

UNIVERSITY OF MEMPHIS
OFFICE OF FACILITIES DEVELOPMENT (UofM OFD)
Integrated Project Delivery Requirements for
State Building Projects

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Scope and Purpose

This document is provided by The University of Memphis Office of Facilities Development (UofM OFD) to provide guidance and direction to the design professional and contractor providing services to the University of Memphis for State Building Commission Projects.

The standards included in this document are intended to supplement and support the Tennessee Higher Education Commission Designers Manual, the University of Memphis Standard Design Requirements, and the project's Design and Construction Contracts.

The most stringent requirement shall apply in the event of conflicts between the documents mentioned above.

In the event of a question regarding these requirements, or to deviate from these requirements, a written request is required to be submitted by the designer/contractor, to the UofM OFD.

Document Acknowledgement

A copy of this document will be provided to the Designer before the Pre-Bid Meeting and to the Contractor before the Pre-Construction Meeting.

The Contractor shall provide a copy of, and review the requirements in this document with, the Contractor's Project Manager, Job Site Superintendent, and Subcontractors to ensure an understanding of the UofM OFD requirements and expectations.

1. Designer Requirements

1.1 General Requirements

- 1.1.1 The Designer shall be responsible for compliance with the procedures and requirements found in this document, the Tennessee Higher Education Commission's Designers Manual, and the Designer's Contract. In the event of discrepancies between these documents, the most stringent requirement shall apply.
- 1.1.2 The Designer shall provide construction documents that comply with the currently adopted State of Tennessee, local Memphis and Shelby County Tennessee Construction Codes, and the Federal Americans with Disabilities Act.
- 1.1.3 The Designer shall schedule a site review meeting with the local fire department and the Office of Facilities Development during the schematic design phase to ensure all fire emergency egress and fire safety systems will be fully functional or acceptable alternatives, as agreed upon with the fire official, will be provided during the project construction. Agreed-upon alternatives between the Designer and Fire Department shall be provided in writing to the UofM OFD.
- 1.1.4 The Program Verification phase for existing buildings shall include evaluating all active and passive fire and life safety systems and structural conditions. Such evaluation shall include but is not limited to, investigating utilities, substrates, and above-ceiling conditions. Such investigations are necessary to determine any required abatement of unsafe conditions, such as wiring and piping supports, protection of fire-rated assemblies, adequate firestop systems, the existence of plenum-rated materials, adequate clearances for any proposed work, the existence of unsafe electrical conditions, open electrical junction boxes, loose ducts, unsafe gas piping or gas piping systems, etc. Failure on the part of the Designer to completely investigate, evaluate, and abate above such conditions shall be considered an error or omission on the part of the Designer.

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- 1.1.5 Exterior envelope projects require the identification of brick, stone, or concrete needing repairs, caulking, sealing, or tuck-pointing.
- 1.1.6 The Designer shall be responsible for evaluating existing site conditions and designing a site staging and laydown area for minimal obstruction of pedestrian and vehicular access, and providing maximum safety for students, staff, and visitors to campus. A detailed plan for the staging/laydown area shall be submitted to the UofM OFD for review and approval before the Pre-Bid meeting.
- 1.1.7 The Designer shall be responsible for notifying the University of any unsafe structural conditions, fire and life safety, or health hazards recognized because of inspection of the project site. The Designer shall incorporate the necessary design to eliminate the unsafe conditions into the construction documents unless the University determines the condition(s) can be addressed in a subsequent project.
- 1.1.8 The Designer shall determine if existing furniture or existing equipment movement is required to facilitate the project. Discussion with the UofM OFD shall be required to determine if moving of furniture or equipment is to be added to the scope of the project, as an allowance, or addressed by the University as an additional project.
- 1.1.9 Schematic and design-development floor plans shall indicate furniture and equipment.
- 1.1.10 The plans provided by the Designer shall include a Program of Special Inspections as require by the currently adopted codes.
- 1.1.11 The Designer shall procure additional professional services of qualified special inspectors to comply with building code requirements for special inspections.
- 1.1.12 The Designer shall be responsible for adhering to the University Campus Design Standards and the Basic Design Services Checklist found on the www.memphis.edu/cpd website.

1.2 Designer's Document Delivery Requirements

- 1.2.1 Reserved - UofM OFD One Drive Portal-
- 1.2.2 All project drawings will be provided in AutoCAD DWG & PDF formats. Final Record Documents shall be provided to the UofM OFD in Auto Cad and PDF formats on a Compact Disk or a Thumb Drive.
- 1.2.3 Monthly Design Progress Schedule. The Designer shall submit a monthly design progress schedule to the UofM OFD to indicate progress and future completion deadlines.

1.3 Asbestos, Lead Paint and Mold

- 1.3.1 Existing buildings may contain Asbestos, Lead Paint, and Mold. The design team shall make every effort to identify such materials, and construction documents shall provide clear direction for abatement following State and Local regulatory requirements.
- 1.3.2 The Designer shall ensure that asbestos containing materials are prohibited in new construction.
- 1.4 **Field Inspections.** As noted in the Tennessee Higher Education Designer's Manual, the Designer is obligated to perform field inspections twice a month to evaluate progress, check the quality of work, verify compliance with plans, and identify potential problems and/or issues. A written field report is required to be submitted to the UofM OFD and the Contractor promptly. A written report shall be provided to justify when conditions or circumstances prohibit or justify the inspection not taking place.
- 1.5 **Street Numbers.** The Designer shall be responsible for evaluating the posting of street numbers on new and existing buildings to determine compliance with the current fire code. For new and existing buildings not found to be compliant, the project plans shall include details for posting street numbers following current fire code requirements.

