

Auburn University Supplemental Conditions

The following supplemental conditions modify the Alabama Building Commission (ABC) Construction Contract and Related Documents and provide Additional Auburn University Project Requirements.

I. Modifications to ABC Construction Contract and Related Documents

A. Definitions

1. Reference to UPL (University Project Lead) is the same as University Project Manager.
 - a) All projects have a UPL during both the design and construction phases.
 - b) The Design UPL hands the project off to the Construction UPL at the NTP activity.
2. Reference to ABC is the same as Alabama Building Commission. (*Department of Finance, Division of Construction Management*)
3. Reference to CM is the same as Construction Manager
4. Reference to LOI is the same as Letter of Intent.
5. Reference to NTP is the same as Notice to Proceed.
6. Reference to SPW is the same as Small Public Works (Public Works Project < \$50K)
7. Reference to LPW is the same as Large Public Works (Public Works Project > \$50K)

B. ABC C-1 Advertisement for Bid

1. Replace ABC Form C-1 with AU Form C-1

C. ABC C-2 Instructions to Bidders

1. Section 3: Qualifications of Bidders and Prequalification Procedures
 - a) Insert the following behind C-2 document
 - (1) For Non-BOT Projects use AU Form C-2a
 - (2) For BOT Projects use AU Form C-2b
2. Section 5: Examination of Bid Documents and the Site of the Work
 - a) Insert the following as a 2nd paragraph: Requirement for Pre-bid Utilities Coordination: The bidders shall be solely responsible for contacting ALL local utility service agencies (University, private, public and/or municipal) PRIOR to bidding to determine the scope of modifications, if any, to all utilities on site of work or adjacent to site in right-of-ways or easements due to work scope of this project. Bidders should contact the University Project Lead (UPL) for information regarding those utilities owned by Auburn University.
3. Section 8: Preparation and Delivery of Bids
 - a) Add subsection: d. In addition to the proposal forms required in this section, Bidders shall include the following additional attachments with delivery of their bid:
 - (1) ABC Form C-3A (Accounting of Sales Tax)
 - (2) AU Form C-3C (Stated Allowances and Unit Prices)
 - (3) AU Form C-3D (Certification of Compliance with Alabama Code Title 8 (29), 34, 39 & 41)
4. Section 14: Consideration of Bids
 - a) Add subsection: c. The apparent lowest responsible and responsive bidder shall submit the following post-bid submittals to the following email projsup@auburn.edu including both project number and name in the subject line:

- (1) AU Form C-3B – List of Subcontractors and Major Suppliers – 24 hours after Bid Opening
- (2) Schedule of Values – 24 hours after Bid Opening
- (3) Approved Insurance Certificate – 2nd business day after Bid Opening.
- (4) Complete Resume of proposed Superintendent and Project Manager - 5 calendar days
- (5) Site Specific Safety Plan – 10 calendar days (see AU Form C-16, C-16A, C-16B)
- (6) State of Alabama Disclosure Statement – 10 calendar days (see section 00 0500)
- (7) E-Verify – 10 calendar days (<https://verify.alabama.gov>)

D. ABC C-3: Proposal Form Additional Attachments

1. Add AU Form C-3C (Stated Allowances and Unit Prices). This MUST be attached to proposal form C-2 on Bid Day.
2. Add AU Form C-3D (Certification of Compliance with Alabama Code Title 8 (chapter 29), 34, 39 & 41). This MUST be attached to proposal form C-2 on Bid Day.

