

Request for Proposal Q01119
Construction Manager Services for Business and Social Sciences Center (Buildings I & J)
Addendum #2
July 24, 2023

All changes to the Request for Proposal (RFP) are valid only if they are issued by written addendum. Each respondent must acknowledge receipt of any addenda in their proposal submission. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document this addendum shall prevail.

This addendum consists of the clarifications and amendments:

1. The proposal deadline has been extended to July 31, 2023, at 2:00 p.m. Central Time. All other terms and conditions remain the same.
2. Attached is a copy of the revised pricing form. Utilize the \$62 Million construction budget to price fees for post pre-construction services. The additional pre-construction work should be priced separately on the line provided on the revised pricing form.
3. Attached is a copy of the powerpoint presentation covered at the meeting and presented to the Board of Trustees
4. Attached is a sample copy of Harper College's General Conditions – AIA Document A201 2007
5. Attached is copy of the Agreement Between Owner and Construction Manager as Contractor
6. All trade packages will be assigned to the Construction Manager after Board approval.

This addendum consists of the following questions received:

1. Sections C.04 and D.18 reference 'Items to be Submitted' and 'Content of Proposals'. Is there a preferred format to follow for ease of your review?
Response: There is no preferred format other than stated in the Request for Proposal
2. The 'Form of Proposal – Pricing' has a line item (line 2) called "Construction, Demolition & Site Restoration Fees". Can you define what is intended for this line, is it the same as line 4 "Construction Managers Fee"?
Response: Please utilize the attached revised pricing proposal.
3. The 'Form of Proposal – Pricing' indicates we should submit all values as dollars. We can base this on a \$62M Project Cost. Do we assume that our fees, insurance and bonds are all included in the \$62M or are they in excess of the \$62M?
Response: All fees following the preconstruction phase will be included in the estimated construction budget of \$62 Million. The preconstruction services are not included in the estimated construction budget.
4. Can you please include a copy of the sign in sheet for the meeting today with the addendum?
Response: The College is not releasing a copy of the sign in sheet at this time.

5. Please confirm what schedule information shall be provided with the RFP response.
- Section B.06.4 requests a “Proposed Delivery Schedule”.
 - Section C.04.2.5 requests an “Implementation Schedule” of the project including all milestones.
 - Section D.14 does a good job laying out the project milestones. Are these the milestones referenced in section C.04.2.5?
 - Section D.10.3 correctly calls for the development of a CPM master schedule immediately upon award, when we could work with project stakeholders to fully understand the needs of this intricate project.
- Response: The selected CM will be required to develop these tasks with the college after the CM selection is finalized.**
6. Please confirm all our Preconstruction, Construction Management Services/Fee (all project phases), Insurance, and Bond costs are part of the “Estimated Construction Budget of \$62,000,000”?
- Response: All fees following the preconstruction phase will be included in the estimated construction budget. The preconstruction services are not included in the estimated construction budget.**
7. Can you please clarify what you are looking for us to include for each of the following lines within the “Form of Proposal – Pricing” form included in the RFP?
- Construction, Demolition, & Site Restoration Fees
 - General Conditions (Site Cost & Staffing)
- Response: Please utilize the attached revised Pricing Proposal form**
8. As a part of our response, shall we include a P&P bond covering the total estimated of the Cost of Work, or only on our CM services portion only?
- Response: No. Performance and Payment bonds will be required when bids are awarded.**
9. Our role as an owner’s rep is to ensure the overall project stays on budget and on schedule. Though we are not currently GCs, my co-founder, XXXX, was recently a part owner of a \$100M firm before we started XXXX. Now we use that knowledge and know-how to manage the GC on behalf of the owner, and it’s been tremendously valuable. Is there an opportunity to work together in this capacity?
- Response: This proposal is for CM services only.**
10. Can a participant of the design team separately serve as part of the CM team as long as there is no overlap or duplication of services?
- Response: Yes.**

Sincerely,
Jewell Jackson
Manager of Purchasing
Purchasing@harpercollege.edu

FORM OF PROPOSAL - PRICING - Revised

Revised Pricing Proposal Sheet	Construction Manager
Pre-Construction Phase	
Construction Managers Fee	\$ -
Construction, Demolition & Site Restoration Phases	
General Conditions (Site Cost & Staffing)	\$ -
Construction Managers Fee	\$ -
Builders Risk Insurance	\$ -
General Liability Insurance	\$ -
Payment & Performance Bonds	\$ -
Other Cost (CM to Specify)	\$ -
Total Fees:	\$ -