1.6 Designer Submittal Requirements

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- 1.6.1.1 After the Pre-Construction Meeting, a UofM OFD Submittal Distribution List shall be provided to the Designer. The Designer shall send all submittals, shop drawings, and product data to the University staff listed on the UMOFD Submittal Distribution List for review and comment. The Designer shall allow a minimum of seven (7) days for UofM comments before proceeding with approval unless UofM OFD approves otherwise.
- 1.6.1.2 Reserved - ~~All Designer approved submittals, shop drawings and product data shall be submitted to the UofM OFD by uploading to the UofM OFD One Drive Portal.~~
- 1.6.1.3 Submittals for interior materials (i.e., Flooring, carpet, paint, trim, etc.) shall be submitted in conjunction with other finish materials for color coordination.
- 1.6.1.4 Any submittals that are contrary to the Bid Documents are required to be submitted with the required "Product Substitution Request Form," per Spec Section 01 25 33, and require UofM OFD approval of the change.
- 1.6.1.5 Submit three (3) samples or mockups of items for UofM OFD approval where items/ colors/ finishes are noted to be selected by the University. Samples should be six inches square or larger to show each type's material, finish, color, and texture. Provide a color selection set displaying the manufacturer's full range of colors.
- 1.6.1.6 When applicable, submit engineered details of seismic connections and hanger spacing certified by an architect/engineer licensed in the State of Tennessee.
- 1.6.1.7 When applicable, submit fire protection system calculations and drawings certified by a Tennessee State licensed engineer for the approval of the University and the State Fire Marshal's Office.
- 1.6.1.8 When applicable, submit details, stamped by a registered engineer, showing the installation of new brick and cuts, showing the installation hangers, pins, type approved, and mortar installation methods.
- 1.6.1.9 Submittals of products or equipment requiring a warranty per the project specifications shall be listed in tabular format and provided to the UofM OFD before Substantial Completion.

2. Contractor Requirements

2.1 Contractor's Submission of Bids

- 2.1.1 A review of the site and existing building conditions for all proposed projects is mandatory before submission of a Bid. The UofM SBC Procurement Compliance Officer will set a pre-bid meeting date and time. Attendance at this meeting by the Contractor or the Contractor's representative is highly recommended with the submission of a Bid.
- 2.1.2 Before a bid submission, the Contractor shall inspect the project site and existing building conditions to ascertain the scope and all project conditions affecting the work to be performed to comply with set requirements and state and local codes. This includes but is not limited to, utilities, substrates, accessible above-ceiling spaces, etc. Accessible above-ceiling conditions shall be checked for wiring and piping supports, protection of fire-rated assemblies, fire-stopping of penetrations, plenum-rated materials, clearance requirements for new work, open junction boxes, loose ducts, etc.

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- 2.1.3 Before a bid submission, the Contractor shall determine if existing furniture or equipment movement is required to facilitate the project. Discussion with the University and the Designer shall be required to determine if moving of furniture or equipment is to be added to the scope of the project, as an allowance, or addressed by the University as an additional project.
- 2.1.4 Questions related to the project site and/or construction documents are encouraged. Such questions shall be submitted in writing to the Designer seven days before the bid opening unless specified otherwise in the project's Pre-Bid Meeting.
- 2.1.5 Submission of a Bid is evidence of an examination, and any difficulties or discrepancies noted. Include all costs associated with providing a complete and functional project in the Bid as indicated in the Contract Documents. No change orders will be issued for extra labor, materials, and equipment costs required for any difficulties encountered that could have been determined before the submission of the Bid.
- 2.2 Contractor's Building and Contents Responsibility** - The Contractor shall take full possession of the building, or the Work Area within the scope of the project, at the date of Notice to Proceed and shall be after that responsible for the security and condition of the building within the work area, contents, appurtenances, and systems until all conditions of the Certificate of Substantial Completion have been completed.
- 2.3 Contractor's Building Key/Access Control Responsibility**
 - 2.3.1 New building construction and buildings vacated by university faculty, staff, and/or students for the duration of the construction project shall have all exterior doors keyed or re-keyed with construction cores following the UMOFD Policy and Requirements for Processing Keys and Cores on SBC Construction Projects. (Find attached in Section 4)
 - 2.3.2 Upon approval of Substantial Completion Inspection, the Contractor shall coordinate the removal of the construction cores and install the permanent door locks with the University Key Shop following the UofM OFD Policy and Requirements for Processing Keys and Cores on SBC Construction Projects.
 - 2.3.3 For construction projects within existing buildings occupied by the University faculty, staff and/or students, the Contractor shall be issued keys for access to appropriate work areas by the UofM OFD. The Contractor shall maintain possession of keys for the duration of the project and return issued keys to the UofM OFD upon Substantial Completion of the project.
 - 2.3.4 Any re-keying or material cost incurred because of lost keys shall be the Contractor's responsibility, and any cost to the university shall be credited back to the university as a Change Order to the Contract Amount.
- 2.4 Contractor's Parking Requirements**
 - 2.4.1 All General Contractor and Subcontractor employees parking with vehicles not directly involved in the project are limited to general parking lots or city streets surrounding the campus. General Contractors and Subcontractors will be granted access to gated lots only for work vehicles vital to the project when necessary.
 - 2.4.2 Contractor vehicles on campus shall be identifiable with the company name, company phone number, and contractor license number (if applicable) clearly affixed to the vehicle. Such vehicles shall be covered by the contractor's insurance policy. All contractor employee personal vehicles are required to have a parking pass and park in the general university parking lot or may park on city streets without a parking pass.
 - 2.4.3 The Contractor is responsible for informing all sub-contractors and suppliers of the UofM Parking Regulations.
 - 2.4.4 Vendor Parking Permits are interchangeable between contractor vehicles.

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- 2.4.5 No vehicles are permitted to park on sidewalks or grass areas at any time unless specifically approved in writing by the UofM OFD.
- 2.4.6 Contractors may load/unload at the project site, but unattended delivery vehicles are subject to ticketing and towing at the Contractor's expense.
- 2.4.7 All work or personnel vehicles are required to display a Vendor Parking Permit from the rear-view mirror while on university property.
- 2.4.8 Vendor Parking Permits may be obtained from the University Parking Office, 505 Zach Curlin, 901-678-2212 or go to <http://www.memphis.edu/parking/permit/visitor.php>.
- 2.4.9 The construction project's site staging/laydown area may accommodate one supervisor vehicle and one other vehicle, (i.e., gang truck, welding truck, delivery vehicle, etc.) when space allows and when approved by the UofM OFD.
- 2.4.10 Fines and penalties for violation of parking regulations will be assessed.

2.5 Contractor's Obstruction of Streets, Sidewalks, Pedestrian Walkways, Parking and Loading Spaces.

- 2.5.1 A UofM OFD Traffic Management Permit is required to block university sidewalks, pedestrian walkways, parking, and loading spaces with vehicles, construction, equipment, tools, fencing or materials.
- 2.5.2 Approval of the City of Memphis Traffic Engineer and the City of Memphis Fire Department is required before blocking or restricting any public street or alley use. Such approvals shall be provided before requesting authorization from the UofM OFD.

