon receipt of such notice from University's representative,

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

Contractor shall immediately notify University's Representative of all measures to be taken to ensure full completion of the Work within the Contract Time. Contractor shall reimburse University for any extra costs or expenses (including the reasonable value of any services provided by University's employees) incurred by University as the result of such measures.

8.3 DELAY

8.3.1 Except and only to the extent provided otherwise in Articles 7 and 8, by signing the Agreement, Contractor agrees:

- .1 to bear the risk of delays to the Work; and
- .2 that Contractor's bid for the Contract was made with full knowledge of this risk.

In agreeing to bear the risk of delays to the Work, Contractor understands that, except and only to the extent provided otherwise in Articles 7 and 8, the occurrence of events that delay the Work shall not excuse Contractor from its obligation to achieve Final Completion of the Work within the Contract Time, and shall not entitle the Contractor to an adjustment of the Contract Sum.

8.4 ADJUSTMENT OF THE CONTRACT TIME FOR DELAY

8.4.1 Subject to Article 8.4.2, the Contract Time will be extended for each day of delay for which Contractor demonstrates that all of the following seven conditions have been met; a time extension will not be granted for any day of delay for which Contractor fails to demonstrate compliance with the seven conditions:

- .1 Condition Number One: At the time that the event causing the delay commences, the Contractor has complied with all Contract requirements for maintaining, submitting, and updating Contract Schedules.
- .2 Condition Number Two: The delay is critical. A delay is critical if and only to the extent it delays a work activity that cannot be delayed without delaying Final Completion of the Work beyond the Contract Time. Under this Article 8.4.1.2, if the Contract Schedule shows Final Completion of the Work before expiration of the Contract Time, a delay is critical if and only to the extent the delay pushes Final Completion of the Work to a date that is beyond the Contract Time.
- .3 Condition Number Three: The delay is supported by the Contract Schedule (or, if appropriate, the Preliminary Contract Schedule), current at the commencement of the event giving rise to the delay. A delay is supported only to the extent the Contract Schedule (or, if appropriate, the Preliminary Contract Schedule) corroborates that it causes a delay to Final Completion of the Work beyond the contractually specified date for Final Completion because of its effect on the operation referred to in Article 8.4.1.2. The requirement that a delay be supported will be excused if the event causing the delay commences before approval of the Preliminary Contract Schedule, provided that the absence of an approved Preliminary Contract Schedule is not due to the Contractor's failure to timely submit an acceptable Preliminary Contract Schedule.
- .4 Condition Number Four: Within 7 days of the date the Contractor discovers or reasonably should discover an act, error, omission or unforeseen condition or event causing the delay, (even if the Contractor has not been delayed when the Contractor discovers or reasonably should discover the act, error, omission or unforeseen condition giving rise to the delay) the Contractor submits both a timely and complete Change Order Request that meets the requirements of Article 4.2.
- .5 Condition Number Five: The delay is not caused by:
 - .1 A concealed, unforeseen or unknown condition or event except for a materially differing site condition pursuant to Article 3.17; or
 - .2 The financial inability, misconduct or default of the Contractor, a Subcontractor or supplier; or
 - .3 The unavailability of materials or parts.
- .6 Condition Number Six: The delay is caused by:
 - .1 Fire; or
 - .2 Strikes, boycotts, or like obstructive actions by labor organizations; or
 - .3 Acts of God (As used herein, "Acts of God" shall include only earthquakes in excess of a magnitude of 3.5 on the Richter Scale and tidal waves); or
 - .4 A materially differing site condition pursuant to Article 3.17; or
 - .5 An error or omission in the Contract; or
 - .6 The University's decision to change the scope of the Work, where such decision is not the result of any default or misconduct of the Contractor; or
 - .7 The University's decision to suspend the Work, where such decision is not the result of any default or misconduct of the Contractor; or
 - .8 The failure of the University or the University's representative to timely perform any Contract obligation unless such failure is due to Contractor's default or misconduct; or
 - .9 "Rainy weather," but only for such days of rain that are in excess of the number of days specified in the Supplementary Conditions. In order for a day to be considered a day of rainy weather for the purpose of determining whether

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

Contractor is entitled to an adjustment in Contract Time, both of the following conditions must be met:

- .1 the day must be a day in which, as a result of rain, no critical path work is performed by Contractor; and
 - .2 the day must be identified in the Contract Schedule as a scheduled work day.
- .7 Condition Number Seven: Contractor has taken all reasonable measures to avoid and minimize the delay and, notwithstanding such measures, the delay occurred.

8.4.2 If and only if a delay meets all seven conditions prescribed in Article 8.4.1, then a time extension will be granted for each day that Final Completion of the Work is delayed beyond the Contract Time, subject to the following:

- .1 When two or more delays (each of which meet all seven conditions prescribed in Article 8.4.1) occur concurrently on the same day, and each such concurrent delay by itself without consideration of the other delays would be critical, then all such concurrent delays shall be considered critical. For the purpose of determining whether and to what extent the Contract Time should be adjusted pursuant to Article 8.4.2, such concurrent critical delays shall be treated as a single delay for each such day.
- .2 Contractor shall be entitled to a time extension for a day of delay that meets all seven requirements of Article 8.4.1 if the delay is concurrent with a delay that does not meet all seven conditions of Article 8.4.1.

8.4.3 If for any reason one or more of the seven conditions prescribed in Article 8.4.1 is held legally unenforceable, then all remaining conditions must be met as a condition to obtaining an extension of the Contract Time under Article 8.4.2.

8.5 COMPENSATION FOR DELAY

8.5.1 To the maximum extent allowed by law, any adjustment of the Contract Sum as the result of delays shall be limited to the amounts specified in Article 7. Such adjustment shall, to the maximum extent allowed by law, constitute payment in full for all delay related costs (including costs for disruption, interruption and hindrance, general conditions, on and off-site overhead and profit) of Contractor, its Suppliers and Subcontractors of all tiers and all persons and entities working under or claiming through Contractor in connection with the Project.

8.5.2 By signing the Agreement, the parties agree that the University is buying the right to do any or all of the following, which are reasonable and within the contemplation of the parties:

- .1 To order changes in the Work, regardless of the extent and number of changes, including without limitation:
 - .1 Changes to correct errors or omissions, if any, in the Contract Documents.
 - .2 Changes resulting from the University's decision to change the scope of the Work subsequent to execution of the Contract.
 - .3 Changes due to unforeseen conditions.
- .2 To suspend the Work or any part thereof.
- .3 To delay the Work, including without limitation, delays resulting from the failure of the University or the University's Representative to timely perform any Contract obligation and delays for University's convenience.

8.6 WAIVER

8.6.1 A waiver of or failure by University or University's Representative to enforce any requirement in this Article 8, including without limitation the requirements in Article 8.4, in connection with any or all past delays shall not constitute a waiver of, and shall not preclude the University or University's Representative from enforcing, such requirements in connection with any present or future delays.

8.6.2 Contractor agrees and understands that no oral approval, either express or implied, of any time extension by University or its agents shall be binding upon University unless and until such approval is ratified by execution of a written Change Order.

ARTICLE 9 PAYMENTS AND COMPLETION

9.1 COST BREAKDOWN

9.1.1 Within 10 days after receipt of the Notice of Selection as the apparent lowest responsible Bidder, and with the Agreement, Contractor shall submit to University's Representative a Cost Breakdown of the Contract Sum in the form contained in the Exhibits. The Cost Breakdown shall itemize as separate line items the cost of each Work Activity and all associated costs, including but not limited to warranties, as-built documents, overhead expenses, and the total allowance for profit. Insurance and bonds shall each be listed as separate line items. The total of all line items shall equal the Contract Sum. The Cost Breakdown, when approved by the

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

University's Representative, shall become the basis for determining the cost of Work performed for Contractor's Applications for Payment.

9.2 PROGRESS PAYMENT

9.2.1 University agrees to pay monthly to Contractor, subject to Article 9.4.3, an amount equal to 95% of the sum of the following:

- .1 Cost of the Work in permanent place as of the date of the Contractor's Application for Payment.
- .2 Plus cost of materials not yet incorporated in the Work, subject to Article 9.3.5.
- .3 Less amounts previously paid.

Under this Article 9.2.1, University may but is not required, to pay Contractor more frequently than monthly.

9.2.2 After Substantial Completion and subject to Article 9.4.3, University will make any of the remaining progress payments in full.

9.3 APPLICATION FOR PAYMENT

9.3.1 On or before the 10th day of the month or such other date as is established by the Contract Documents, Contractor shall submit to University's Representative an itemized Application for Payment, for the cost of the Work in permanent place, as approved by University's Representative, which has been completed in accordance with the Contract Documents, less amounts previously paid.

The Application for Payment shall be prepared as follows:

- .1 Use the form contained in the Exhibits.
- .2 Itemize in accordance with the Cost Breakdown.
- .3 Include such data substantiating Contractor's right to payment as University's Representative may reasonably require, such as invoices, certified payrolls, daily time and material records, and, if securities are deposited in lieu of retention pursuant to Article 9.5, a certification of the market value of all such securities as of a date not earlier than 5 days prior to the date of the Application for Payment.
- .4 Itemize retention.