Receipt of Addenda: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Respondents Name: _____

Signature: _____



Harper College

Business and Social Sciences Center Palatine, Illinois

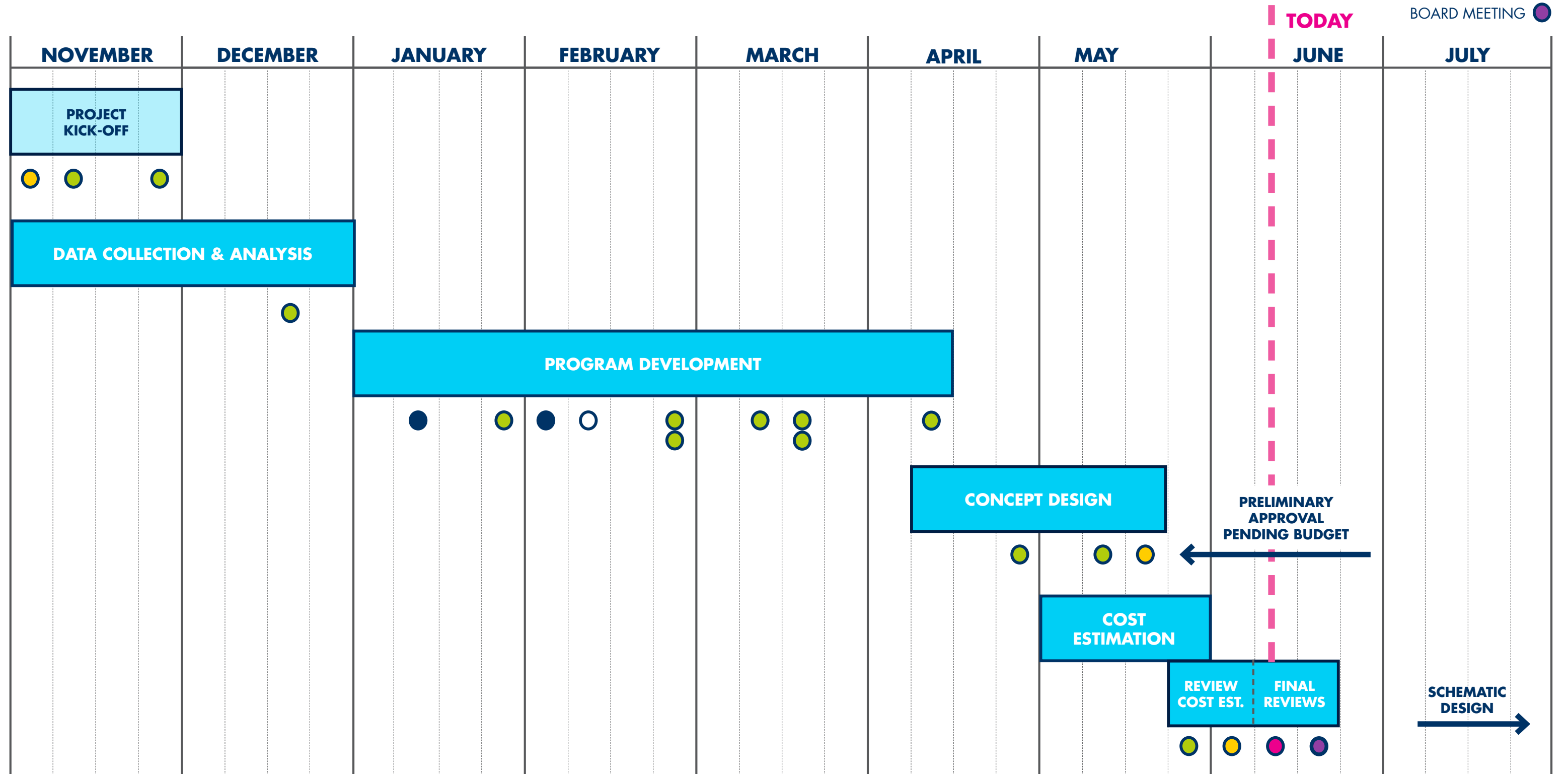
Committee of the Whole Meeting | June 14, 2023

Agenda

1. Project Overview
2. Program Development
3. Site Analysis
4. Concept Design

Project Timeline

- VIRTUAL USER GROUP MEETINGS ○
- TEAM SITE VISIT ●
- CLIENT/SC MEETING ●
- EXECUTIVE CABINET MEETING ●
- COMMITTEE OF THE WHOLE ●
- BOARD MEETING ●