2.6 Contractors ADA Site Responsibilities – The Contractor shall provide and maintain required ADA accessibility around the construction site during the construction process. Vehicles, equipment, and construction materials are prohibited from being parked or located on sidewalks or ADA-accessible routes to buildings and/or facilities unless approved with a UofM OFD Traffic Management Permit for the disruption of access temporarily.

2.7 Contractor's Obligation to protect UofM property. Existing buildings, parking lots, drives, curbs, landscaping, underground lawn sprinkler piping, equipment, and materials belonging to the UofM shall be protected from damage while performing work under the Contract. Any damage caused by the Contractor or Subcontractors due to failure to properly protect UofM property shall be repaired or replaced to a pre-damaged equivalent quality by the Contractor, at no expense to the University.

2.8 Contractor Construction Work Hours, Construction Noise and Dust

- 2.8.1 Work hours are 7:00 am-4:30 pm Monday-Friday (no exceptions) unless the UofM Office of Facilities Development grants written permission.
- 2.8.2 No work is to be scheduled or performed during the University holidays or when the University is closed unless the UofM OFD grants permission.
- 2.8.3 The Contractor shall limit excessive noise and dust to a level acceptable to the University (saw cutting, core drilling, hammer drill, jackhammer, etc.) Coordinate high noise and/or excessive dust activities with the University Construction Representative to prevent disruption of university classes, programs, and administrative functions. Work involving excessive noise and dust may require specific scheduling through the UofM OFD to prevent disruptions.

2.9 Contractor and Sub-Contractor Decorum

- 2.9.1 All employees of Contractor and Subcontractors shall maintain proper standards of business decorum, conduct, and attire while on University Property following the University Code of Conduct found on the University of Memphis website. (Code of Student Rights & Responsibilities)

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- 2.9.2 Conduct or actions of employees, subcontractors, or contractor's guests is the Contractor's responsibility.
- 2.9.3 No alcoholic beverages, firearms, or weapons of any type, except those of duly authorized law enforcement or security personnel, are permitted on university property.
- 2.9.4 No harassment of students, employees, or guests of the University in any manner, by any means, or for any reason is permitted. Refer to the official University harassment policy guidelines.
- 2.9.5 Smoking is permitted only in specifically designated smoking areas. A Campus Map indicating the designated smoking areas is included in Section 4.10 of this document.
- 2.9.6 No playing of music or radio at excessive volume is permitted.

2.10 Contractor's Presence and Requirements on Site

- 2.10.1 The Contractor's superintendent of record, or a designated representative approved by the UofM OFD, must be on the job site during all work under the Contract.
- 2.10.2 The superintendent's and project manager's contact information shall be posted on a sign in a highly visible location on site for contact purposes.
- 2.10.3 The Contractor shall maintain one complete copy of all relevant Contract Documents, Addenda, Field Orders, Change Orders, submittals, samples, engineering data, safety plans, and shop drawings on the job site.
- 2.10.4 The Contractor shall maintain all state and local permits, inspections, approvals, authorizations, postings, etc., on-site and available for review.
- 2.10.5 The Contractor shall use service elevators only for materials and/or equipment deliveries unless the use of passenger elevators is necessitated by large construction materials or equipment. Passenger elevator use by the Contractor is to be approved by the UofM Office of Facilities Development, and all dust and debris must be cleaned by the Contractor immediately after use.
- 2.10.6 During the pre-construction meeting, the Contractor shall discuss any planned hazardous operations or procedures, such as excavations, hot work, blockage of streets, etc. When public safety is a concern, the Contractor and University Representatives are to discuss any special coordination required.
- 2.10.7 The Contractor and Subcontractors shall be responsible for reviewing and understanding all construction documents. Failure to understand the requirements displayed in the construction documents does not provide an acceptable reason for change orders to the project.

2.11 Contractor Notifications to the University Required

- 2.11.1 The Contractor shall notify UofM OFD two (2) weeks before starting construction and before each different phase of construction.
- 2.11.2 The Contractor is required to notify the UofM OFD two (2) weeks before the shut-down of any utilities or systems (i.e., Plumbing, Electrical, Mechanical, Boilers)
- 2.11.3 The Contractor is required to provide a two (2) week notice to the UofM OFD if the project involves the temporary shut-down of toilet facilities, fire sprinklers, fire alarms, elevators, or telecommunications systems. Scheduling such a shut-down through the UofM OFD requires notification to those affected by the shut-down.
- 2.11.4 The University, adjacent buildings, streets, and walks are required to be operational during the work of this Contract. Necessity to block or restrict the use of streets, sidewalks, or pedestrian walkways for materials deliveries, crane or lift work, safety barricades, or other associated work shall be coordinated with the UofM OFD, with a minimum of two (2) weeks' notice to allow ample time for notification to all those affected by the blockage or shutdown. A UofM OFD Traffic Management Permit, included in Section 4.8 of this document, is required.
- 2.11.5 The Contractor shall provide a forty-eight-hour notice to the University when work will involve excessive noise or dust (saw cutting, core drilling, hammer drill, jackhammer, alarm testing, etc.),

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which may disrupt classes, programs, or administrative functions. Work involving excessive noise and dust may require specific scheduling through the UofM OFD to prevent disruptions to the University. The Contractor shall limit excessive noise and dust as much as possible.

- 2.11.6 The Contractor shall notify the UofM OFD before any excavations on campus. A Dig Permit (Find attached in Section 4) is required to be obtained at least two (2) weeks before digging.
- 2.11.7 The Contractor shall notify the UofM OFD **immediately** upon filing police or accident reports or noting damage to university property or any other safety or security breaches on the project.