9.3.2 Applications for Payment shall not include requests for payment on account of (1) changes which have not been authorized by Change Orders or (2) amounts Contractor does not intend to pay a Subcontractor because of a dispute or other reason.

9.3.3 If required by University, an Application for Payment shall be accompanied by (1) a summary showing payments that will be made to Subcontractors covered by such application and conditional releases upon progress payment or final payment and (2) unconditional waivers and releases of claims and stop notices, in the form contained in the Exhibits, from each Subcontractor listed in the preceding Application for Payment covering sums disbursed pursuant to that preceding Application for Payment.

9.3.4 Contractor warrants that, upon submittal of an Application for Payment, all Work, for which Certificates for Payment have been previously issued and payment has been received from University, shall be free and clear of all claims, stop notices, security interests, and encumbrances in favor of Contractor, Subcontractors, or other persons or firms entitled to make claims by reason of having provided labor, materials, or equipment relating to the Work.

9.3.5 At the sole discretion of University, University's Representative may approve for inclusion in the Application for Payment the cost of materials not yet incorporated in the Work but already delivered and suitably stored either at the Project site or at some other appropriate location acceptable to University's Representative. In such case, Contractor shall furnish evidence satisfactory to University's Representative (1) of the cost of such materials and (2) that such materials are under the exclusive control of Contractor. Only materials to be incorporated in the Work will be considered for payment. Any payment shall not be construed as acceptance of such materials nor relieve Contractor from sole responsibility for the care and protection of such materials; nor relieve Contractor from risk of loss to such materials from any cause whatsoever; nor relieve Contractor from its obligation to complete the Work in accordance with the Contract; nor act as a waiver of the right of University to require fulfillment of all terms of the Contract. Nothing contained within this Article 9.3.5 shall be deemed to obligate University to agree to payment for any non-incorporated materials or any part thereof, payment being in the sole and absolute discretion of University.

9.4 CERTIFICATE FOR PAYMENT

9.4.1 If Contractor has submitted an Application for Payment in accordance with Article 9.3, University's Representative shall, not later than 5 working days after the date of receipt of the Application for Payment, issue to University, with a copy to Contractor, a Certificate for Payment for such amount as University's Representative determines to be properly due.

9.4.2 If any such Application for Payment is determined not to be in accordance with Article 9.3, University will inform Contractor as soon as practicable, but not later than 5 working days after receipt. Thereafter, Contractor shall have 3 days to revise and resubmit such Application for Payment; otherwise University's Representative may issue a Certificate for Payment in the amount that University's Representative determines to be properly due without regard to such Application for Payment.

<PROJECT TITLE>

University of California, Los AngelesProject No. <PROJECT#>

9.4.3 Approval of all or any part of an Application for Payment may be withheld, a Certificate for Payment may be withheld, and all or part of a previous Certificate for Payment may be nullified and that amount withheld from a current Certificate for Payment on account of any of the following:

- .1 Defective Work not remedied.
- .2 Third-party claims against Contractor or University arising from the acts or omissions of Contractor or Subcontractors.
- .3 Stop notices.
- .4 Failure of Contractor to make timely payments due Subcontractors for material or labor.
- .5 A reasonable doubt that the Work can be completed for the balance of the Contract Sum then unpaid.
- .6 Damage to University or Separate Contractor for which Contractor is responsible.
- .7 Reasonable evidence that the Work will not be completed within the Contract Time; and that the unpaid balance of the Contract Sum would not be adequate to cover University's damages for the anticipated delay.
- .8 Failure of Contractor to maintain and update as-built documents.
- .9 Failure of Contractor to submit schedules or their updates as required by the Contract Documents.
- .10 Failure to provide conditional or unconditional releases from any Subcontractor or supplier, if such waiver(s) have been requested by University's Representative.
- .11 Performance of Work by Contractor without properly processed Shop Drawings.
- .12 Liquidated damages assessed in accordance with Article 5 of the Agreement.
- .13 Failure to provide updated Reports of Subcontractor Information and Self-Certifications, as applicable.
- .14 Failure to provide a Final Distribution of Contract Dollars with final Application for Payment.
- .15 Any other failure of Contractor to perform its obligations under the Contract Documents.

9.4.4 Subject to the withholding provisions of Article 9.4.3, University will pay Contractor the amount set forth in the Certificate for Payment no later than 10 days after the issuance of the Certificate for Payment.

9.4.5 Neither University nor University's Representative will have an obligation to pay or to see to the payment of money to a Subcontractor, except as may otherwise be required by law.

9.4.6 Neither a Certificate for Payment nor a progress payment made by University will constitute acceptance of Defective Work.

9.5 DEPOSIT OF SECURITIES IN LIEU OF RETENTION AND DEPOSIT OF RETENTION INTO ESCROW

9.5.1 At the request and expense of Contractor, a substitution of securities may be made for any monies retained by University under Article 9.2 to ensure performance under the Contract Documents. Securities equivalent in value to the retention amount required by the Contract Documents for each Certificate for Payment shall be deposited by Contractor with a state or federally chartered bank in the State of California ("Escrow Agent"), which shall hold such securities pursuant to the escrow agreement referred to in Article 9.5.3 until final payment is due in accordance with Article 9.8. Securities shall be valued as often as conditions of the securities market warrant, but in no case less than once per month. Contractor shall deposit additional securities so that the current market value of the total of all deposited securities shall be at least equal to the total required amount of retention.

9.5.2 Alternatively to Article 9.5.1, and at the request and expense of Contractor, University will deposit retention directly with Escrow Agent. Contractor may direct the investment of such deposited retention into interest bearing accounts or securities, and such deposits or securities shall be held by Escrow Agent upon the same terms provided for securities deposited by Contractor.

9.5.3 A prerequisite to the substitution of securities in lieu of retention or the deposit of retention into escrow shall be the execution by Contractor, University, and Escrow Agent of an Escrow Agreement for Deposit of Securities in Lieu of Retention and Deposit of Retention in the form contained in the Exhibits. The Contractor shall submit the Selection of Retention Options and the Escrow Agreement for Deposit of Securities in Lieu of Retention and Deposit of Retention not later than the date when 50% of the Work has been completed. The terms of such escrow agreement are incorporated into the requirements of this Article 9.5.

9.6 BENEFICIAL OCCUPANCY

9.6.1 University reserves the right, at its option and convenience, to occupy or otherwise make use of any part of the Work at any time prior to Substantial Completion or Final Completion upon 10 days' notice to Contractor. Such occupancy or use is herein referred to as "Beneficial Occupancy." Beneficial Occupancy shall be subject to the following conditions:

- .1 University's Representative will make an inspection of the portion of the Project to be beneficially occupied and prepare a list of items to be completed or corrected prior to Final Completion. Prior to Beneficial Occupancy, University will issue a Certificate of Beneficial Occupancy on University's form.
- .2 Beneficial Occupancy by University shall not be construed by Contractor as an acceptance by University of that portion of the Work which is to be occupied.
- .3 Beneficial Occupancy by University shall not constitute a waiver of existing claims of University or Contractor against each other.
- .4 Contractor shall provide, in the areas beneficially occupied and on a 24 hour and 7 day week basis as required, utility services, heating, and cooling for systems which are in operable condition at the time

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

- of Beneficial Occupancy. All responsibility for the operation and maintenance of equipment shall remain with Contractor while the equipment is so operated. Contractor shall submit to University an itemized list of each piece of equipment so operated with the date operation commences.
- .5 The Guarantee to Repair Periods, as defined in Article 12.2, will commence upon the first dates of actual occupancy or use of portions of the Work actually occupied and equipment or systems fully utilized. Equipment or systems shall not be considered fully utilized until all parts of the Project served by the equipment or systems are actually occupied and used.
 - .6 University will pay all normal operating and maintenance costs resulting from its use of equipment in areas beneficially occupied.
 - .7 University will pay all utility costs which arise out of the Beneficial Occupancy.
 - .8 Contractor shall not be responsible for providing security in areas beneficially occupied.
 - .9 University will use its best efforts to prevent its Beneficial Occupancy from interfering with the conduct of Contractor's remaining Work.
 - .10 Contractor shall not be required to repair damage caused by University in its Beneficial Occupancy.
 - .11 Except as provided in this Article 9.6, there shall be no added cost to University due to Beneficial Occupancy.
 - .12 Contractor shall continue to maintain all insurance required by the Contract in full force and effect.

9.7 SUBSTANTIAL COMPLETION

9.7.1 "Substantial Completion" means the stage in the progress of the Work, as determined by University's Representative, when the Work is complete and in accordance with the Contract Documents except only for completion of minor items which do not impair University's ability to occupy and fully utilize the Work for its intended purpose and a Certificate of Occupancy has been issued by the University's Building Official.