E. ABC C-5: Construction Contract Attachments

1. The following documents will be attached to ABC Form C-5*: Construction Contract:
 - a) ABC Form C-6* Performance Bond
 - b) ABC Form C-7* Payment Bond
 - c) ABC Form C-8 General Conditions
 - d) ABC Form C-8S Supplement to the General Conditions of the Contract
 - e) ABC Form C-8 Attachment B
 - f) Certificate of Compliance with Act 2012-491, State Department of Finance
 - g) Certificate of Compliance with Act 2016-312
 - h) Attachment F of the Mandatory Safe Space, ACT 2012-554
 - i) Disclosure Statement (*Contract box should be checked*)
 - j) AU Form C-3B – List of Subcontractors and Major Suppliers
 - k) Insurance Certificate
 - l) Copy of Insurance Policy
 - m) Proposal Documents submitted on Bid Day
 - n) Specifications
 - o) Drawings
 - p) Certified Bid Tab
 - q) E-Verify (Memo of Understanding)
 - r) ABC Form C-3A (Accounting of Sales Tax)

* *Forms for PSCA Projects are found in Public School and College Documents*

F. ABC C-8: General Conditions of the Contract

1. Article 1 Definitions
 - a) Subsection E. Contract
 - (1) Add item: 8. Proposal Documents submitted on Bid Day
 - (2) Add item: 9. Disclosure Statement (*Contract box should be checked*)
 - (3) Add item: 10. Alabama State Department of Finance Statement of Compliance with Act No. 2012-491

2. Article 4 Documents Furnished to Contractor
 - a) Replace in its entirety with: Contracts Documents, Drawings, Project Manuals, and Addenda will be furnished to the contractor by the Architect without charge in electronic format.
3. Article 12 Progress Schedule
 - a) Delete: “(Not applicable if the Contract Time is 60 days or less.)” located under Article title.
4. Article 14 Safety and Protection of Persons and Property
 - a) Add subsection: K. In addition to the safety requirements outlined in this article, please reference the following for additional safety requirements:
 - (1) AU Form C-16 Auburn University Safety Specifications
 - (2) AU Form C-16A Appendix A to Auburn University Safety Specifications
 - (3) AU Form C-16B Appendix B to Auburn University Safety Specifications
5. Article 19 Changes in the Work
 - a) Replace ABC Form C-12 with AU Form C-12* (previously approved by ABC on 1/26/15)
 - b) Section D Change Order Procedures
 - (1) Subsection 4, Add item: e. The Owner will utilize the use of a Construction Change Directive (CCD) to authorize work prior to receipt of formal change order. The contractor will receive either AU Form C-12B or AU Form C-12C authorizing such work. All CCD’s will be included in future change order. No billing will be allowed for CCD’s until such time the CCD is incorporated into a formally executed change order.
 - (2) Add subsection: 8. The Contractor shall submit all change proposals using the AU Form C-12A Change Proposal Recap Sheet

* *Forms for PSCA Projects are found in Public School and College Documents*
6. Article 23 Delays
 - a) Section B add subsection: 4. The process for granting time extensions due to inclement weather will be handle as follows:
 - (1) Obtain precipitation data from the A.W.I.S. Weather Service located at the Auburn Opelika Robert G. Pitts Airport code = AUO.
 - (2) A rain day is considered to be any day with a measured precipitation of more than 0.1 inch.
 - (3) Determine the average number of days per month with a measured precipitation of more than 0.1 inch for the five-year period preceding the start of the project in question.
 - (4) Compare the number of rain days during each month of the project contact time period to the monthly five-year average. The Contractor may be granted an extension for rain days during the contract period which exceeded the five year average. The number of days granted will vary for different types of projects, depending upon the amount of inside or outside work. Refer to the following classifications for various time extensions pertinent to typical project types. No time will be deducted from the contract period for months when rain days are less than the five-year average.
 - b) The following rain day classifications of projects and subsequent extensions for each rain day above the five-year average are listed below. See Section 01 1000 Project Summary for rain day classification identification for this project.
 - (1) Class I: Low Slope (1:12 or less) roof replacement on existing building – 2 days may be granted for each rain day beyond the five year average.