Business & Social Sciences (BSSC) Programs

Existing BSSC Programs

- Accounting
- Business Administration
- Anthropology
- Early Childhood Education
- Economics
- Education
- Geography (drone & GIS)
- History
- Political Science
- Psychology
- Sociology

Additional Programs

- Early Childhood Ed. Lab School
- Fast Track
- Theater
- Drone Lab w outdoor flying space

Potential Programs

- Entrepreneurship and Innovation Center
- Small Business Development Center

Project Goals

“Big Picture”

- Create a welcoming hub for children, adults, students, faculty, and the Harper community
- Foster connectivity, innovation, and collaboration across the diverse programs of the BSSC community and the neighboring programs of Harper College
- Promote the adaptability and flexibility of teaching & learning spaces as the BSSC programs continue to evolve
- Create an environment where faculty, staff, and students feel safe

Program Needs

- Flexible, state-of-the-art classrooms and labs that allow for interdisciplinary learning
- Breakout space for small or virtual meetings & quiet study
- Private faculty offices, shared office amenities
- Expanded teaching and support childcare spaces

Facility Needs

- Innovative and adaptable technology in teaching & learning spaces
- Ample natural light & connection to outdoors
- Intuitive circulation
- Modern & sustainable material choices with high-performing sound insulation
- Physically connect to Building H and the Avante Center
- An accessible, southeast entryway to the Harper Quad

PROGRAM DEVELOPMENT

Existing

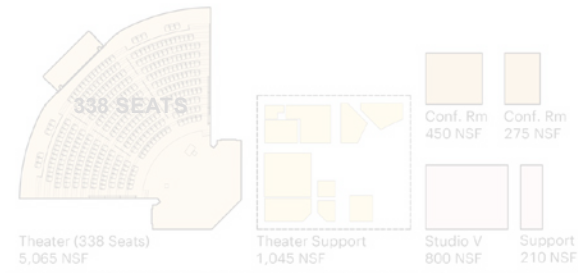
"Budget"