9.7.2 When Contractor gives notice to University's Representative that the Work is substantially complete, unless University's Representative determines that the Work is not sufficiently complete to warrant an inspection to determine Substantial Completion, University's Representative will inspect the Work, and prepare and give to Contractor a comprehensive list of items to be completed or corrected before establishing Substantial Completion. Contractor shall proceed promptly to complete and correct items on the list. Failure to include an item on such list does not alter the responsibility of Contractor to complete all Work in accordance with the Contract Documents. University's Representative will make an inspection to determine whether the Work is substantially complete. If University's Representative's inspection discloses any item, whether or not included on the list, which must be completed or corrected before Substantial Completion, Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item. Contractor shall then submit a request for another inspection by University's Representative to determine Substantial Completion. Costs for additional inspection by University's Representative shall be deducted from any monies due and payable to Contractor.

9.7.3 When University's Representative determines that the Work is substantially complete, University's Representative will arrange for inspection by University's Building Official and other officials, as appropriate, for the purpose of issuing a Certificate of Occupancy. After a Certificate of Occupancy has been issued by the University's Building Official, the University's Representative will prepare a Certificate of Substantial Completion on University's form as contained in the Exhibits, which, when signed by University, shall establish the date of Substantial Completion and the responsibilities of University and Contractor for security, maintenance, utilities, insurance, and damage to the Work.

9.7.4 Unless otherwise provided in the Certificate of Substantial Completion, the Guarantee to Repair Period for the Work covered by the Certificate of Substantial Completion, shall commence on the date of Substantial Completion of the Work except that Substantial Completion shall not commence the Guarantee to Repair Period for any equipment or systems that:

- .1 Are not fully operational (equipment or systems shall not be considered fully operational if they are intended to provide service to any portion of the building which the University has neither Beneficially Occupied nor accepted as Substantially Complete); or
- .2 Are not accepted by the University.

The Guarantee to Repair Period for equipment or systems which become fully operational and accepted subsequent to Substantial Completion will begin on the date of their written acceptance by University.

9.7.5 The daily rate included in the Agreement and specifically identified as the rate to be paid to Contractor for Compensable Delays shall not apply to any delays occurring after the Work is substantially completed.

9.8 FINAL COMPLETION AND FINAL PAYMENT

9.8.1 Upon receipt of notice from Contractor that the Work is ready for final inspection, University's Representative will make such inspection. Final Completion shall be when University's Representative determines that the Work is fully completed and in accordance with the Contract Documents including without limitation satisfaction of all "punch list" items and determines that a Certificate of Occupancy has been issued by the University's Building Official. University will file a Notice of Completion within 10 days after Final Completion. After receipt of the final Application for Payment, if University's Representative determines that Final Completion has occurred, University's Representative will issue the final Certificate for Payment.

9.8.2 Neither final payment nor any retention shall become due until Contractor submits the following items to University's Representative:

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

- .1 The final Application for Payment and all submittals required in accordance with Article 9.3.
- .2 All guarantees and warranties procured by Contractor from Subcontractors, all operating manuals for equipment installed in the Project, as-built documents, and all other submittals required by the Contract Documents.
- .3 The Final Distribution of Contract Dollars in the form contained in the Exhibits.

9.8.3 The final payment shall be made, subject to the satisfaction of all other conditions to final payment, 35 days after the filing of the Notice of Completion.

9.8.4 Acceptance of final payment by Contractor shall constitute a waiver of all claims, except those previously made in writing and identified by Contractor as unsettled at the time of the final Application for Payment.

ARTICLE 10

PROTECTION OF PERSONS AND PROPERTY

10.1 SAFETY PRECAUTIONS AND PROGRAMS

10.1.1 Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract.

10.2 SAFETY OF PERSONS AND PROPERTY

10.2.1 Contractor shall take adequate precautions for safety of and shall provide adequate protection to prevent damage, injury, or loss to the following:

- .1 Employees involved in the Work and other persons who may be affected thereby.
- .2 The Work in place and materials and equipment to be incorporated therein, whether in storage on or off the Project site, under care, custody, or control of Contractor or Subcontractors.
- .3 Other property at the Project site and adjoining property.

10.2.2 Contractor shall erect and maintain, as required by existing conditions and performance of the Work, adequate safeguards for safety and protection, including providing adequate lighting and ventilation, posting danger signs and other warnings against hazards, promulgating safety regulations, and notifying owners and users of adjacent sites and utilities.

10.2.3 When use or storage of explosives, other hazardous materials, equipment, or unusual methods are necessary for execution of the Work, Contractor shall exercise the utmost care and carry on such activities only under the supervision of properly qualified personnel.

10.2.4 Contractor shall designate a responsible member of Contractor's organization at the Project site whose duty shall be the prevention of accidents. That person shall be the Superintendent, unless otherwise designated by Contractor in writing to University and University's Representative.

10.2.5 Contractor shall not load or permit any part of the Work or the Project site to be loaded so as to endanger the safety of persons or property.

10.3 EMERGENCIES

10.3.1 In an emergency affecting the safety of persons or property, Contractor shall act to prevent or minimize damage, injury, or loss. Contractor shall promptly notify University's Representative, which notice may be oral followed by written confirmation, of the occurrence of such an emergency and Contractor's action.

ARTICLE 11

INSURANCE AND BONDS

11.1 CONTRACTOR'S INSURANCE

11.1.1 Contractor shall, at its expense, purchase and maintain in full force and effect such insurance as will protect itself and University from claims, such as for bodily injury, wrongful death, and property damage, which may arise out of or result from the Work required by the Contract Documents, whether such Work is done by Contractor, by any Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The amounts of such insurance and any additional insurance requirements are specified in the Supplementary Conditions. See Article 3.20 regarding the scope and extent of Contractor's liability for Repair of Damaged Work.

11.1.2 The following policies and coverages shall be furnished by Contractor:

- .1 COMMERCIAL FORM GENERAL LIABILITY INSURANCE covering all Work done by or on behalf of Contractor and providing insurance for bodily injury, wrongful death, personal injury, property

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

damage, and contractual liability. Except with respect to bodily injury and property damage included within the products and completed operations hazards, the aggregate limit shall apply separately to Work required of Contractor by these Contract Documents. If the insurance under this Article 11.1.2.1 is written on a claims-made form, coverage shall continue for a period of not less than 3 years following termination of this Contract. Coverage shall provide for a retroactive date of placement prior to or coinciding with the effective date of this Contract.

- .2 BUSINESS AUTOMOBILE LIABILITY INSURANCE on an "Occurrence" form covering owned, hired, leased, and non-owned automobiles used by or on behalf of Contractor and providing insurance for bodily injury and property damage.
- .3 WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE as required by Federal and State of California law. Contractor shall also require all of its Subcontractors to maintain this insurance coverage.

11.1.3 The coverages required under this Article 11 shall not in any way limit the liability of Contractor.

11.1.4 Certificates of Insurance, as evidence of the insurance required by these Contract Documents and on the form contained in the Exhibits, shall be submitted by Contractor to University. The Certificates of Insurance shall provide for no cancellation or modification of coverage without 30 days (10 days for non payment of premium) prior written notice to University.

11.1.5 In the event Contractor does not comply with these insurance requirements, University may, at its option, provide insurance coverage to protect University; and the cost of such insurance shall be paid by Contractor and may be deducted from the Contract Sum.

11.1.6 Contractor's insurance as required by Article 11.1.2, shall, by endorsement to the policies, include the following:

- .1 University, University's officers, agents, employees, consultants, University's Representative, and University's Representative's consultants, regardless of whether or not identified in the Contract Documents or to Contractor in writing, will be included as additional insureds for and relating to the Work to be performed by Contractor and Subcontractors. This requirement shall apply to claims, costs, injuries, or damages, but only in proportion to and to the extent such claims, costs, injuries, or damages are caused by or result from the negligent acts or omissions of Contractor and Subcontractors. This requirement shall not apply to Worker's Compensation and Employer's Liability Insurance.
- .2 A Severability of Interest Clause stating that, "The term 'insured' is hereby used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limits of the insurers' liability."
- .3 A Cross Liability Clause stating that, "In the event of claims being made under any of the coverages of the policies referred to herein by one or more insureds hereunder for which another insured hereunder may be liable, then the policies shall cover such insureds against whom a claim is made or may be made in the same manner as if separate policies had been issued to each insured hereunder. Nothing contained herein, however, shall operate to increase the insurers' limits of liability as set forth in the insuring agreements."
- .4 University, University's consultants, University's Representative, and University's Representative's consultants will not by reason of their inclusion as insureds incur liability to the insurance carriers for payment of premiums for such insurance.
- .5 Coverage provided is primary and is not in excess of or contributing with any insurance or self-insurance maintained by University, University's consultants, University's Representative, and University's Representative's consultants. This provision, however, shall only apply as per the stipulations of Article 11.1.6.1.

11.1.7 The form and substance of all insurance policies required to be obtained by Contractor shall be subject to approval by University. All policies required by Articles 11.1.2.1, 11.1.2.2, and 11.1.2.3 shall be issued by companies with ratings and financial classifications as specified in the Supplementary Conditions.