- (2) Class II: Site work, paving underground utilities – 3 days may be granted for each rain day beyond the five year average.
- (3) Class III: New Building and steep roof replacement (greater than 1:12) – 1 day may be granted for each rain day beyond the five year average.
- (4) Class IV: Renovation of existing building with some outside work - .5 days may be granted for each rain day beyond the five year average.
- (5) Class V: Renovation of existing building with no outside work – 0 days granted for each rain day beyond the five year average.
- c) If time extensions are granted, they shall be included in the next subsequent change order.
- d) Rain Day classification shall be Class III unless modified by Section 01 1000 Project Summary.
- e) Reporting of rain days shall be included in each monthly schedule update.

7. Article 24 Resolution of Claims and Disputes

- a) Delete Section C, D, and E in its entirety and replace with sections listed here:

"C. GOOD FAITH EFFORT to SETTLE

The Contractor and Owner agree that, upon the assertion of a Claim by the other, they will make a good faith effort, with the Architect's assistance and advice, to achieve mutual resolution of the Claim. The parties shall first attempt to resolve the Claim with the respective Project teams face to face working sessions which shall be a condition precedent to any subsequent step in the Resolution of the Claim. If Resolution is not achieved, the parties shall then attempt to resolve the Claim in face to face working sessions between Project Executives or other senior officers or managers, none of whom had any direct, day-to-day involvement in the performance and execution of the Project out of which the Claim arises. If Resolution is not achieved, the parties shall proceed to mediation. If the Claim is not resolved in mediation, the parties shall proceed in accordance with paragraph D., below.

D. FINAL RESOLUTION for all CLAIMS and DISPUTES

(1) The final Resolution of Claims and Disputes which cannot be resolved by the Contractor (or its Surety) and Owner through good faith settlement meetings and negotiations or by mediation shall be resolved by the Director of Construction Management within the Alabama Department of Finance, whose decision shall be final, binding, and conclusive upon the Contractor, its Surety, and the Owner.

(2) When it becomes apparent to the party asserting a Claim (the Claimant) that an impasse to mutual resolution has been reached due to the other party's failure or refusal to proceed with Claim Resolution in good faith or when mediation has been unsuccessful, the Claimant may request in writing to the Director that the Claim be resolved by decision of the Director. Such request by the Contractor (or its Surety) shall be submitted through the Owner. Should the Owner fail or refuse to submit the Contractor's request within ten days of receipt of same, the Contractor may forward such request directly to the Director. Upon receipt of a request to resolve a Claim, the Director will instruct the parties as to procedures to be initiated and followed.

(3) If the respondent to a Claim fails or refuses to participate or cooperate in the Resolution procedures to the extent that the Claimant is compelled to initiate legal proceedings to induce the Respondent to participate or cooperate, the Claimant will be entitled to recover, and may amend its Claim to include, the expense of reasonable attorney's fees so incurred.

ALL OF SECTION E. WAS OMITTED"