2.12 Contractor Safety Requirements

- 2.12.1 The Contractor has a contractual responsibility for the safety and security of the project work area for the duration of the project.
- 2.12.2 The Contractor and Subcontractors shall take all necessary precautions to protect their workers, the public, employees, and students from danger or injury around the construction site.
- 2.12.3 All tools, ladders, extension cords, materials, equipment, and supplies utilized in the performance of the Contractor's work shall always be kept out of the public way to prevent workplace accidents of UofM employees, staff, faculty, students, and visitors. Attention to materials and equipment extending from work vehicles is critical to ensuring a safe passageway for pedestrians.
- 2.12.4 The Contractor shall install and maintain construction barriers and/or fencing during the construction project. All laydown spaces and areas subject to high pedestrian traffic require chain link fences or barriers of equal substance to safely protect students, staff, faculty, and visitors unless an authorized exception is approved by the Director of OFD.
- 2.12.5 CONSTRUCTION AREA – DO NOT ENTER signage is required to be posted at appropriate locations to provide identification and warning to prevent accidental entry into the area.
- 2.12.6 The Contractor shall coordinate and maintain safety during the deliveries of materials and/or equipment when vehicular and/or pedestrian traffic flow restrictions are involved. A proper advanced notice and an UofM OFD Traffic Management Permit is required for blocking vehicular streets, drives, pedestrian sidewalks, or walkways.
- 2.12.7 The Contractor shall comply with all applicable OSHA Code of Federal Regulations safety standards, TNOSHA requirements, The University of Memphis Contractor Safety Program 2020, and industry best safety practices.
- 2.12.8 The Contractor is responsible for submitting a comprehensive written Health and Safety Plan. The Contractor shall submit such a plan to the University of Memphis Office of Facilities Development for review and approval before initiation of construction, and the approved plan shall be kept on the job site.
- 2.12.9 Gas-powered equipment is not permitted inside buildings on campus unless UofM OFD approves an approved engineered exhaust system with monitoring capabilities.
- 2.12.10 Before performing any hot work, the Contractor shall obtain a UofM OFD Hot Work Permit from the UofM Office of Facilities Development.
- 2.12.11 A permit (See Section 4) is required from the UofM OFD for the following:
 - Asbestos Abatement
 - Crane/Heavy Equipment
 - Confined Spaces Work
 - Digging and Ground Penetration
 - Fire Safety Systems Impairments
 - Hot Work
 - Mold Remediation
 - Traffic Management for blocking streets and pedestrian walkways

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2.12.12 The contractor shall be responsible for ensuring all chemicals (i.e. paint, varnish, cleaning products, adhesives, epoxies, etc.) that are low VOC and Non-Toxic only.

2.13 Contractor Dust and Debris Prevention and Clean-up

- 2.13.1 The Contractor shall provide temporary dust barriers to separate construction work areas from other building areas to protect University property while accomplishing work under this Contract.
- 2.13.2 The Contractor shall provide measures to prevent tracking of sheetrock and construction dust beyond the construction work area and shall provide continuous immediate clean-up of any dust or tracking that occurs. Dust curtains, zipper curtains, sticky mats, and other appropriate measures shall be provided to contain dust and eliminate tracking into areas beyond the work area.
- 2.13.3 Measures for dust protection of countertops, furniture, equipment, etc., shall be the responsibility of the Contractor.
- 2.13.4 When using passenger elevators for construction is necessitated, the Contractor shall provide clean-up immediately after use.
- 2.13.5 Before project closes out, the Contractor shall clean and sanitize the restrooms within the project work area or other areas (such as toilet rooms) impacted by the project with a disinfectant approved by the UofM Office of Facilities Development.
- 2.13.6 The Contractor shall clean all windows within the project work area, to be free of dust, dirt, fingerprints, and smudges.
- 2.13.7 The Contractor shall clean and finish the hard floor surfaces within the project work area with floor cleaner approved by the UofM OFD.
- 2.13.8 The Contractor shall clean all horizontal and vertical surfaces within the project work area.
- 2.13.9 The Contractor shall clean all carpets within the project work area to be free of spots, dirt, dust, and visible loose debris.
- 2.13.10 The Contractor shall be responsible for removing and disposing of all leftover project materials not required by the project specifications to be left on site.

2.14 Contractors Subsurface Investigation and Dig Permit Requirements

- 2.14.1 UofM OFD Dig Permits are required before any underground excavations. A site plan showing the location(s) of proposed excavations shall be submitted to the UofM OFD for review and approval before excavation. The UofM OFD Dig Permit application is included in Section 4.4 of this document.
- 2.14.2 The Contractor is responsible for calling 811 before all digs to locate all underground services beyond university-controlled services.
- 2.14.3 The Contractor is responsible for the field location of all known underground utilities and communication lines and for repairing any damage to utilities or power/communication outages caused by the Contractor's work.
- 2.14.4 Hydro excavation is required for the first six feet of vertical excavation for all ground penetrations unless another dig method is approved by the Director of OFD.
- 2.14.5 The type and method of any repairs necessitated by contractor damage is required to be approved by the UofM Physical Plant, and such repairs shall be made within 24 hours. Emergency repairs shall be done as expeditiously as possible in coordination with the UofM Physical Plant.
- 2.14.6 The Contractor shall immediately report any damages to underground utilities or communication lines to the UofM OFD.
- 2.14.7 Be advised that the Tennessee One Call system does not cover the location of all utilities on The University of Memphis campus. For utilities not covered by the Tennessee One Call System, Physical Plant provides utility plans showing the general location of known electrical, water, gas, sewer, and irrigation lines. The University utility plans do not always provide depth and exact

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location of utilities. Field-verify all University utility plans and report and document any discrepancies to the UofM OFD.

- 2.14.8 UofM Network Services has plans showing general locations of known phone or fiber optic cables. Depth and exact locations are not always provided on university telecommunication plans.
- 2.14.9 Utility Markings – The Contractor shall arrange through the UofM OFD to have existing underground utilities marked by university staff. The Contractor is responsible for the cost of repairs to any damaged or cut utilities or underground communication lines. The Contractor is required to maintain the markings made by university staff.
- 2.14.10 Exterior excavations or landscaping/lawn disturbances and damage to underground systems due to construction activities shall be repaired.

2.15 Contractors Landscaping and Tree Protection Responsibilities

- 2.15.1 See Campus Planning and Design Detailed University Design Requirements for Landscaping and Site Design Requirements.
- 2.15.2 Removal of any landscaping, grass, and/or trees as part of the project shall be approved and coordinated with the UofM Landscaping Department.
- 2.15.3 Before any site disturbance with new construction or facility repair activities, tree preservations shall be placed around all trees to remain. A 5' tall chain link fence with 6' metal posts set at 8' centers shall be installed at the drip line of the trees or as directed by the UofM Director of Landscaping. Also, see other Tree Protection during Construction requirements in Campus Planning and Design Detailed University Design Requirements for Landscaping and Site Design Requirements.
- 2.15.4 See Sod Installation and Repair Requirements in Campus Planning and Design Detailed University Design Requirements for Landscaping and Site Design Requirements.
- 2.15.5 The Contractor shall be responsible for repairing all exterior excavations or landscaping/lawn disturbances due to construction activities.
- 2.15.6 Landscaping disturbances shall be repaired promptly, within 30 days of the disturbance, unless the UofM OFD or the UofM Director of Landscaping approves additional time.
- 2.15.7 All soil disturbances subject to soil erosion and sediment migration require erosion control measures before rain events.