11.1.8 Contractor shall, by mutual agreement with University, furnish any additional insurance as may be required by University. Contractor shall provide Certificates of Insurance evidencing such additional insurance.

11.1.9 The Certificate of Insurance shall show (1) all companies affording coverage and (2) the name of the insured exactly in the manner as shown on the Bid Form. The name of the insured must be the name under which the entity is licensed by the Contractors State License Board.

11.1.10 If insurance company refuses to use the Certificate of Insurance form as contained in the Exhibits, it must provide a Certificate of Insurance evidencing compliance with this Article and Special Provisions 1 through 4 on the Certificate of Insurance Exhibit by including an endorsement to its Certificate of Insurance form covering Special Provisions 1 through 4 exactly as these provisions appear on the Certificate of Insurance Exhibit.

11.1.11 At the request of University, Contractor shall submit to University copies of the policies obtained by Contractor.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

11.2 BUILDER'S RISK PROPERTY INSURANCE

11.2.1 If and only if the Contract Sum exceeds \$200,000 at the time of award, University will provide its standard builder's risk property insurance, subject to the deductibles, terms and conditions, exclusions, and limitations as contained in the provisions of the policy. A copy of the University's standard builder's risk property insurance policy is available at the University's Facility office. In addition, a summary of the provisions of the policy is included as an Exhibit to the Contract. Contractor agrees that the University's provision of its standard builder's risk property insurance policy meets the University's obligation to provide builder's risk property insurance under the Contract and, in the event of a conflict between the provisions of the policy and any summary or description of the provisions contained herein or otherwise, the provisions of the policy shall control and shall be conclusively presumed to fulfill the University's obligation to provide such insurance. The proceeds under such insurance policies taken out by University insuring the Work and materials will be payable to University and Contractor as their respective interests, from time to time, may appear. Contractor shall be responsible for the deductible amount in the event of a loss. In addition, nothing in this Article 11.2 shall be construed to relieve Contractor of full responsibility for loss of or damage to materials not incorporated in the Work, and for Contractor's tools and equipment used to perform the Work, whether on the Project site or elsewhere, or to relieve Contractor of its responsibilities referred to under this Article 11. Materials incorporated in the Work, as used in this Article 11.2, shall mean materials furnished while in transit to, stored at, or in permanent place at the Project site.

11.2.2 Insurance policies referred to under this Article 11.2 shall:

- .1 Include a provision that the policies are primary and do not participate with nor are excess over any other valid collectible insurance carried by Contractor.
- .2 Include a waiver of subrogation against Contractor, its agents, and employees.

11.2.3 Builder's risk insurance coverage under this Article 11.2 will end on the earliest of any of the following:

- .1 sixty (60) days after the date a Certificate of Occupancy for the entire Project is issued by the University;
- .2 sixty (60) days after the date a Certificate of Occupancy for a part of the Project issued by the University, but coverage will end only for the part of the Project covered by such Certificate of Occupancy; or
- .3 the date of Final Completion established by the University in any Notice of Completion issued by the University

11.3 PERFORMANCE BOND AND PAYMENT BOND

11.3.1 Contractor shall furnish bonds covering the faithful performance of the Contract (Performance Bond) and payment of obligations arising thereunder (Payment Bond) on the forms contained in Exhibits 3 and 2.

11.3.2 The Payment Bond and Performance Bond shall each be in the amount of the Contract Sum.

11.3.3 The Payment Bond and Performance Bond shall be in effect on the date the Contract is signed by University.

11.3.4 Contractor shall promptly furnish such additional security as may be required by University to protect its interests and those interests of persons or firms supplying labor or materials to the Work. Contractor shall furnish supplemental Payment and Performance Bonds each in the amount of the current Contract Sum at the request of the University.

11.3.5 Surety companies used by Contractor shall be, on the date the Contract is signed by University, an admitted surety insurer (as defined in the California Code of Civil Procedure Section 995.120).

11.3.6 The premiums for the Payment Bond and Performance Bond shall be paid by Contractor.

ARTICLE 12
UNCOVERING AND CORRECTION OF WORK

12.1 UNCOVERING OF WORK

12.1.1 If a portion of the Work is covered contrary to University's Representative's request or direction, or contrary to the requirements of the Contract Documents, it must, if required in writing by University's Representative, be uncovered for University's Representative's observation and be replaced at Contractor's expense without adjustment of the Contract Time or the Contract Sum.

12.1.2 If a portion of the Work has been covered, which is not required by the Contract Documents to be observed or inspected prior to its being covered and which University's Representative has not specifically requested to observe prior to its being covered, University's Representative may request to see such Work and it shall be uncovered and replaced by Contractor. If such Work is in accordance with the Contract Documents, the costs of uncovering and replacing the Work shall be added to the Contract Sum by Change Order; and if the uncovering and replacing of the Work extends the Contract Time, an appropriate adjustment of the Contract Time shall be made by Change Order. If such Work is not in accordance with the Contract Documents, Contractor shall pay such costs and shall not be entitled to an adjustment of the Contract Time or the Contract Sum.

12.2 CORRECTION OF DEFECTIVE WORK AND GUARANTEE TO REPAIR PERIOD

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

12.2.1 The term "Guarantee to Repair Period" means a period of 1 year, unless a longer period of time is specified, commencing as follows:

- .1 For any Work not described as incomplete in the Certificate of Substantial Completion, on the date of Substantial Completion.
- .2 For space beneficially occupied or for separate systems fully utilized prior to Substantial Completion pursuant to Article 9.6, from the first date of such Beneficial Occupancy or actual use, as established in a Certificate of Beneficial Occupancy.
- .3 For all Work other than .1 or .2 above, from the date of Final Completion.

12.2.2 Contractor shall (1) correct Defective Work that becomes apparent during the progress of the Work or during the Guarantee to Repair Period and (2) replace, repair, or restore to University's satisfaction any other parts of the Work and any other real or personal property which is damaged or destroyed as a result of Defective Work or the correction of Defective Work. Contractor shall promptly commence such correction, replacement, repair, or restoration upon notice from University's Representative or University, but in no case later than 10 days after receipt of such notice; and Contractor shall diligently and continuously prosecute such correction to completion. Contractor shall bear all costs of such correction, replacement, repair, or restoration, and all losses resulting from such Defective Work, including additional testing, inspection, and compensation for University's Representative's services and expenses. Contractor shall perform corrective Work at such times that are acceptable to University and in such a manner as to avoid, to the extent practicable, disruption to University's activities.

12.2.3 If immediate correction of Defective Work is required for life safety or the protection of property and is performed by University or Separate Contractors, Contractor shall pay to University all reasonable costs of correcting such Defective Work. Contractor shall replace, repair, or restore to University's satisfaction any other parts of the Work and any other real or personal property which is damaged or destroyed as a result of such Defective Work or the correction of such Defective Work.

12.2.4 Contractor shall remove from the Project site portions of the Work and materials which are not in accordance with the Contract Documents and which are neither corrected by Contractor nor accepted by University.

12.2.5 If Contractor fails to commence correction of Defective Work within 10 days after notice from University or University's Representative or fails to diligently prosecute such correction to completion, University may correct the Defective Work in accordance with Article 2.4; and, in addition, University may remove the Defective Work and store salvageable materials and equipment at Contractor's expense.

12.2.6 If Contractor fails to pay the costs of such removal and storage as required by Articles 12.2.4 and 12.2.5 within 10 days after written demand, University may, without prejudice to other remedies, sell such materials at auction or at private sale, or otherwise dispose of such material. Contractor shall be entitled to the proceeds of such sale, if any, in excess of the costs and damages for which Contractor is liable to University, including compensation for University's Representative's services and expenses. If such proceeds of sale do not cover costs and damages for which Contractor is liable to University, the Contract Sum shall be reduced by such deficiency. If there are no remaining payments due Contractor or the remaining payments are insufficient to cover such deficiency, Contractor shall promptly pay the difference to University.

12.2.7 Contractor's obligations under this Article 12 are in addition to and not in limitation of its warranty under Article 3.4 or any other obligation of Contractor under the Contract Documents. Enforcement of Contractor's express warranties and guarantees to repair contained in the Contract Documents shall be in addition to and not in limitation of any other rights or remedies University may have under the Contract Documents or at law or in equity for Defective Work. Nothing contained in this Article 12 shall be construed to establish a period of limitation with respect to other obligations of Contractor under the Contract Documents. Establishment of the Guarantee to Repair Period relates only to the specific obligation of Contractor to correct the Work and in no way limits either Contractor's liability for Defective Work or the time within which proceedings may be commenced to enforce Contractor's obligations under the Contract Documents.