8. Article 29 Progress Payments
 - a) Replace ABC Form C-10 with AU Form C-10
 - b) Replace ABC Form C-10SM with AU Form C-10SM
 - c) Add AU Form C-10PRL, Partial Release of Lien
 - d) Copy of Insurance and Bond for any material/equipment stored off site
9. Article 37 Contractor's and Subcontractors' Insurance
 - a) Where the term Owner is used, it shall be understood to include Auburn University, its Board of Trustees, Administrators, Faculty, Architect of Record, Department of Finance, Division of Construction Management (formerly the Alabama Building Commission), Staff, Employees and Agents are named as additional insureds in respect to General, Umbrella and Automobile Liability. Coverage afforded the Additional Insureds is Primary and Non-Contributory except for Employers' Liability, and contain no exclusions of the additional insureds relative to job accidents. Policies are endorsed to include a Waiver of Subrogation in favor of Auburn University. Thirty (30) days notices of cancellation applies (10 day notices for non-payment of premium) in favor of the Additional Insured.
 - b) Part A General
 - (1) Section 4 Insurance Certificates
 - (a) Add item m: Named Additional Insured*
 - c) Part B Insurance Coverages:
 - (1) Section 2 Commercial General Liability Insurance, subsection a, add the following:
 - (a) Add item: .5 Contractual Liability \$1,000,000.00
 - (b) Add item: .6 Damage to Rented Premises \$300,000.00
 - (2) Section 5 Builder's Risk Insurance:
 - (a) The Owner may elect to provide this coverage. See Project Summary (01 1000).
 - (3) Add section: 6 Professional Liability Insurance:
 - (a) Professional Liability/Errors and Omissions Liability will be required if the Contractor is acting as a licensed professional while performing a service for Auburn University. Licensed professionals include, but are not limited to: Architects, Engineers, and Professional Land Surveyors. Coverage should be provided as noted below:
 - (i) Minimum Limit:
 - (a) \$1,000,000.00 Each Claim
 - (b) \$2,000,000.00 Annual Aggregate
 - (b) Claims made policies must include a two year reporting period or coverage must be provided for up to two (2) years after the completion of a project.
 - (4) Add Section: 7 Environmental Impairment Liability Insurance:
 - (a) Environmental Impairment Liability Insurance will be provided if the contractor will be handling hazardous or toxic products. Contractors needing this coverage include, but is not limited to, transportation or disposal of explosives, nuclear materials, polychlorinated biphenyl (PCB) materials, pesticides , & fungicides, & oil; installation or removal of underground and above-ground storage tanks; asbestos abatement; and lead abatement.
Minimum Limit \$1,000,000 each claim \$2,000,000 annual aggregate

- (b) Claims made policies must include a two year reporting period or coverage must be provided for up to two (2) years after the completion of a project.
- d) Add Part F Additional Conditions:
 - (1) Impairment of Liability
 - (a) In the event the insurance program required by Auburn University were to have any pending claim(s), which may limit or exhaust any aggregate limits by more than 20%, Auburn University shall be notified within thirty (30) days. Auburn University may require additional insurance or reinstatement of the limits of liability as necessary to protect the financial interest of the University.
 - (2) Duty to Provide Copies of Insurance Policies
 - (a) Auburn University shall be entitled, upon request and without expense, to receive copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification or particular policy terms, conditions, limitations , or exclusions except where policy provisions are established by law or regulations binding upon either of the parties or to underwriting on such policies.
 - (3) Notice of Incident
 - (a) Contractor shall inform Auburn University Risk Management and Safety of all incidents and/or accidents that occur on the Auburn University premises or that might otherwise give rise to a claim against Auburn University and shall be responsible for providing appropriate written notification. Such notification shall be provided as soon as reasonably possible but will not exceed twenty- four (24) hours after contractor is aware of the incident/accident.
- e) Include Project Supports' sample certificate of insurance
 - (1) SPW Version
 - (2) LPW Version

10. Article 51 Project Sign

- a) Delete Architect in last sentence.
- b) Replace ABC Form C-15 with AU Form C-15 or C-15CM.
- c) On projects where CM Agent is being used, the project sign shall be per AU Form C-15CM.

G. ABC Form C-8S Supplement to the General Conditions of the Contract

- 1. Add page header that reads: "ABC Form C-8S, August 2009"

H. ABC Bulletins

- 1. Contractor shall be responsible for any requirements outlined in Administrative Rule 170-X-8 referenced in memo from Alabama Building Commission/Katherine Lynn dated September 29, 2014. See item 00 1500 'a' of the Table of Contents
- 2. Contractor shall be responsible for any requirements outlined Exemption from Sales and Use Tax, Act 2013-205 referenced in memo from Alabama Building Commission/Katherine Lynn dated October 28, 2013. See item 00 1500 'b' of the Table of Contents
- 3. Contractor shall be responsible for any requirements outlined Certification of Fire Alarm Contractors, referenced in memo from Alabama Building Commission/Katherine Lynn dated July 17, 2012. See item 00 1500 'c' of the Table of Contents
- 4. Contractor shall be responsible for any requirements outlined Mandatory Safe Space ACT 2012-554,

referenced in memo from Alabama Building Commission/Katherine Lynn dated July 10, 2012. See item 001500 'd' of the Table of Contents

