SECTION 00 00 00  PROCUREMENT AND CONTRACTING REQUIREMENTS

00 01 01  Project Name and Project Number
1.1 Shall appear on all documents related to Project including correspondence, contracts, drawings and specifications.

1.2 Obtain building street address from Facilities Programming (812) 855-7361.
   a. Show as area map on drawings or include in documents.
   b. Indicate location of pre-bid meeting and available parking.

00 01 15  Drawings – General Requirements
1.1 Existing "As-Built" or "Record" drawings will be furnished to the A/E Consultant for use during the design development and bidding phases of the project. The A/E Consultant shall verify the information on these documents insofar as possible.

1.2 A/E Consultants shall conduct a survey of existing conditions including handicapped accessibility to the Project, verification of structure, location, capacity and sizes of equipment, piping, ducts, chases, etc. The A/E Consultant is responsible for resolving any interference between existing construction and installation of new ducts, pipes, equipment, conduit routing, structure, etc.

1.3 Engineering Services will advise the A/E Consultant on any special requirements for positive or negative air pressure; return and exhaust air requirements in laboratories or special function rooms.
   a. The A/E Consultant shall provide consideration for minimal noise from air supply registers and return air grilles.

1.4 For remodeling projects careful planning is required to insure that finishes of the newly created surfaces blend in with existing surfaces and finishes. The Contract Documents shall provide details for repair of existing surfaces when closing openings, taking out walls, partial removal of ceilings, etc.
   a. If new materials adjoin existing materials in any one plane, the new materials shall be specified to match the existing materials in color, pattern and surface texture.
   b. If it is impossible to match existing materials, notify the Project Team Leader.

1.5 Design appropriate screening for trash enclosures, cooling towers, roof top air handlers, satellite dishes, emergency generators or other equipment that when exposed to view from the exterior of the building.
1.6 Provide the following interior items:
   a. Contractor/Owner installation schedules for:
      1. Owner furnished equipment or furniture.
      2. Contractor furnished equipment or furniture.
      3. Vendor furnished equipment or furniture
      4. Existing equipment or furniture to be relocated.
   b. Interior furniture, such as modular office partitions, when part of the contract.
      1. Provide two (2) furniture Control Books to the UAO – Interiors when the furniture has been selected and is ready for ordering.
   c. Indicate the Interior Finish Schedule on the Drawings, including floor, wall, and ceiling finish materials. Provide interior elevations to illustrate locations of finishes.
      1. Indicate color selections or manufacturer's names. If more than one material is used on a surface, indicate the location or areas where the materials are to be used.
      2. Provide manufacturer's documentation that interior finish materials meet or exceed the requirements of the Indiana Building Code for flame-spread classification with verification by independent laboratory testing.
   d. Preliminary selections of materials, colors, finishes, product specifications, applications and details shall be reviewed and approved by the UAO – Interiors before presentation to the User Representative.
   e. Color Boards shall be also be reviewed by the UAO - Interiors before presentation to the User Representatives. One Color Board is required unless otherwise directed by the UAO –Interiors. Provide manufacturer's samples of adequate size to demonstrate texture, weave, color range, pattern, etc.
   f. Selection of finish materials shall take into account quantities required for the Project and the ability of the manufacturer to maintain replacement materials in stock or to produce replacement materials in the future.
      1. Two (2) color/finish Control Books shall be provided to the UAO - Interiors when the Contract Documents are completed.
      2. Include manufacturer's paint chips and color schedule for all rooms.
1.7 Provide schedules on the Drawings for the following mechanical items:
   a. Plumbing Fixtures and Fittings.
   b. Air Handling Units, Unit Ventilators, Exhaust Fans, Pumps, etc.
      Include equipment engineering data on drawings.
   c. Light Fixtures, including manufacturer numbers and required lamps.
   d. Fire Protection Equipment
      1. Fire Dampers and Detectors.
      2. Smoke Dampers and Detectors.
      3. Fire Alarms and Annunciation Panels.
      4. Fire Extinguishers and Cabinets.
      5. Sprinkler System and Inspector Station.
      7. Include installation diagrams for the above items.
   e. Heating, Ventilation and Air Conditioning System Controls, Control
      Diagram and Control Sequence/Function.

1.8 Provide isometric diagrams on the Drawings for the following systems:
   b. Domestic Cold and Hot Water with Return Lines.
   c. Laboratory Gas and Water Piping Systems.

1.9 Provide system riser diagrams for the following:
   a. Fire Alarms
   b. Fire Sprinkler System
   c. Telephone/data distribution
   d. CCTV
   e. Electrical Power Distribution

1.10 Provide copies of all design calculations pertaining to the following:
   a. Sanitary Drainage.
   b. Domestic Cold and Hot Water Demand.
   c. All Fluid Circulating Pumps (including domestic water, chilled water,
      condensate, etc.)
   d. Fire Sprinkler Systems, including water supply and pumping
      equipment.
   e. Laboratory Water Systems.
   f. HVAC System Design:
      1. Heat Gain and Loss Load Calculations.
      2. Duct Sizing, Velocities and Air Changes per Hour.
      3. Hydronic Calculations.