ARTICLE 13

TERMINATION OR SUSPENSION OF THE CONTRACT

13.1 TERMINATION BY CONTRACTOR

13.1.1 Subject to Article 13.1.2, Contractor shall have the right to terminate the Contract only upon the occurrence of one of the following:

- .1 Provided that University has not commenced reasonable action to remove any order of a court within the 90 day period, the Work is stopped for 90 consecutive days, through no act or fault of Contractor, any Subcontractor, or any employee or agent of Contractor or any Subcontractor, due to an issuance of an order of a court or other public authority having jurisdiction or due to an act of government, such as a declaration of a national emergency making material unavailable.
- .2 University fails to perform any material obligation under the Contract and fails to cure such default within 30 days, or University has not commenced to cure such default within 30 days where such cure will require a reasonable period beyond 30 days and diligently prosecutes the same to completion, after receipt of notice from Contractor stating the nature of such default(s).

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

- .3 Repeated suspensions by University, other than such suspensions as are agreed to by Contractor under Article 13.3, which constitute in the aggregate more than 20% of the Contract Time.

13.1.2 Upon the occurrence of one of the events listed in Article 13.1.1, Contractor may, upon 10 days additional notice to University and University's Representative, and provided that the condition giving rise to Contractor's right to terminate is continuing, terminate the Contract.

13.1.3 Upon termination by Contractor, University will pay to Contractor the sum determined by Article 13.4.4. Such payment will be the sole and exclusive remedy to which Contractor is entitled in the event of termination of the Contract by Contractor pursuant to Article 13.1; and Contractor will be entitled to no other compensation or damages and expressly waives the same.

13.2 TERMINATION BY UNIVERSITY FOR CAUSE

13.2.1 University will have the right to terminate the Contract for cause at any time after the occurrence of any of the following events:

- .1 Contractor becomes insolvent or files for relief under the bankruptcy laws of the United States.
- .2 Contractor makes a general assignment for the benefit of its creditors or fails to pay its debts as the same become due.
- .3 A receiver is appointed to take charge of Contractor's property.
- .4 The commencement or completion of any Work activity is 14 days or more behind the date set forth in the Contract Schedule for such Work activity, and which results in an Unexcusable Delay.
- .5 Contractor abandons the Work.

13.2.2 Upon the occurrence of any of the following events, University will have the right to terminate the Contract for cause if Contractor fails to promptly commence to cure such default and diligently prosecute such cure within 5 days after notice from University, or within such longer period of time as is reasonably necessary to complete such cure:

- .1 Contractor persistently or repeatedly refuses or fails to supply skilled supervisory personnel, an adequate number of properly skilled workers, proper materials, or necessary equipment to prosecute the Work in accordance with the Contract Documents.
- .2 Contractor fails to make prompt payment of amounts properly due Subcontractors after receiving payment from University.
- .3 Contractor disregards Applicable Code Requirements.
- .4 Contractor persistently or materially fails to execute the Work in accordance with the Contract Documents.
- .5 Contractor is in default of any other material obligation under the Contract Documents.
- .6 Contractor persistently or materially fails to comply with applicable safety requirements.

13.2.3 Upon any of the occurrences referred to in Articles 13.2.1 and 13.2.2, University may, at its election and by notice to Contractor, terminate the Contract and take possession of the Project site and all materials, supplies, equipment, tools, and construction equipment and machinery thereon owned by Contractor; accept the assignment of any or all of the subcontracts; and then complete the Work by any method University may deem expedient. If requested by University, Contractor shall remove any part or all of Contractor's materials, supplies, equipment, tools, and construction equipment and machinery from the Project site within 7 days of such request; and if Contractor fails to do so, University may remove or store, and after 90 days sell, any of the same at Contractor's expense.

13.2.4 If the Contract is terminated by University as provided in this Article 13.2, Contractor shall not be entitled to receive any further payment until the expiration of 35 days after Final Completion and acceptance of all Work by University.

13.2.5 If the unpaid balance of the Contract Sum exceeds the cost of completing the Work, including all additional costs and expenses made necessary thereby, including costs for University staff time, plus all losses sustained, including any liquidated damages provided under the Contract Documents, such excess shall be paid to Contractor. If such costs, expenses, losses, and liquidated damages exceed the unpaid balance of the Contract Sum, Contractor shall pay such excess to University.

13.2.6 No termination or action taken by University after termination shall prejudice any other rights or remedies of University provided by law or by the Contract Documents upon such termination; and University may proceed against Contractor to recover all losses suffered by University.

13.3 SUSPENSION BY UNIVERSITY FOR CONVENIENCE

13.3.1 University may, at any time and from time to time, without cause, order Contractor, in writing, to suspend, delay, or interrupt the Work in whole or in part for such period of time, up to 90 days, as University may determine, with such period of suspension to be computed from the date of delivery of the written order. Such order shall be specifically identified as a "Suspension Order" under this Article 13.3. The Work may be stopped for such further period as the parties may agree. Upon receipt of a Suspension Order, Contractor shall, at University's expense, comply with its terms and take all reasonable steps to minimize costs allocable to the Work covered by the Suspension Order during the period of Work stoppage. Within 90 days after the issuance of the Suspension Order, or such extension to that period as is agreed upon by Contractor and University, University shall either cancel the Suspension Order or delete the Work covered by such Suspension Order by issuing a Change Order.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

13.3.2 If a Suspension Order is canceled or expires, Contractor shall continue with the Work. A Change Order will be issued to cover any adjustments of the Contract Sum or the Contract Time necessarily caused by such suspension. Any Claim by Contractor for an adjustment of the Contract Sum or the Contract Time shall be made within 21 days after the end of the Work suspension. Contractor agrees that submission of its claim within said 21 days is an express condition precedent to its right to Arbitrate or Litigate such a claim.

13.3.3 The provisions of this Article 13.3 shall not apply if a Suspension Order is not issued by University. A Suspension Order shall not be required to stop the Work as permitted or required under any other provision of the Contract Documents.

13.4 TERMINATION BY UNIVERSITY FOR CONVENIENCE

13.4.1 University may, at its option, terminate this Contract, in whole or from time to time in part, at any time by giving notice to Contractor. Upon such termination, Contractor agrees to waive any claims for damages, including loss of anticipated profits, on account thereof; and, as the sole right and remedy of Contractor, University shall pay Contractor in accordance with Article 13.4.4.

13.4.2 Upon receipt of notice of termination under this Article 13.4, Contractor shall, unless the notice directs otherwise, do the following:

- .1 Immediately discontinue the Work to the extent specified in the notice.
- .2 Place no further orders or subcontracts for materials, equipment, services, or facilities, except as may be necessary for completion of such portion of the Work as is not discontinued.
- .3 Promptly cancel, on the most favorable terms reasonably possible, all subcontracts to the extent they relate to the performance of the discontinued portion of the Work.
- .4 Thereafter do only such Work as may be necessary to preserve and protect Work already in progress and to protect materials, plants, and equipment on the Project site or in transit thereto.

13.4.3 Upon such termination, the obligations of the Contract shall continue as to portions of the Work already performed and, subject to Contractor's obligations under Article 13.4.2, as to bona fide obligations assumed by Contractor prior to the date of termination.

13.4.4 Upon such termination, University shall pay to Contractor the sum of the following:

- .1 The amount of the Contract Sum allocable to the portion of the Work properly performed by Contractor as of the date of termination, less sums previously paid to Contractor.
- .2 Plus an amount equal to the lesser of \$50,000 or 5% of the difference between the Contract Sum and the amount of the Contract Sum allocable to the portion of the Work properly performed by Contractor as of the date of termination.
- .3 Plus previously unpaid costs of any items delivered to the Project site which were fabricated for subsequent incorporation in the Work.
- .4 Plus any proven losses with respect to materials and equipment directly resulting from such termination.
- .5 Plus reasonable demobilization costs.
- .6 Plus reasonable costs of preparing a statement of the aforesaid costs, expenses, and losses in connection with such termination.

The above payment shall be the sole and exclusive remedy to which Contractor is entitled in the event of termination of the Contract by University pursuant to Article 13.4; and Contractor will be entitled to no other compensation or damages and expressly waives same.

ARTICLE 14 **STATUTORY AND OTHER REQUIREMENTS**

14.1 NOT USED

14.2 NONDISCRIMINATION

14.2.1 For purposes of this Article 14.2, the term Subcontractor shall not include suppliers, manufacturers, or distributors.

14.2.2 Contractor shall comply and shall ensure that all Subcontractors comply with Section 12900 through 12996, of the State of California Government Code.