II. Additional Auburn University Project Requirements

A. Definitions

1. Reference to UPL (University Project Lead) is the same as University Project Manager.
 - a) All projects have a UPL during both the design and construction phases.
 - b) The Design UPL hands the project off to the Construction UPL at the NTP activity.
2. Reference to ABC is the same as Alabama Building Commission. (*Department of Finance, Division of Construction Management*)
3. Reference to CM is the same as Construction Manager
4. Reference to LOI is the same as Letter of Intent.
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6. Reference to SPW is the same as Small Public Works (Public Works Project < \$50K)
7. Reference to LPW is the same as Large Public Works (Public Works Project > \$50K)

B. Coordination with Owner Systems

1. The contractor shall follow the prescribed outage notification procedure before disabling any university system. This helps ensure adequate notification and coordination.
2. The contractor is responsible for the complete fire alarm system. This would include all conduit, wiring, devices, programming, pre-testing, final testing, and certification of the complete fire alarm system. Once the contractor has completed their portion of the work, the University Project Lead (UPL) should be contacted to coordinate the download of the certified system to the University's network system. The contractor is not allowed to use the University's system administrator(s) to complete their work.
 - a) Contractor is responsible for coordinating and conducting a pretest exercise prior to the substantial completion inspection.
 - b) In the event the contractor has to disable any fire alarm or sprinkler system to perform any work, they are totally responsible for any and all fire watch needs.
3. The contractor is responsible for the complete fire sprinkler system. This would include all piping, devices, programming, coordination with fire alarm system, pre-testing, final testing, and certification of the complete fire sprinkler system. The contractor is not allowed to use the University's system administrator(s) to complete their work.
 - a) Contractor is responsible for coordinating and conducting a pretest exercise prior to the substantial completion inspection.
4. The contractor is responsible for the complete HVAC controls system. This would include all conduit, wiring, devices, programming, pre-testing, final testing, and certification of the complete HVAC system. The contractor is not allowed to use the University's system administrator(s) to complete their work.
5. The contractor is responsible for the complete access control system. This system must be installed by a certified LENEL installer. This would include all conduit, wiring, devices, programming, pre-testing, final testing, and certification of the complete access control system. Once the contractor has completed their portion of the work, the University Project Lead (UPL) should be contacted to coordinate the download of the certified system to the University's network system. The contractor is not allowed to use the University's system administrator(s) to complete their work. This does not mean that it has to be the same

company with whom the Owner has a service agreement.

6. AU Access Control will install final lock cores provided by contractor. The lock cores will need to be coordinated sufficiently in advance of installation with the University Project Lead (UPL) to allow adequate time for fabrication and delivery. The UPL is responsible for submitting, to the Architect, a final keying schedule which has been vetted by the End User, Access Control, and UPL.
7. The contractor is responsible for the complete security camera system. This system must be installed by a certified Omni-Cast installer. This would include all conduit, wiring, devices, programing, pre-testing, final testing, and certification of the complete security camera system. Once the contractor has completed their portion of the work, the University Project Lead (UPL) should be contacted to coordinate the download of the certified system to the University's network system. The contractor is not allowed to use the University's system administrator(s) to complete their work. This does not mean that it has to be the same company with whom the Owner has a service agreement.
8. The contractor is responsible for the complete elevator/escalator system. The contractor is not allowed to use the University's elevator service agreement technicians to perform any of the required scope of work.
 - a) Contractor is responsible for coordinating and conducting a pretest exercise prior to the substantial completion inspection.
9. The contractor is responsible for the complete electrical system including any emergency power system.
 - a) Contractor is responsible for coordinating and conducting a pretest exercise prior to the substantial completion inspection.