2.16 Contractor's Responsibility for Weather Tightness of all University Properties.

The Contractor shall be responsible for maintaining the weather tightness of all facilities during the construction project.

2.17 State and Local Permits are required to be obtained, prior to approval of the 1st Pay Application.

Change Orders for reimbursement of Plan Review fees will not be accepted unless approved in writing by the UofM OFD. Copies of all permits, inspection results and approvals shall be provided to the UofM OFD.

- 2.17.1 Copies of all State and Local permits shall be submitted to the UofM OFD prior to approval of the 1st pay application.
- 2.17.2 Copies of all State and Local AHJ Final Inspection approvals shall be submitted to the UofM OFD to meet the requirements for Substantial Completion.

2.18 Compliance with all University Policies.

- 2.18.1 The University of Memphis' conduct policies applicable to students, staff, faculty, and visitors shall apply to Contractors, Subcontractors, and employees. Failure to comply can result in a breach of Contract and/or dismissal from University Property.
- 2.18.2 All projects shall be managed and coordinated by University of Memphis Campus Planning and Design – Office of Facilities Development in accordance with University of Memphis Policy GE2028- Facilities and Grounds Alterations and Improvements.

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2.19 Contractor Project Coordination

- 2.19.1 The University, adjacent buildings, streets, and walks are to be operational during the work of this Contract, unless approved by UofM OFD.
- 2.19.2 The Contractor shall coordinate work under this Contract with other campus-related work, scheduled classes, and programs by the University. Sequence and schedule work with UofM OFD to minimize disruption to campus classes, programs, or building activities. Class and faculty schedules must be consulted, as necessary, to prevent disruption of university classes, programs, and administrative functions. Noise, dust, and the work itself can create unacceptable disruptions to classes, programs, and administrative functions. No disruptive work shall be performed that has not been scheduled and closely coordinated with the UofM OFD.
- 2.19.3 In all buildings being occupied during a project, all code-required exit paths, life safety features, and entrance security to facilities that fall within the project's scope shall be maintained at all times per the requirements of the Fire Code.
- 2.19.4 The temporary shut-down of fire alarms and fire sprinkler systems require a UofM Fire Protection Impairment Permit, included in Section 4.5, and shall be coordinated with UofM OFD and UofM Electronic Shop.

2.20 Contractor Requirement for Toilet Facilities – The Contractor shall be responsible for providing temporary toilet facilities on site for use by the contractor's and sub's workers.

2.21 Contractor Responsibilities for Projects Without Designer Contract Administration.

- 2.21.1 Reserved - ~~The Contractor is required to comply with the processes and procedures found in the Tennessee Higher Education Commission's Designer's Manual.~~

2.22 Contractor Responsibilities for Fire Protection Systems Impairment

- 2.22.1 Contractor shall obtain a UofM OFD Fire Protection Systems Impairment Permit to shut down any building fire protection system or component. The UofM OFD Fire Protection Systems Impairment Permit Application is included in Section 4.7 of this document.

2.23 Contractor Responsibilities for Asbestos, Lead Paint and Mold Removal

- 2.23.1 Contractor shall obtain a UofM OFD Permits before removal of any asbestos, lead paint or mold in buildings.

2.24 Contractor Submittal Requirements

- 2.24.1 Submittals are required following the project specifications.
- 2.24.2 The Contractor is required to provide copies of all state and local permits, inspection results, and inspection approvals when obtained.
- 2.24.3 The Contractor is required to provide notice to the Designer if the product being submitted includes a Manufacturer's Warranty.
- 2.24.4 The Contractor is required to submit a Request for Information (RFI) to the Designer upon recognition of any errors, inconsistencies or omissions in the plans, that are discovered or made know, to the Contractor. The Contractor shall submit a timely RFI to the Designer anytime a contract discrepancy or code violation is recognized or brought to their attention. (General Conditions Section 3.3.3).
- 2.24.5 Roofing Contractors and Roofing Subcontractors are required to submit a copy of their certified payroll to confirm compliance with state and Federal payroll regulations A copy of the certified payroll shall be submitted with each pay application Form G702.
- 2.24.6 Pay Applications submitted prior to the Pay Application at Substantial Completion shall include a current RFI Log, a current Submittal Log and a current Construction Schedule.

2.25 Contractor Requirement for Compliance with State Law for Security in High School, Middle School and Preschool buildings.

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2.25.1 Contractor shall be responsible for informing and requiring all contractor employees, subcontractors and trade partners of State Law requiring all exterior doors to be shut and locked at all times to maintain the security and safety of students and staff in the schools.

2.25.2 Contractor shall be responsible for informing and requiring all contractor employees, subcontractors and trade partners to sign in at the school's provided sign-in sheet.

3. Close-out Requirements for Designer and Contractor

3.1 All close-out documents, as required by the University of Memphis Designers Manual, shall be submitted as follows:

- a. Two hard copies of "As Built" Record Documents
- b. All Close-out documents shall be provided to the University in Auto-Cad and PDF formats on compact disks and Thumb Drives.
- c. **Reserved** – One Drive Portal

3.2 Substantial Completion and Final Completion inspections shall not be conducted until all of the close-out items required by the Project Close-out Checklist Form C72 are completed.

3.3 Before the inspection for Substantial Completion, the Designer must submit Project Close-out Checklist Form C72, indicating all the close-out documents required to that point have been submitted, checked, and are complete.

3.4 If Substantial Completion cannot be achieved within the allowable contract time, the Designer shall provide written notice to the Contractor that Liquidated Damages are applicable.

3.5 Before the inspection for Final Completion, Project Close-out Checklist Form C72 must be submitted by the Designer, indicating all the close-out documents required to that point have been submitted, checked, and are complete.

3.6 If the Final Completion cannot be achieved within the time established on the Certificate of Substantial Completion, the Designer shall provide written notice to the Contractor that Secondary Liquidated Damages are applicable.