14.2.3 Contractor agrees as follows during the performance of the Work:

- .1 Contractor shall not willfully discriminate against any employee or applicant for employment because of race, color, religion, sex, age, ancestry, national origin, sexual orientation, handicap, veteran's status, medical condition (as defined in Section 12926 of the State of California Government Code), marital status, or citizenship (within the limits imposed by law or University's policy). All applicants for employment and employees are to be treated without regard to their race, color, religion, sex, age, ancestry, national origin, local custom, habit, sexual orientation, handicap, veteran's status, medical condition (as defined in Section 12926 of

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

- the State of California Government Code), marital status, or citizenship (within the limits imposed by law or University's policy) because of habit, local custom, or otherwise. Such equal treatment shall apply, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- .2 Contractor and all Subcontractors will permit access to their records of employment, employment advertisements, application forms, and other pertinent data and records by University or any appropriate agency of the State of California designated by University for the purposes of investigation to ascertain compliance with this Article 14.2. The outcome of the investigation may result in the following:
- .1 A finding of willful violation of the provisions of this Contract or of the Fair Employment Practices Act may be regarded by University as (1) a basis for determining that Contractor is not a "responsible bidder" as to future contracts for which such Contractor may submit bids or (2) a basis for refusing to accept or consider the bids of Contractor for future contracts.
 - .2 University may deem a finding of willful violation of the Fair Employment Practices Act to have occurred upon receipt of written notice from the Fair Employment Practices Commission that it has (1) investigated and determined that Contractor has violated the Fair Employment Practices Act and (2) issued an order under the State of California Government Code Section 12970 or obtained an injunction under Government Code Section 12973.
 - .3 Upon receipt of such written notice from the Fair Employment Practices Commission, University may notify Contractor that, unless it demonstrates to the satisfaction of University within a stated period that the violation has been corrected, Contractor's bids on future projects will not be considered.
 - .4 Contractor agrees that, should University determine that Contractor has not complied with this Article 14.2, Contractor shall forfeit to University, as a penalty, for each day or portion thereof, for each person who was denied employment as a result of such non-compliance, the penalties provided in Article 14.3 for violation of prevailing wage rates. Such penalty amounts may be recovered from Contractor; and University may deduct any such penalty amounts from the Contract Sum.
 - .5 Nothing contained in this Article 14.2 shall be construed in any manner so as to prevent University from pursuing any other remedies that may be available at law.
 - .6 Contractor shall meet the following standards for compliance and provide University with satisfactory evidence of such compliance upon University's request, which shall be evaluated in each case by University:
 - .1 Contractor shall notify its Superintendent and other supervisory personnel of the nondiscrimination requirements of the Contract Documents and their responsibilities thereto.
 - .2 Contractor shall notify all sources of employee referrals (including unions, employment agencies, and the State of California Department of Employment) of the nondiscrimination requirements of the Contract Documents by sending to such sources and by posting the Notice of Equal Employment Opportunity (EEO).
 - .3 Contractor or its representative shall, through all unions with whom it may have agreements, develop agreements that (1) define responsibilities for nondiscrimination in hiring, referrals, upgrading, and training and (2) implement an affirmative nondiscrimination program, in terms of the unions' specific areas of skill and geography, such that qualified minority women, nonminority women, and minority men shall be available and given an equal opportunity for employment.
 - .4 Contractor shall notify University of opposition to the nondiscrimination requirements of the Contract Documents by individuals, firms, or organizations during the term of the Contract.
 - .7 Contractor shall include the provisions of the foregoing Articles 14.2.3.2.1 through 14.2.3.2.6 in all subcontracts with Subcontractors, so that such provisions will be binding upon each such Subcontractor.

14.3 PREVAILING WAGE RATES

14.3.1 For purposes of this Article 14.3, the term Subcontractor shall not include suppliers, manufacturers, or distributors.

14.3.2 Contractor shall comply and shall ensure that all Subcontractors comply with Sections 1770, 1771, 1772, 1773, 1774, and 1775 of the State of California Labor Code. Compliance with these sections is required by this Contract.

14.3.3 The State of California Department of Industrial Relations has ascertained the general prevailing per diem wage rates in the locality in which the Work is to be performed for each craft, classification, or type of worker required to perform the Work. A copy of the general prevailing per diem wage rates will be on file at University's principal facility office and will be made available to any interested party upon request. Contractor shall post a copy of the general prevailing per diem wage rates at the job site. By this reference, such schedule is made part of the Contract Documents. Contractor shall pay not less than the prevailing wage rates, as specified in the schedule and any amendments thereto, to all workers employed by Contractor in the execution of the Work. Contractor shall cause all subcontracts to include the provision that all Subcontractors shall pay not less than the prevailing rates to all workers employed by such Subcontractors in the execution of the Work. Contractor shall forfeit to University, as a penalty, not more than \$50 for each calendar day or portion thereof for each worker that is paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any portion of the Work done by Contractor or any Subcontractor. The amount of this penalty shall be determined pursuant to applicable law. Such forfeiture

<PROJECT TITLE>

University of California, Los AngelesProject No. <PROJECT#>

amounts may be deducted from the Contract Sum or sought directly from the surety under its Performance Bond if there are insufficient funds remaining in the Contract Sum. Contractor shall also pay to any worker who was paid less than the prevailing wage rate for the work or craft for which the worker was employed for any portion of the Work, for each day, or portion thereof, for which the worker was paid less than the specified prevailing per diem wage rate, an amount equal to the difference between the specified prevailing per diem wage rate and the amount which was paid to the worker. Review of any civil wage and penalty assessment shall be made pursuant to section 17420 of the California Labor Code.

14.4 PAYROLL RECORDS

14.4.1 For purposes of this Article 14.4, the term Subcontractor shall not include suppliers, manufacturers, or distributors.

14.4.2 Contractor and all Subcontractors shall keep an accurate payroll record, showing the name, address, social security number, job classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyworker, apprentice, worker, or other employee employed in connection with the Work. All payroll records shall be certified as being true and correct by Contractor or Subcontractors keeping such records; and the payroll records shall be available for inspection at all reasonable hours at the principal office of Contractor on the following basis:

- .1 A certified copy of an employee's payroll record shall be made available for inspection or furnished to such employee or the employee's authorized representative on request.
- .2 A certified copy of all payroll records shall be made available for inspection upon request to University, the State of California Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards of the State of California Division of Industrial Relations.
- .3 A certified copy of all payroll records shall be made available upon request by the public for inspection or copies thereof made; provided, however, that the request by the public shall be made to either University, the Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. The public shall not be given access to such records at the principal offices of Contractor or Subcontractors. Any copy of the records made available for inspection as copies and furnished upon request to the public or any public agency by University shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of Contractor awarded the Contract or performing the Contract shall not be marked or obliterated.

14.4.3 Contractor shall file a certified copy of the payroll records with the entity that requested the records within 10 days after receipt of a written request. Contractor shall inform University of the location of such payroll records for the Project, including the street address, city, and county; and Contractor shall, within 5 working days, provide notice of change of location of such records. In the event of noncompliance with the requirements of this Article 14.4 or with the State of California Labor Code Section 1776, Contractor shall have 10 days in which to comply following receipt of notice specifying in what respects Contractor must comply. Should noncompliance still be evident after the 10 day period, Contractor shall forfeit to University, as a penalty, \$25 for each day, or portion thereof, for each worker, until strict compliance is accomplished. Such forfeiture amounts may be deducted from the Contract Sum.

14.5 APPRENTICES

14.5.1 For purposes of this Article 14.5, the term Subcontractor shall not include suppliers, manufacturers, and distributors.

14.5.2 Only apprentices, as defined in the State of California Labor Code Section 3077, who are in training under apprenticeship standards and written apprentice agreements under Chapter 4, Division 3, of the State of California Labor Code, are eligible to be employed by Contractor and Subcontractors as apprentices. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and written apprentice agreements under which the apprentice is training.

14.5.3 Every apprentice shall be paid the standard wage to apprentices, under the regulations of the craft or trade at which the apprentice is employed, and shall be employed only at the Work in the craft or trade to which the apprentice is indentured.

14.5.4 When Contractor or Subcontractors employ workers in any apprenticeship craft or trade on the Work, Contractor or Subcontractors shall 1) send contract award information to the applicable joint apprenticeship committee that can supply apprentices to the site of the public work and 2) apply to the joint apprenticeship committee, which administers the apprenticeship standards of the craft or trade in the area of the Project site, for a certificate approving Contractor or Subcontractors under the apprenticeship standards for the employment and training of apprentices in the area of the Project site. The committee will issue a certificate fixing the number of apprentices or the ratio of apprentices to journeypersons who shall be employed in the craft or trade on the Work. The ratio will not exceed that stipulated in the apprenticeship standards under which the joint apprenticeship committee operates; but in no case shall the ratio be less than 1 hour of apprentice work for every 5 hours of journeyperson work, except as permitted by law. Contractor or Subcontractors shall, upon the issuance of the approval certificate in each such craft or trade, employ the number of apprentices or the ratio of apprentices to journeypersons fixed in the certificate issued by the joint apprenticeship committee or present an exemption certificate issued by the Division of Apprenticeship Standards.

14.5.5 "Apprenticeship craft or trade," as used in this Article 14.5, shall mean a craft or trade determined as an apprenticeship occupation in accordance with rules and regulations prescribed by the Apprenticeship Council.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

14.5.6 If Contractor or Subcontractors employ journeyworkers or apprentices in any apprenticeship craft or trade in the area of the Project site, and there exists a fund for assisting to allay the cost of the apprenticeship program in the trade or craft, to which fund or funds other contractors in the area of the Project site are contributing, Contractor and Subcontractors shall contribute to the fund or funds in each craft or trade in which they employ journeyworkers or apprentices on the Work in the same amount or upon the same basis and in the same manner done by the other contractors. Contractor may include the amount of such contributions in computing its bid for the Contract; but if Contractor fails to do so, it shall not be entitled to any additional compensation therefor from University.