Need

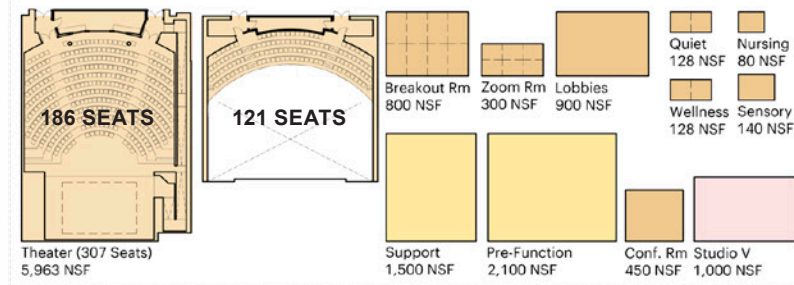
Want

Nice

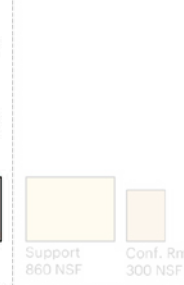
COMMON SPACES - 7,845 NSF



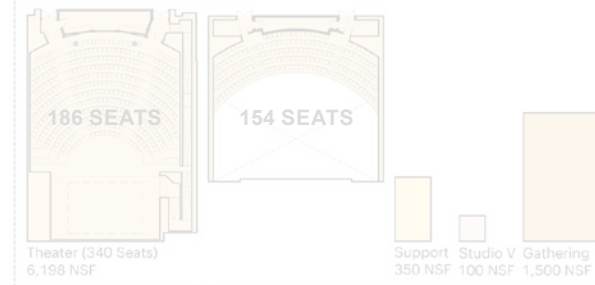
COMMON SPACES - 13,489 NSF



COMMON - 1,100 NSF



COMMON SPACES - 2,185 NSF

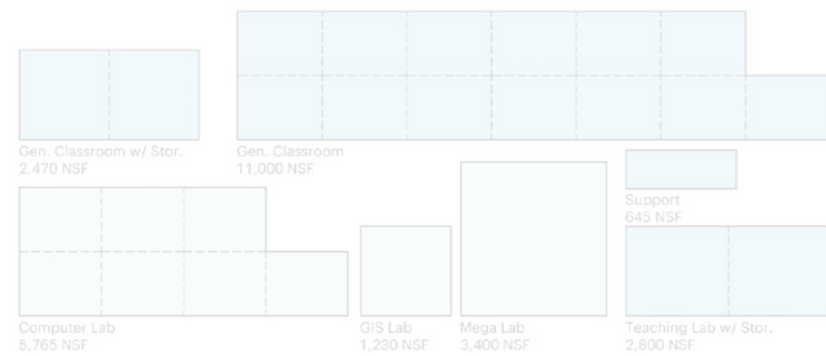


COMMON SPACES - 490 NSF



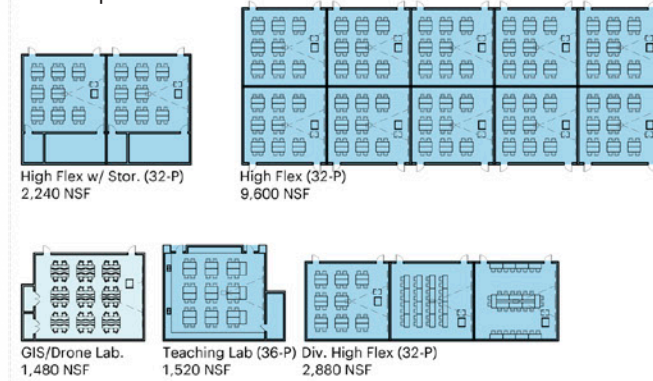
TEACHING SPACE - 24,830 NSF

9 Labs | 17 Classrooms



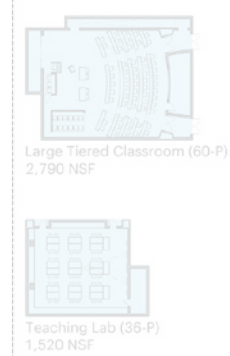
TEACHING SPACE - 17,720 NSF

1 Lab | 16 Classrooms



TEACHING - 4,310 NSF

0 Labs | 2 Classrooms

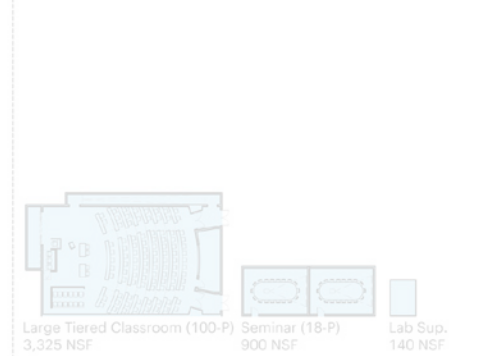


TEACHING SPACE

0 Labs | 0 Classrooms

TEACHING SPACE - 1,575 NSF

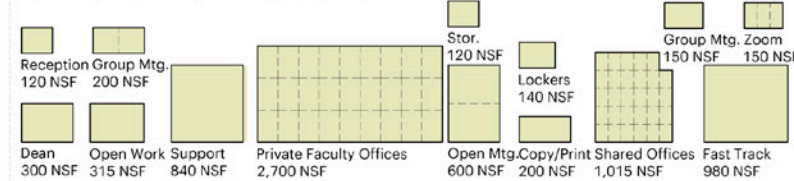
0 Labs | 3 Classrooms



OFFICE SPACE - 10,400 NSF



OFFICE SPACE - 7,830 NSF



OFFICE SPACE

OFFICE SPACE - 720 NSF



OFFICE SPACE

CHILDHOOD EDUCATION - 4,790 NSF



CHILDHOOD EDUCATION - 6,095 NSF

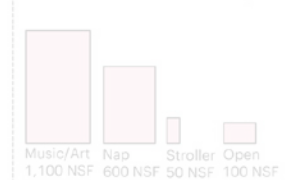


CHILDHOOD ED.