4. UofM OFD Permit Applications and Attachments

- 4.1 Asbestos Abatement Permit/Application
- 4.2 Confined Spaces Permit/Application
- 4.3 Crane/Heavy Equipment Permit/Application
- 4.4 Contractor Dig Permit/Application
- 4.5 Hot Work Permit/Application
- 4.6 Mold and Remediation Permit/Application
- 4.7 Fire Protection Impairment Permit/Application
- 4.8 Traffic Management Permit/Application
- 4.9 Door Key and Cores Process and Procedures
- 4.10 University Smoking Area Map

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4.1 Asbestos Abatement Permit/Application



UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

UofM OFD ASBESTOS ABATEMENT APPLICATION/PERMIT

An ASBESTOS ABATEMENT PERMIT is required to be approved by UofM OFD prior to removal of any asbestos containing materials on campus. This form is to be filled out in its entirety, by the responsible party supervising the ASBESTOS ABATEMENT, and provided to the UofM Office of Facilities Development for approval, a minimum of 1 week prior to beginning the work.

Location/Floor/ Room # _____

Accredited Asbestos Firm: _____ Pho No: _____

Firms Accreditation Expiration Date: _____

Accredited Asbestos Supervisor: _____ Supervisor Pho No: _____

Start Date and Time: _____ Finish Date and Time: _____

Responsible Party to Circle "yes" or "no" for each item below:

- | | | |
|---|-----|----|
| • Has Asbestos work area been inspected by all signatories? | Yes | No |
| • Has HVAC shutdown been approved and scheduled? | Yes | No |
| • Have the number of HEPA filter type and blowers been approved? | Yes | No |
| • Are all on-site employees and the company accredited to perform asbestos abatement by the State of Tennessee? | Yes | No |
| • Are workers provided with OSHA approved protective equipment and respirators? | Yes | No |
| • Do abatement personnel have OSHA approved training? | Yes | No |
| • Is "in-process" air monitoring included? | Yes | No |
| • Has OFD approved in process test on negative air? | Yes | No |
| • Will a final air monitoring report be submitted to OFD after completion? | Yes | No |
| • Will contractor post warning and caution signs appropriately? | Yes | No |
| • Has contractor hazardous waste disposal plan been included? | Yes | No |
| • Will all hazardous waste be contained? | Yes | No |
| • Will contractor hazardous waste disposal documents be provided to OFD? | Yes | No |
| • Will contractor superintendent be always on -site during abatement? | Yes | No |
| • Will all hazardous waste be containerized? | Yes | No |
| • Will asbestos contaminated clothing be containerized? | Yes | No |
| • Have solvent Material Safety Data Sheets (MSDS) been provided? | Yes | No |
| • Is the work confined the area described in this permit? | Yes | No |
| • Has the Asbestos Removal Work Plan been submitted and Approved by OFD? | Yes | No |

I attest that the above precautions have and will be taken _____

Asbestos Supervisor Signature

Approved _____ Permit Approval Date: _____
Director of OFD

Date Closed: _____ Comments: _____

Notes: This permit becomes valid upon Approval signature above.

THIS PERMIT MUST BE POSTED AT THE SITE OF THE ABATEMENT DURING THE WORK.

Upon approval, this permit to be cc'd by group email to Asbestos Abatement Group Email

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4.3 Crane/Heavy Equipment Permit/Application



UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

UofM OFD
CRANE/HEAVY EQUIPMENT PERMIT/APPLICATION

A Crane/Heavy Equipment Permit is required for placing a crane or other heavy equipment on university property, adjacent public streets, alleys, loading zones or pedestrian ways, which will block or restrict vehicular and/or pedestrian traffic flow. Application shall be submitted two weeks prior to the crane/equipment being placed on site, or with as much notice as possible.

Application Date: _____ SBC Project Number (if applicable) _____
Applicant Name: _____ Phone Number: _____ Email: _____
Alt. Contact: _____ Alt. Pho. No.: _____ Email: _____
Company Name: _____ Company Address: _____

This proposal involves the blockage and or restriction of: *(circle appropriate categories)*

Public Street Alley Pedestrian Walkway Sidewalk Parking Spaces Loading Zone Other

Description of proposed occurrence requiring blocking or restriction:

Time Frame of Occurrence: State Date: _____ Start Time: _____ End Date: _____ End Time: _____

Safeguards Provided: Crane/Lift Assessment Plan Y N OSHA/ASME Insp Checklist Y N
 Crane Plan Provided Y N Driver Certification Provided Y N

Other: _____

Please complete the above information and attach the required site plan showing location of blockage/restriction, and/or area(s) being affected to the UofM Office of Facilities Development. Such plan shall include the location of proposed disruption, maximum time frame for the occurrence, designation and location of flagmen, and copies of the documents ensuring the safeguards and other safety features deemed necessary to insure a safe and timely delivery of materials, work and/or operations.

I hereby declare that the above requirements, precautions, and safety measures are in place, and I am fully aware of the same and I will be fully responsible for the proper implementation of such.

(Signature)

Required approvals:

Colonel Anthony Black	UofM Police Services	_____
Mr. Tommy Miller	UofM Parking Services	_____
Mr. Julian Boyland	UofM Physical Plant	_____
Mrs. Tara Buchanan	UofM Disability Resources	_____

Approved _____ Approval Date: _____

Director of OFD

Note: This permit is valid for the Time Frame noted above and must be in the possession of the Job Superintendent on Site.

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4.4 Contractor Dig Permit/Application



UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

UofM OFD Dig Permit/Application

A UofM OFD Dig Permit is required to be obtained prior to any penetration or excavation into the ground on University property.

Application Date: _____ SBC Project # (if applicable): _____
Applicant Name: _____ Pho #: _____ Email: _____
Alt. Contact: _____ Pho. #: _____ Email: _____
Company Name: _____ Company Address: _____
Description of proposed dig or ground penetration: _____

Method of excavation (circle proposed method):

Hydro Hand Dig Machinery Dig Boring Other

Time Frame of Occurrence: State Date: _____ Start Time: _____
 End Date: _____ End Time: _____

- Hydro excavation is required in the first six feet of the excavation unless approved by the Director of OFD. .
- No digging or ground penetration shall occur until the Dig Permit has ben issued.
- Any deviation from the route shown on the approved Dig Permit requires stopping the excavation until the change is approved by Physical Plant or the Director of OFD.
- Allow a minimum of three working days for the review and approval of the Dig Permit.