C. General Requirements

1. It shall be the responsibility of the contractor or contractors (in case of multi-prime) to be ready for the Substantial Completion Inspection. The contractors Superintendent and Project Manager MUST be present and lead the inspection process with guidance from ABC Inspector or University Engineer.
 - a) Key subcontractors shall also be present and have all necessary ladders, flashlights, two-way communication, etc. to aid in a smooth inspection process.
 - b) It is the responsibility of the contractor to have all necessary paperwork to be turned over to Inspector and/or Architect prior to the start of the inspection.
2. The contractor shall assist in the preparation of site logistics documents during the construction phase to be presented for approval a minimum of two weeks in advance of interruption.
3. All material staging for the project must occur within the fenced area or the contractor may elect to procure off-campus staging at their expense. The owner will not be responsible in any way for any off-campus storage the contractor may elect to procure. The contractor is required to have any off site storage of material/equipment insured and bonded prior to submitting any billing for stored material. Copies on both insurance and bond shall be attached to any and all billings of stored materials.
4. Caution MUST be taken when storing hazardous, flammable, etc. type material to ensure proper safety measures are in place at ALL times.
5. Proper signage shall be installed by contractor when demolition work is underway close to sidewalks, parking lots, etc. Signage should indicate possible dust (this does not relieve the contractor of watering requirements), flying debris, etc.
6. For interior renovation projects, a pre-bid meeting must be scheduled with UPL for both Design and Construction to discuss provisions for material staging.
7. There will not be any construction allowed on construction sites starting on Friday at noon through

Sunday night of any home football game weekends. Any variance to this restriction must be approved by the UPL in writing by noon on Wednesday prior to game weekend. The contractor will be required to submit detail written plan and reasoning for such request. The UPL is required to obtain Facilities Management Leadership (*minimum of Director, Construction Management*) approval.

8. The Owner may be required to shut down construction sites for other reasons. When this becomes a requirement, the owner will give the contractor as much notice as possible and will meet with the contractor to discuss any cost incurred and resolve in a fair and reasonable manner.
9. No harassment ("cat-calling", whistling, staring, or any other inappropriate action(s) or behavior) will be tolerated toward any Auburn University Student, Faculty, Staff, campus visitors, etc. Anyone caught, or reported, in disobedience of this policy will be immediately and permanently dismissed from the project and will not be allowed to work on campus on any other current, or future projects.
10. All Auburn University construction projects are to adhere to all Auburn University policies on:
 - a) Smoke-Free Campus (*including e-cigarettes*)
 - b) Dangerous Weapons and Firearms
 - c) Tree Preservation/Protection
11. Provide all temporary traffic control (including flagmen), traffic signage, barricades, and additional signage as required to complete the requirements of your scope. This includes the escorting of oversized loads on campus streets. Contractors must utilize the quickest route to get off campus as quickly as possible.
12. Writing, spray painting, etc. any type of graffiti on materials is strictly prohibited. The owner would ask that all unfinished drywall work not be used to doodle, calculate, sketch, etc.
13. No music or radios are allowed on the project jobsite.
14. The contractor shall be responsible for coordinating all mapping of installed underground utilities with the UPL. Failure to coordinate this requirement will result in the contractor having to uncover any installed work to allow for proper mapping. Any cost incurred will be the responsibility of the contractor.
15. Contractor shall at all times maintain as-built documents and submit these as part of the project closeout phase.
16. The contractor is responsible for the as-built survey.
17. The use of contractor signs are strictly prohibited from all project sites.
18. The contractor is prohibited from unauthorized flying of Unmanned Aircraft Systems (UAS) on the campus of Auburn University.
19. Contractor shall perform and complete a pre-punch list of the project prior to requesting the Architect and/or Owner perform their punch list.
20. Contractor is not allowed to haul material that overhangs the bumper of any truck without proper flagging. Violation of this will requirement could result in the person operating the vehicle not being allowed to drive on campus.