CHILDHOOD EDUCATION - 2,260 NSF



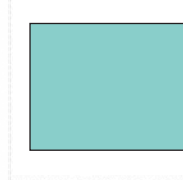
CHILDHOOD - 1,850 NSF



POTENTIAL PROGRAMS - 3,000 NSF



POTENTIAL PROGRAMS - 2,085 NSF



POTENTIAL PROGRAMS - 2,385 NSF



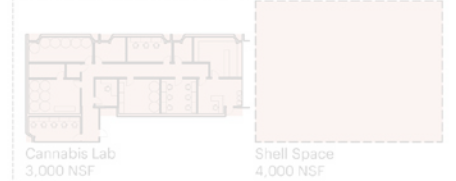
POTENTIAL PROGRAMS - 4,487 NSF



NEW PROGRAM - 12,390 NSF



NEW PROGRAM - 7,000 NSF



Early Concept Sketches

MASTER PLAN



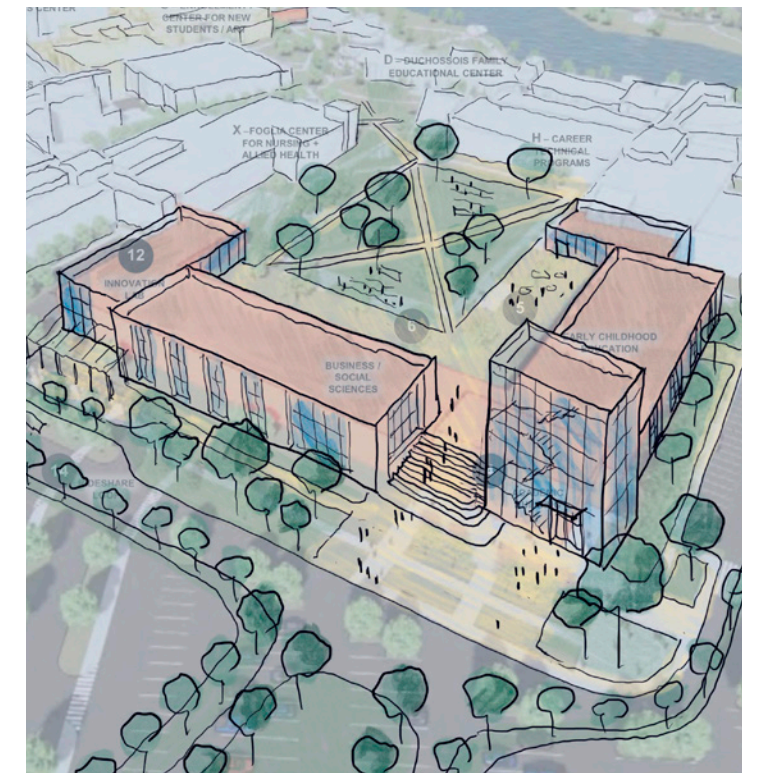
OPTION 1



OPTION 2



OPTION 3

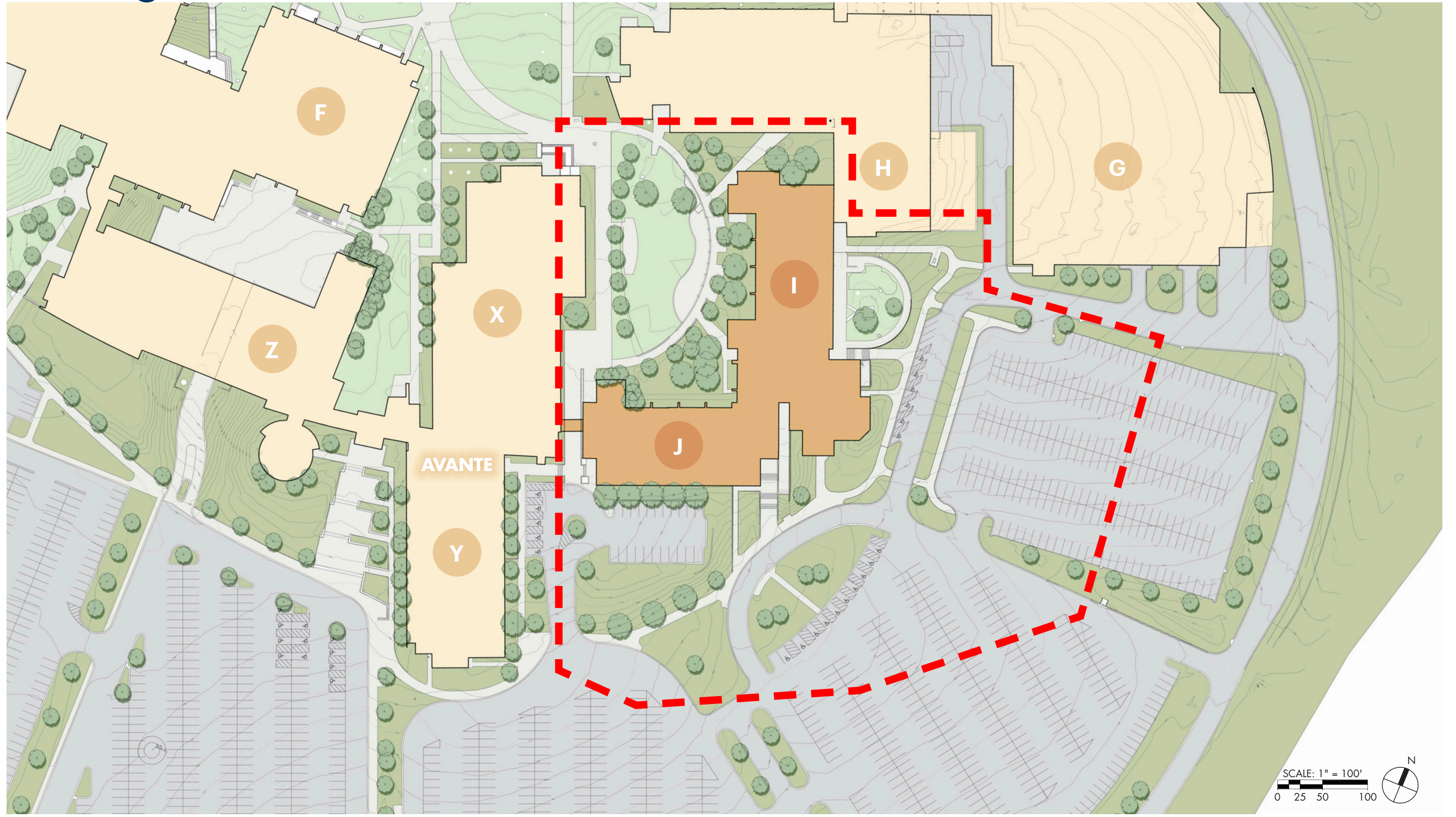


Preferred Concept Design Direction

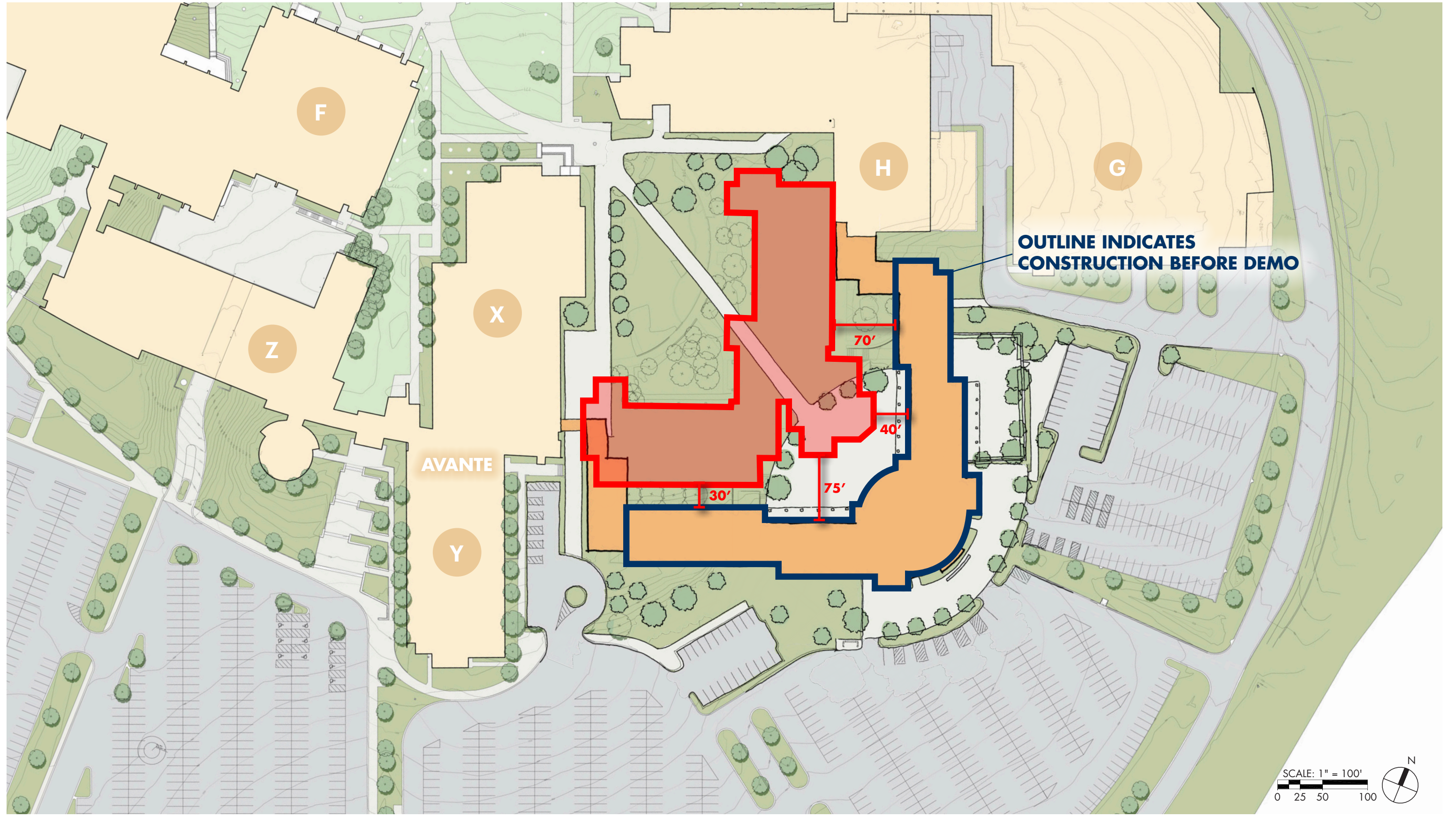