14.5.7 In the event Contractor willfully fails to comply with this Article 14.5, it will be considered in violation of the requirements of the Contract.

14.5.8 Nothing contained herein shall be considered or interpreted as prohibiting or preventing the hiring by Contractor or Subcontractors of journeyworker trainees who may receive on-the-job training to enable them to achieve journeyworker status in any craft or trade under standards other than those set forth for apprentices.

14.6 WORK DAY

14.6.1 Contractor shall not permit any worker to labor more than 8 hours during any 1 day or more than 40 hours during any 1 calendar week, except as permitted by law and in such cases only upon such conditions as are provided by law. Contractor shall forfeit to University, as a penalty, \$25 for each worker employed in the execution of this Contract by Contractor, or any Subcontractor, for each day during which such worker is required or permitted to work more than 8 hours in any 1 day and 40 hours in any 1 calendar week in violation of the terms of this Article 14.6 or in violation of the provisions of any law of the State of California. Such forfeiture amounts may be deducted from the Contract Sum. Contractor and each Subcontractor shall keep, or cause to be kept, an accurate record showing the actual hours worked each day and each calendar week by each worker employed on the Project, which record shall be kept open at all reasonable hours to the inspection of University, its officers and agents, and to the inspection of the appropriate enforcement agency of the State of California.

ARTICLE 15 **MISCELLANEOUS PROVISIONS**

15.1 GOVERNING LAW

15.1.1 The Contract shall be governed by the law of the State of California.

15.2 SUCCESSORS AND ASSIGNS

15.2.1 University and Contractor respectively bind themselves and their successors, permitted assigns, and legal representatives to the other party and to the successors, permitted assigns, and legal representatives of such other party in respect to covenants, agreements, and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract, in whole or in part, without prior written consent of the other party. Notwithstanding any such assignment, each of the original contracting parties shall remain legally responsible for all of its obligations under the Contract.

15.3 RIGHTS AND REMEDIES

15.3.1 All University's rights and remedies under the Contract Documents will be cumulative and in addition to and not in limitation of all other rights and remedies of University under the Contract Documents or otherwise available at law or in equity.

15.3.2 No action or failure to act by University or University's Representative will constitute a waiver of a right afforded them under the Contract, nor will such action or failure to act constitute approval of or acquiescence in a condition or breach thereunder, except as may be specifically agreed in writing. No waiver by University or University's Representative of any condition, breach or default will constitute a waiver of any other condition, breach or default; nor will any such waiver constitute a continuing waiver.

15.3.3 No provision contained in the Contract Documents shall create or give to third parties any claim or right of action against University, University's Representative, or Contractor.

15.4 SURVIVAL

15.4.1 The provisions of the Contract which by their nature survive termination of the Contract or Final Completion, including all warranties, indemnities, payment obligations, and University's right to audit Contractor's books and records, shall remain in full force and effect after Final Completion or any termination of the Contract.

15.5 COMPLETE AGREEMENT

15.5.1 The Contract Documents constitute the full and complete understanding of the parties and supersede any previous agreements or understandings, oral or written, with respect to the subject matter hereof. The Contract may be modified only by a written instrument signed by both parties or as provided in Article 7.

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

15.6 SEVERABILITY OF PROVISIONS

15.6.1 If any one or more of the provisions contained in the Contract Documents should be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

15.7 UNIVERSITY'S RIGHT TO AUDIT

15.7.1 University and entities and agencies designated by University will have access to and the right to audit and the right to copy at University's cost all of Contractor's books, records, contracts, correspondence, instructions, drawings, receipts, vouchers, purchase orders, and memoranda relating to the Work. Contractor shall preserve all such records and other items during the performance of the Contract and for a period of at least 3 years after Final Completion.

15.8 NOTICES

15.8.1 Except as otherwise provided, all notices, requests, demands, and other communications to be given under the Contract Documents shall be in writing and shall be transmitted by one of the following methods:

- .1 Personally delivered.
- .2 Sent by facsimile copy where receipt is confirmed.
- .3 Sent by courier where receipt is confirmed.
- .4 Sent by registered or certified mail, postage prepaid, return receipt requested.

15.8.2 Such notices and other communications in Article 15.8.1 shall be deemed given and received upon actual receipt in the case of all except registered or certified mail; and in the case of registered or certified mail, on the date shown on the return receipt or the date delivery during normal business hours was attempted. Such notices and communications shall be given at the respective street addresses set forth in the Agreement. Such street addresses may be changed by notice given in accordance with this Article 15.8.

15.9 TIME OF THE ESSENCE

15.9.1 Time limits stated in the Contract Documents are of the essence of the Contract.

END OF GENERAL CONDITIONS

<PROJECT TITLE>
University of California, Los Angeles

Project No. <PROJECT#>

SUPPLEMENTARY CONDITIONS

1. MODIFICATION OF GENERAL CONDITIONS, ARTICLE 8 – CONTRACT TIME

Rainy weather in excess of the following number of days will be granted a Contract Time extension pursuant to Article 8.4 of the General Conditions:

January.....	- 6 days	July	- 1 day
February.....	- 6 days	August	- 0 days
March	- 6 days	September	- 1 day
April	- 3 days	October.....	- 2 days
May.....	- 1 day	November	- 3 days
June.....	- 1 day	December	- 5 days

2. MODIFICATION OF GENERAL CONDITIONS, ARTICLE 11 – INSURANCE AND BONDS

Contractor shall furnish and maintain insurance in the amounts below.

The insurance required by 11.1.2.1 and 11.1.2.2 shall be (i) issued by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's). Such insurance shall be written for not less than the following:

11.1.2.1 Commercial Form General Liability Insurance –		
Limits of Liability		<u>Minimum Requirement</u>
Each Occurrence - Combined Single Limit for		
Bodily Injury and Property Damage		\$TBD
Products - Completed Operations Aggregate		\$TBD
Personal and Advertising Injury		\$TBD
General Aggregate.....		\$TBD
11.1.2.2 Business Automobile Liability Insurance - Limits of Liability		
Each Accident - Combined Single Limit for		
Bodily Injury and Property Damage		\$TBD

Insurance required by Article 11.1.2.3 shall be issued by companies (i) that have a Best rating of B+ or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's); or (ii) that are acceptable to the University. Such insurance shall be written for not less than the following:

11.1.2.3 Worker's Compensation and Employer's Liability – (as required by Federal and State of California law).

{NOTE: THE FOLLOWING WILL BE UTILIZED ONLY WHEN HAZ MAT WORK IS APPLICABLE} The following Article 11.1.2.4 is added to the General Conditions:

11.1.2.4 The Contractor shall obtain, either itself or through the applicable Subcontractor(s) performing Work involving hazardous materials, Contractor's Pollution Liability (CPL) insurance coverage for such Work AND an endorsement to either its CPL or Business Auto policies for transporting or hauling of hazardous materials. The insurance required by this Article 11.1.2.4 shall be (i) issued by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's) or (ii) guaranteed, under terms consented to by the University (such consent to not be unreasonably withheld), by companies with a Best rating of A- or better, and a financial classification of VIII or better (or an equivalent rating by Standard & Poor or Moody's). Such insurance shall be written for not less than the following and include the University as Additional Insured by endorsement:

CONTRACTOR'S POLLUTION LIABILITY –		
Limits of Liability		<u>Minimum Requirement</u>
Each Occurrence		\$TBD
Products - Completed Operations.....		\$TBD
General Aggregate.....		\$TBD

<PROJECT TITLE>

University of California, Los Angeles

Project No. <PROJECT#>

If coverage is provided on a Claims-Made form, Contractor shall evidence coverage to include a three (3)-year Extended Reporting Period beyond completion of such Work. Coverage must extend to Transportation and Hauling of hazardous materials. The University shall require a copy of the policy endorsement noting extension of Transportation coverage. If this extension of coverage is not provided under the Contractor's or applicable Subcontractor's Contractor's Pollution Liability, then the Contractor/Subcontractor shall also be required to evidence the following under its Business Auto policy:

BUSINESS AUTO - Combined Single Limit Per Accident \$TBD
Covering Transportation and/or Hauling of hazardous materials by amending the pollution exclusion of ISO Form CA 00010 6/92 (or its equivalent) in the following manner:

1. Delete Section a.(1)a.: (Pollution) "being transported or towed away by, or handled for movement into, onto or from the Covered Auto"
2. Delete Section a.(1)b.: "Otherwise in the course of transit by the insured."

Coverage shall include MCS-90 endorsement with the University as Additional Insured and shall be endorsed to specifically limit the reimbursement provisions of the MCS-90 to the Named Insured.