Please submit this completed application along with a sketch showing the below information to the Office of Facilities Development.

1. Location, depth, width, and length of excavation
2. Adjacent Buildings and streets with building and street nemes noted.
3. Dimensions of distances from the dig to trees, walks, drives and buildings.
4. Identify all new lines, structures and plants to be installed.

Physical Plant authorization	by: _____	Date: _____
IT Network Services authorization	by: _____	Date: _____
Confirm		

OFD Approval by: _____ Approval Date: _____

Notes:

This becomes a valid permit upon approval signature above.
This permit is valid for the Time Frame noted above and must be in the possession of the Job Superintendent on site.
Please be sure to contact TN One Call 811 for approval prior to dig.
Contact Physical Plant Work Control immediately, at 901-678-2699, if any damage to existing utilities occurs.

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4.5 Hot Work Permit/Application



UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

UofM OFD HOT WORK PERMIT/Application for:

A Hot Work Permit is required for any work on campus which involves cutting or welding with open flame torches or using tools which produce sparks and smoke.

This form is to be filled out in its entirety by the responsible party supervising the HOT WORK, and then provided to the UofM Office of Facilities Development for approval, prior to beginning the work.

Location/Floor/ Room # _____

Company responsible for Hot Work: _____

Company Hot Work Supervisor: _____

Hot Work Supervisor Phone No.: _____

Hot Work Description: _____

Date of Work: _____ Start Time: _____ Finish Time: _____ Can this work be done in the shop? Y/N

Responsible Party to Circle "yes" or "no" for each item below:

- | | | |
|---|-----|----|
| • Has UofM Electronics shop been contacted to avoid accidental activation of fire alarms? | Yes | No |
| • Has Hot Work area been inspected by all signatories? | Yes | No |
| • Is the Hot Work area fully sprinklered? | Yes | No |
| • Will the Hot Work create odors, fumes and/or smoke? | Yes | No |
| • If answer is Yes to above question, has a mechanical system shutdown been scheduled to shutdown to prevent dispersion of odors, fumes and/or smoke in the building? | Yes | No |
| • Does the work area have adequate ventilation? | Yes | No |
| • Will forced air ventilation be used? | Yes | No |
| • Will the area be considered a concealed space? | Yes | No |
| • Are combustibles 35' feet from hot work? | Yes | No |
| • Are combustibles less than 35' covered with fire rated materials? | Yes | No |
| • No gases/vapors have been confirmed by a combustible gas detection instrument. | Yes | No |
| • Are wall and floor openings within 35' covered? | Yes | No |
| • Are floors clean and free of combustibles? | Yes | No |
| • Workers will be wearing appropriate Personal Protective Equipment. | Yes | No |
| • Is the work confined to the area described in this permit? | Yes | No |
| • Are warning signs posted in areas subject to passers-by? | Yes | No |
| • Has all Hot Work equipment been inspected and found safe for use? | Yes | No |
| • Is a minimum 2A:20BC fire extinguisher within 30' of the Hot Work? | Yes | No |
| • Is Fire Sentry scheduled to be present during Hot Work? | Yes | No |
| • Has Fire Sentry been trained in use of the fire extinguisher? | Yes | No |
| • Is Fire Sentry scheduled to be present for 60 minutes after completion of hot work? | Yes | No |
| • Fire Sentry Name & Pho. # _____ | | |

I attest that the above precautions have and will be taken _____
(Hot Work Supervisor Signature)

Approved _____
(Director of OFD)

Permit Approval Date: _____

COMMENTS: _____ Date Closed: _____

Note: Hot Work Permit must be posted at the site of the Hot Work during the work, and returned to OFD after completion of work.

A Fire Permit is also required from Memphis Fire Department prior to conducting Hot Work.
Contact the Develop 901 Citizen Portal, for Fire Department permit information.

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4.6 Mold and Remediation Permit/Application



UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

Mold and Remediation Permit/Application

For Mold and Remediation Permit Application from UofM Office of Health and Environmental Safety go to:

<https://memphis.campusoptics.com/pr/mold-remediation-permit>

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4.7 Fire Protection Impairment Permit/Application (Also please request a copy of the UoM Fire Protection Impairment Program for procedures & the UofM Fire Watch Checklist & Log)



UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

FIRE PROTECTION IMPAIRMENT PERMIT/APPLICATION

Impairment Location: _____
(include building name, floor(s) and room number(s))

Company Requesting Impairment: _____

Company Supervisor: _____ Phone #: _____

Fire Sentry or Fire Watch Name: _____ Phone #: _____

Impairment Start Date: _____ and Time: _____

Impairment End Date: _____ and Time: _____

Will this be a re-occurring impairment? ☐ Yes ☐ No

If re-occurring, provide estimated duration of overall time frame for the final impairments: _____

Fire Protection System Impaired (Check all that apply):

☐ Fire Alarm System ☐ Detection System ☐ Fire Pumps ☐ Sprinkler System
☐ Standpipe and Hose System ☐ Underground Piping/Control Valves ☐ Water Supply
☐ Special Suppression Systems ☐ Other (i.e., Exit blocked by construction)

Provide the Reason for the Impairment: _____

Comments: _____

THE FIRE WATCH/FIRE SENTRY SHALL HAVE THE FOLLOWING CONTACT INFORMATION AVAILABLE AT ALL TIMES DURING THE IMPAIRMENT AND IMMEDIATELY CONTACT THE NOTED PARTIES IN FIRE OR EMERGENCY EVENTS:

Campus Police Services	901-678-4357
Fire Department	911
Physical Plant	901-678-2699
Office of Facilities Development	901-844-0566
Office of Environmental Health and Safety	901-678-5700
UofM Electronics Shop	901-483-2633

(This section completed by Impairment Coordinator - This application becomes a valid permit upon IC Approval Signature being completed below))

UofM Impairment Coordinator: _____ IC Phone #: _____

IC Email: _____ IC Approval Signature & Date: _____

Impairment Level: ☐ Level 1 - Significantly affecting occupant life safety. **Fire Watch Required**
☐ Level 2 - Minimal impact to overall life safety of occupants. **Fire Sentry Required**

Comments: _____

POST PERMIT IN WORK AREA AFFECTED BY THE IMPAIRMENT, AND ON APPROPRIATE ALARM OR SPRINKLER PANEL DURING IMPAIRMENT. REMOVE POSTINGS UPON RESTORATION OF THE FIRE PROTECTION SYSTEM AND PROVIDE A WRITTEN EMAIL NOTICE TO THE IMPAIRMENT COORDINATOR AT THE EMAIL ADDRESS NOTED ABOVE.