00 10 00 Advertisements and Invitations
The Contract Specialist will assist the A/E Consultant with the following:
1.1 Advertisement for Bids - The Contract Specialist will arrange and pay for the Legal Notice to Bidders in newspapers.
1.2 Project information for Bidders on www.iuplanroom.com
1.3 Notice to Bidders
1.4 Instructions to Bidders
   a. Bid Openings are always held at 2:00 PM at the Service Building, 1800 North Range Road, Bloomington, Indiana 47408
1.5 Obtaining a Common Wage Scale

00 25 00 Procurement Meetings
1.1 Contract Specialist will set date and time for Pre-Bid Meeting and Bid Opening.
1.1 Notify Contract Specialist and Owner’s Representative if mandatory attendance at a pre-bid meeting is required.
1.2 Verify with Owner’s Representative location of parking, site access and arrangements for site access after pre-bid meeting for Bidders.

00 30 00 Available Information
The following types of information may be available:
1.1 Environmental Assessment Information
   a. Asbestos Survey
   b. Hazardous Materials
   c. Soil Contamination
1.2 Scans of Original Building Drawings and/or Technical Specifications
1.3 Underground utility locations
1.4 Geotechnical Data, including old subsurface boring logs
1.5 Construction photographs

00 31 13.23 Project Timing and Phasing
1.1 The project designer is responsible for documenting phases of construction to accommodate the needs of the User Representative.
   a. Identify responsibilities for removal (and replacement) of furnishings, fixtures and equipment.
   b. The use of adjacent rooms, building areas, grounds or nearby buildings will require consideration when developing project phasing.
   c. Utility outages for steam, water, electrical, etc. shall be identified in the Contract Documents.
d. Work that must be performed during holidays, weekends or evenings shall be noted in the Contract Documents.

1.2 Bidding: Allow a minimum of eight (8) weeks from the time the 100% Construction Documents are completed until a Bid opening date can be set. This time period will vary depending upon the project funding, approval process, and academic calendar.
   a. Project Approval requires several internal reviews and budget approvals.
   b. Capital Projects require Board of Trustees, Higher Education Committee, State Budget Committee and Governor’s approval before contracts can be awarded.
   c. The A/E Consultant shall provide updated construction cost information along with identification of all Alternate Bids and Unit Prices to the Team Leader. An updated Project Cost Model is required with the Project Approval sign-off sheet.
   d. Bid opening dates cannot be set until all necessary approvals and information have been processed by the Contract Specialist.

1.3 Multiple Bid Packages will be considered individual projects and will require additional time to process for bidding.

00 31 46 Permits
1.1 Permits for Construction
   a. Property owned or leased by the Trustees of Indiana University is exempt from local building permits or zoning requirements.
   b. Permits may be required for connection to municipal utilities, power or natural gas – verify with University Engineering Services.

1.2 All Applications shall be filled out by the A/E Consultant.
   a. The Owner is the “Trustees of Indiana University”
   b. The Owner’s Designated Agent for signing all Applications is the University Engineer.

1.3 All Variances require Team Leader review and approval by the University Engineer.

00 41 00 Bid Forms
The following will be provided by the Contract Specialist:
1.1 Bid Proposal form
   a. The A/E Consultant may add to this form a list of Subcontractors and/or Material Suppliers to be filled out by the Bidder.

1.2 General Conditions for IU Conditions
1.3 Supplementary General Conditions
1.4 Form No. 96 For Public Works Projects
1.5 MBE/WBE Participation Plan Form
1.6 Wage Scale Attachments
   a. Common Construction Wage Complaint Form
   b. Statement of wages to be paid form
   c. Common Construction Wage Scale
1.7 Contractor Asbestos Certification Form
1.8 Minimum Insurance Requirements
1.9 Sample Agreement Form
1.10 Contract Performance Bond Form
1.11 Escrow Agreement

00 60 00 Project Forms
1.1 The following forms are furnished by Indiana University:
   a. Statement of Wages to be Paid
   b. Construction Change Directive
   c. Equal Employment Opportunity reports
   d. Exemption from Indiana Sales Tax
   e. Agreement Form
   f. Escrow Agreement
   g. Contractor Asbestos Certification Form
   h. Non-Compliance Notification
   i. Seven Day Letter
   j. Contractor’s Evaluation form
1.2 The A/E Consultant will furnish the following forms:
   a. Field Report
   b. AIA Form G704 – Certificate of Substantial Completion
1.3 The Contractor will furnish the following forms:
   a. Performance Bond
   b. Certificate of Insurance
   c. Consent of Surety to Final Payment
   d. Construction Schedule
   e. AIA Form G702 & G703 – Application for Payment with partial release of lien
   f. Material and Supplier list
   g. Subcontractor’s list
   h. Request for Interpretation Form
   i. Warranty form