D. Project Schedule

1. The contractor is responsible for the overall project schedule. Auburn University Facilities Management has implemented the use of MS Project 2013 as our scheduling software. The contractor shall schedule a meeting with the UPL to discuss project milestones required for the project. This must be approved by Construction Management Leadership. The contractor can use any scheduling software they want as long as they meet the following criteria:
 - a) One column in the schedule must contain a 4 digit milestone number ("text 30") as provided by

Auburn University. A full list of milestones will be provided. For example, 5900 = Notice to Proceed

- b) Ability to export schedule data to either MS Project 2013 or an XML file. Files will be submitted to the UPL for internal reporting purposes.

- (1) The file (either MS Project 2013 or XML) should be named with the AU assigned project number (for example, 15-242) and must contain the following:

- (a) Milestone Name and Number (i.e. 5900)

- (i) Baseline Start
- (ii) Baseline End
- (iii) Estimated Start
- (iv) Estimated End
- (v) Actual Start
- (vi) Actual End

- 2. Develop and implement recovery plans for work tracking behind schedule.
- 3. Incorporate and track AU Milestones provided by AU CPM
- 4. Track progress and update critical path schedule at a minimum frequency of every 2 weeks
- 5. Preserve the baseline schedule and track progress against baseline.
- 6. Track owner provided equipment, furnishings, required inspections, and owner approvals as the project dictates to ensure activities are in line with the schedule requirements.
- 7. Key inspections, such as Above Ceiling, In-Wall, or Roof inspections shall be coordinated well in advance and designated with milestones on the Contractor managed Overall Project Schedule.
- 8. Contractor shall create productivity spreadsheets for various scopes and submit on a bi-weekly basis. Some of the scope items to be included are: LF of utility piping, CY of earthwork, steel erection, SF exterior wall framing, SF interior wall framing, SF of exterior masonry, SF of drywall hanging, SF drywall finishing, SF painting, SF flooring, LF ductwork, light fixture count, SF roofing, etc.

E. Documentation/Reporting:

- 1. Contractor to coordinate with UPL as to how all logs will be created and tracked per current Auburn University Facilities Management templates.
- 2. Review submittals/shop drawings for conformance to contract documents and coordination with other trades.
- 3. Contractor to highlight all required color selections, dimensional verifications, and selection and inclusion of all options.
- 4. Contractor shall keep updated/approved submittals on-site and distribute approved submittals to all relevant parties. The Owner will need electronic copies of all approved submittals. These should be turned over to UPL as they are approved.
- 5. Contractor to develop cash flow reports and forecasts.
- 6. Contractor shall prepare daily reports that track the number of employees, work completed, equipment on site, inspections, deliveries, accidents, weather, etc.
- 7. Contractor shall prepare and submit to Owner a professionally prepared monthly report that includes:
 - (1) Executive summary of the project
 - (2) Subcontracts status
 - (3) Buyout/Purchasing Log

- (4) Estimate vs. Actual Cash flow
- (5) OPS, milestone, and 2-week look ahead schedules
- (6) Submittal Log
- (7) Summary of financials
- (8) Back-up logs (RFIs, Submittals, Change Orders, etc.)
- (9) Safety reporting
- (10) Key progress photos

F. Parking

- 1. All contractor parking must occur within the project fenced area or the contractor may elect to procure off-campus parking and shuttle the work crews to the site at their expense. The owner will not be responsible in any way for any off-campus worker parking the contractor may elect to procure. Violators are subject to ticketing, booting, and/or towing. Contractor will be responsible for any and all cost/fines.
- 2. Contractor will be responsible for any parking fines incurred from Auburn University Parking Services. Auburn formally request that the Contractor not ask for relief of these fines.
- 3. Parking on sidewalks and landscaped areas is not allowed for any reason. Violators are subject to ticketing, booting, and/or towing. Contractor will be responsible for any and all cost/fines as well as any damage to sidewalk and landscape.
- 4. For interior renovation projects, a pre-bid meeting must be scheduled with UPL for both Design and Construction to discuss provisions for minimum contractor parking.