END OF SUPPLEMENTARY CONDITIONS

ATTACHMENT

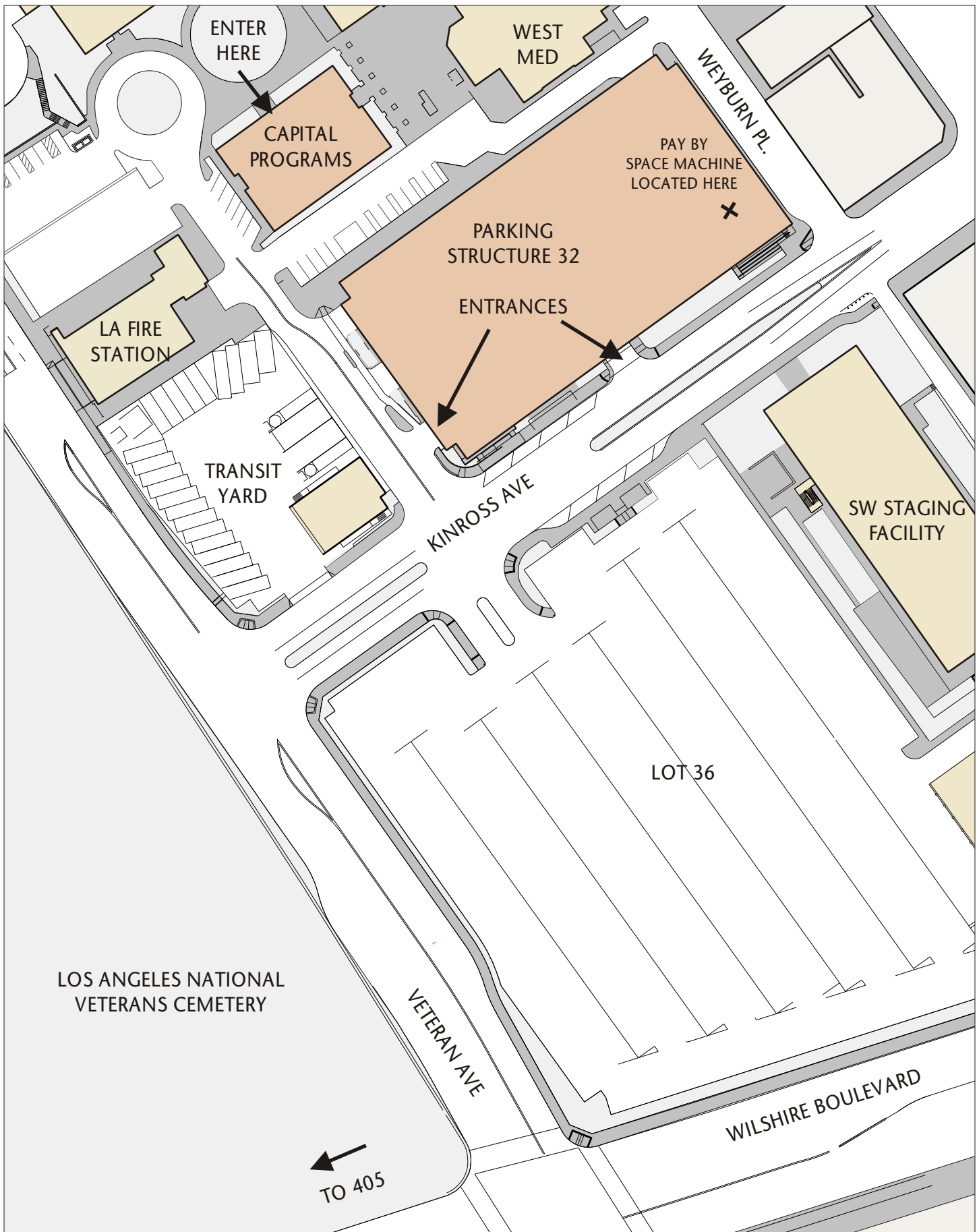
EXECUTIVE DESIGN PROFESSIONAL / FEE GUIDELINE

The following is a guideline for determining a UC average fee for complete Basic Services:

<u>General Building Category</u>	<u>Fee for New Construction Computation Formula¹ for any construction \$ value (c)</u>
1 wet laboratory, hospital	$32/\log(\frac{c}{1000})$
2 dry laboratory, performing arts, clinic	$30/\log(\frac{c}{1000})$
3 classrm/office, library, gymnasium	$28/\log(\frac{c}{1000})$
4 multiple housing, service shop	$26/\log(\frac{c}{1000})$
5 parking structure, utility building	$24/\log(\frac{c}{1000})$

¹ This fee computation formula may be used to determine a fee % for any construction dollar value commensurate with the averages shown (for new construction); for renovation work add 2% of construction value to this calculation, e.g. —

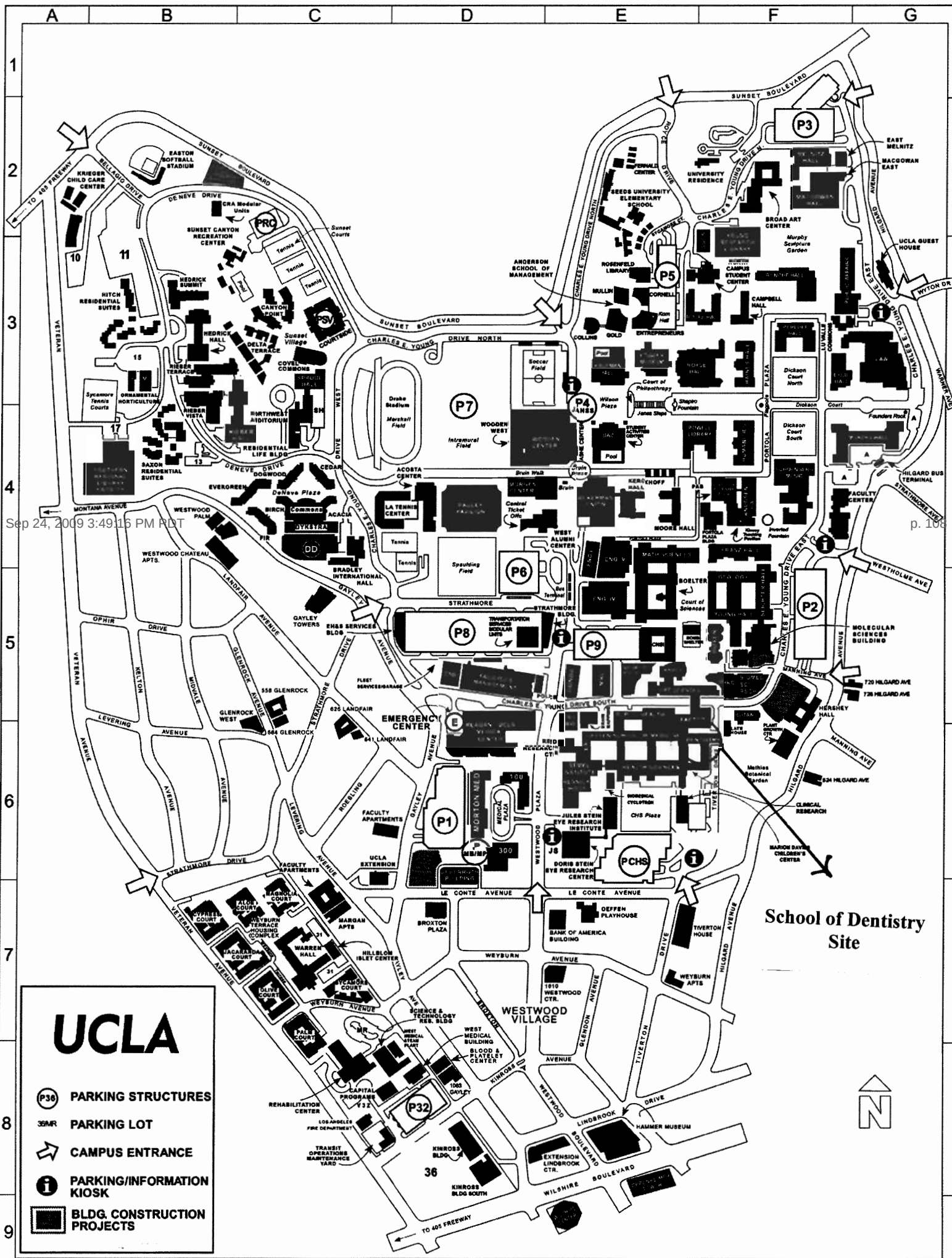
$$32/\log(\frac{c}{1000})] +$$



UCLA Capital Programs
Directional Map



Southwest Campus
Plan



UCLA

- PARKING STRUCTURES**
- PARKING LOT**
- CAMPUS ENTRANCE**
- PARKING/INFORMATION KIOSK**
- BLDG. CONSTRUCTION PROJECTS**

Sep 24, 2009 3:49:15 PM PDT

p. 108

Question and Answers for Bid #945997.01 - UCLA Dentistry 73006-52 Oral Cancer Research Center

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.

Question Deadline: Oct 7, 2009 4:30:00 PM PDT