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4.8 Traffic Management Permit/Application



UofM Office of Facilities Development
3750 Desoto Avenue, #327
Memphis, TN 38152
901-678-2800

TRAFFIC MANAGEMENT PERMIT/APPLICATION
FOR BLOCKING OR RESTRICTING VEHICULAR AND/OR PEDESTRIAN TRAFFIC ON
UNIVERSITY OF MEMPHIS CAMPUS OR ON PUBLIC STREETS ADJACENT TO THE UNIVERSITY OF MEMPHIS

A traffic management permit is required for blocking or restricting traffic flow (vehicular and/or pedestrian) in streets, alleys, pedestrian walkways, sidewalks, parking spaces and loading zones. A site plan shall be submitted for review and approval by the UofM Office of Facilities Development. Such plan shall include the location of proposed disruption, maximum time frame for the occurrence, designation and location of flagmen, and other safety features as deemed necessary to insure a safe and timely delivery of materials, work and/or operations.

Application Date: _____
 Applicant Name: _____ Phone Number: _____ Email: _____
 Alt. Contact: _____ Alt. Ph. No.: _____ Email: _____
 Company Name: _____ Company Address: _____

This proposal involves the blockage and/or restriction of: (circle appropriate categories)

Public Street	Alley	Pedestrian Walkway	Sidewalk	Parking Spaces	Loading Zone	Other
---------------	-------	--------------------	----------	----------------	--------------	-------

Description of proposed occurrence requiring blocking or restriction:

Time Frame of Occurrence: State Date: _____ Start Time: _____
End Date: _____ End Time: _____

Proposed safeguards:

Please complete the above information & attach the **required site plan** showing location of blockage/restriction and/or area(s) being affected. & submit to the OFD or Physical plant for review and approval:

UofM Police Services	Colonel Anthony Black	_____
UofM Office of Parking and Transportation	Mr. Tommy Miller	_____
UofM Physical Plant	Mr. Julian Boyland	_____
UofM Disability Resources	Mrs. Tara Buchanan	_____

Approved _____ Approval Date: _____
Director of OFD

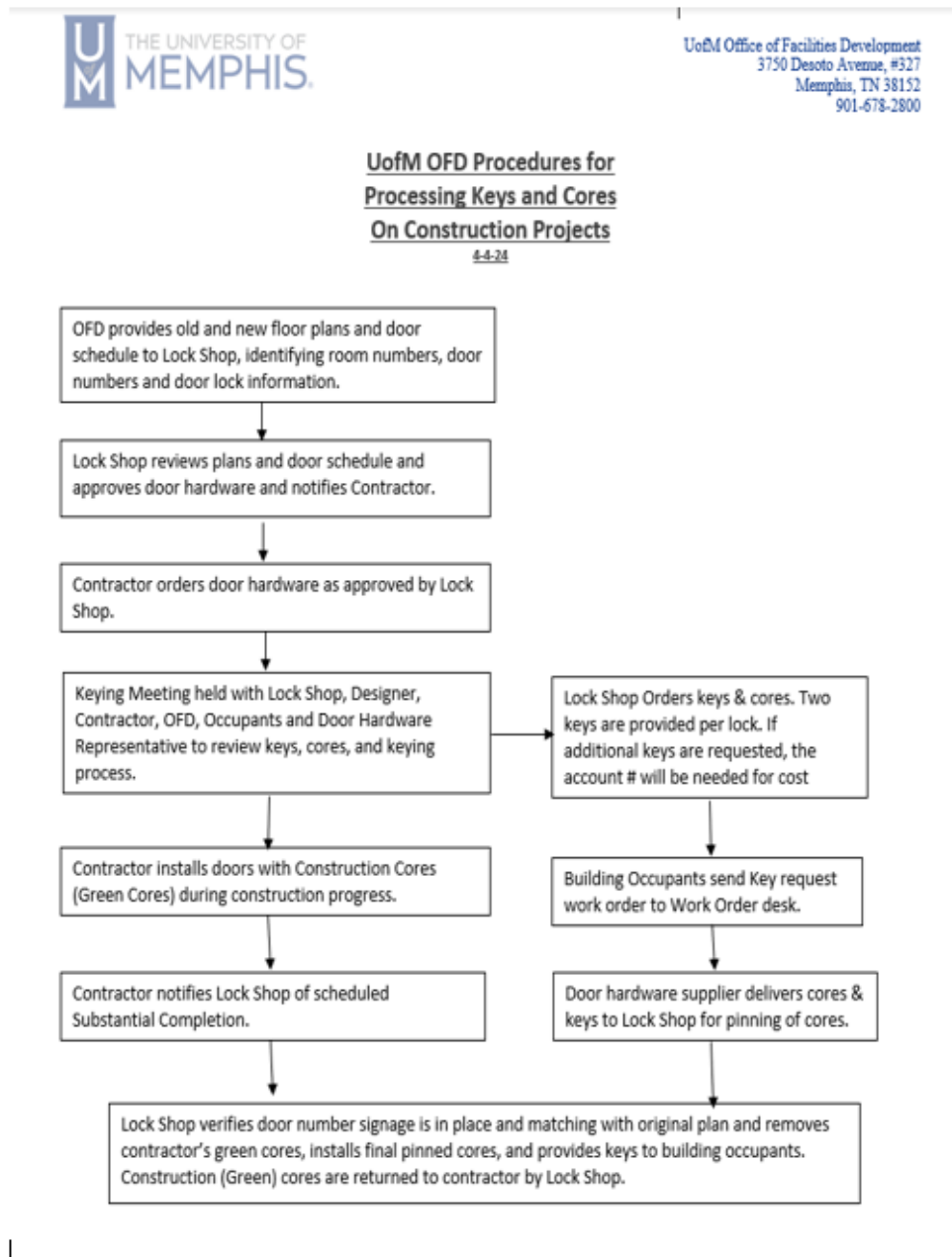
Notes: Permit becomes valid upon approval signature above.
This permit is valid for the Time Frame noted above and must be in the possession of the Job Superintendent on Site.

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4.9 Door Key and Cores Process and Procedures



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4.10 University Main Campus Smoking Area Map