SITE ANALYSIS

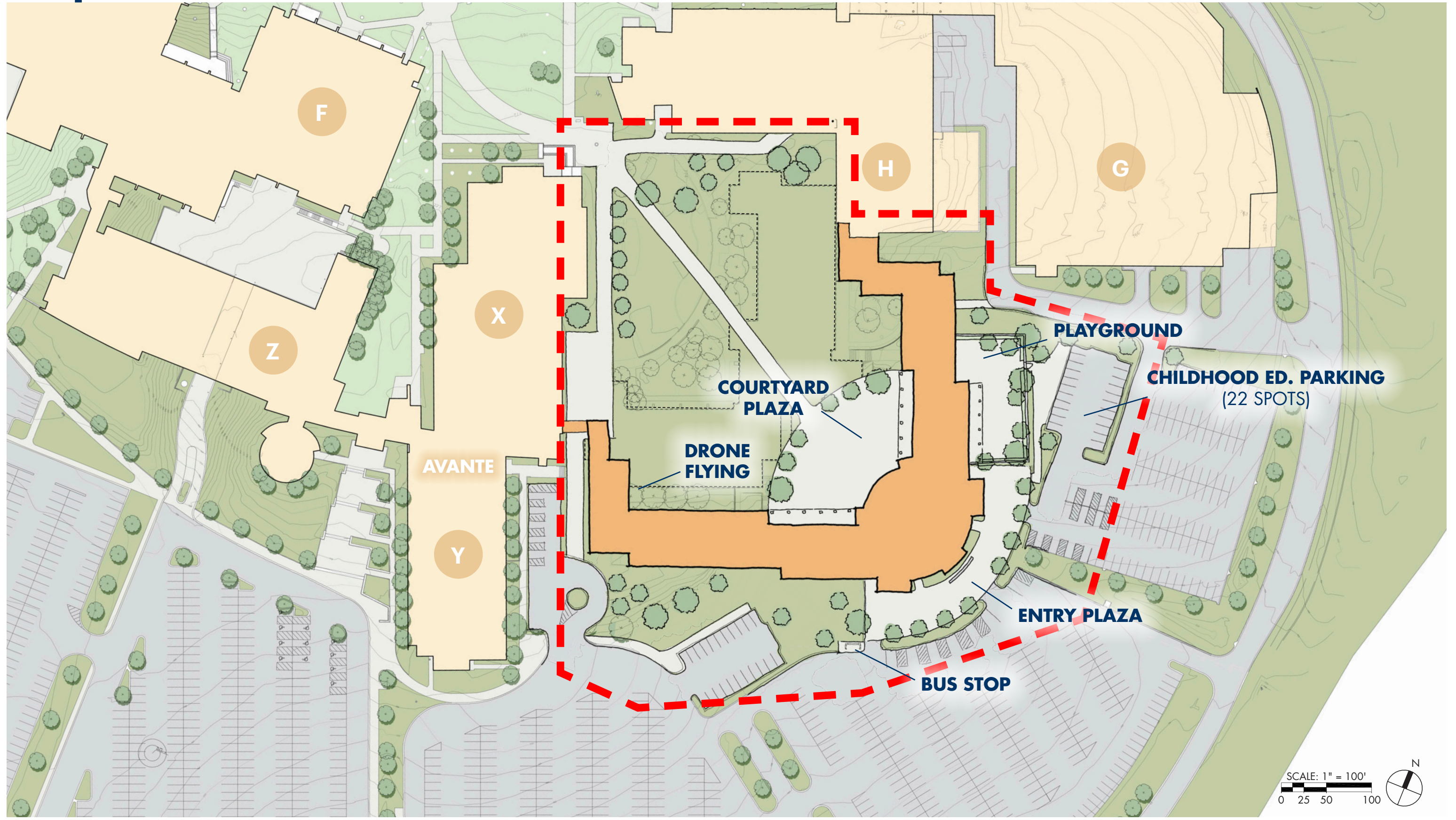
Existing Site Plan



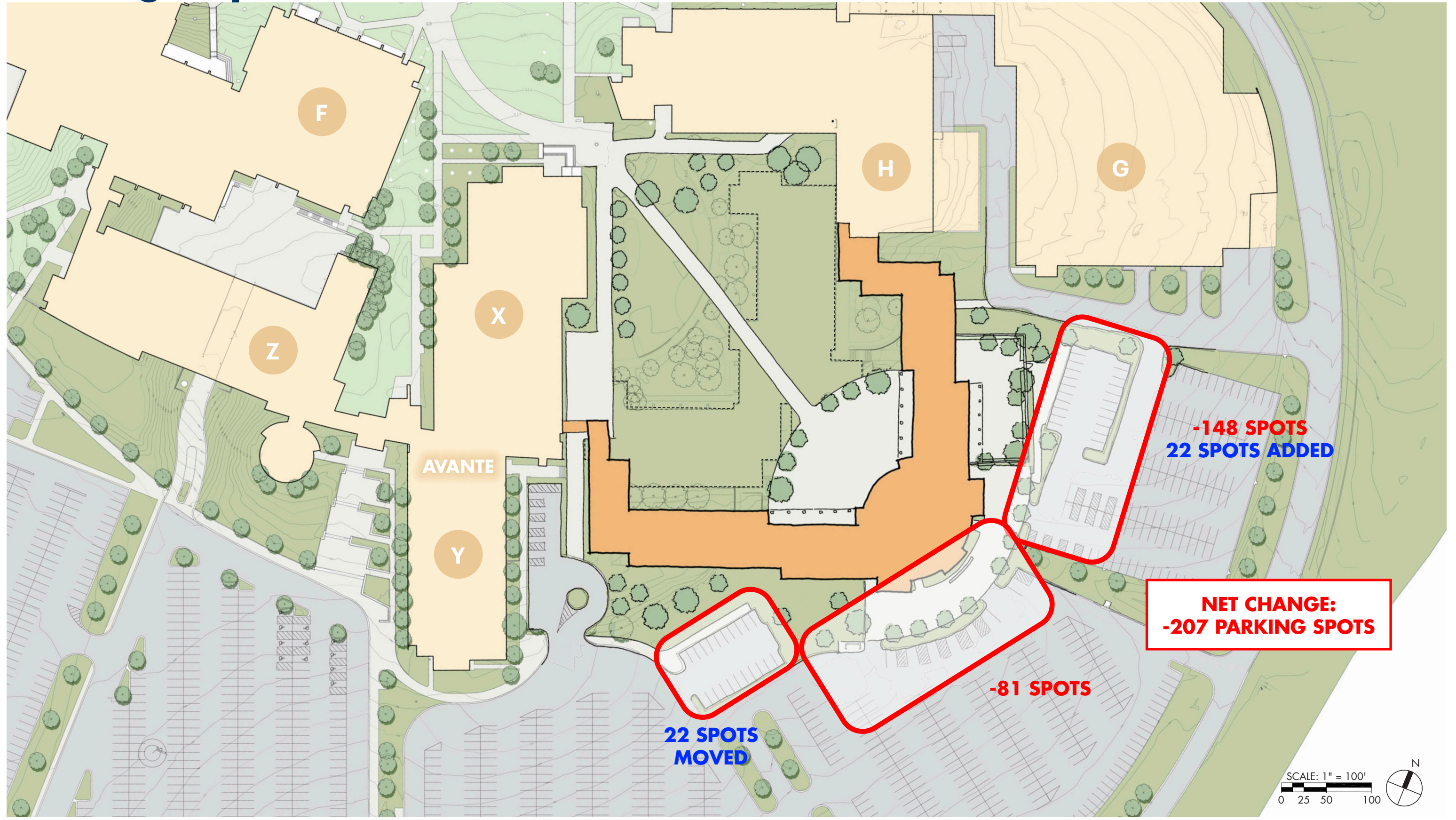
Phased Demolition



Proposed Site Plan



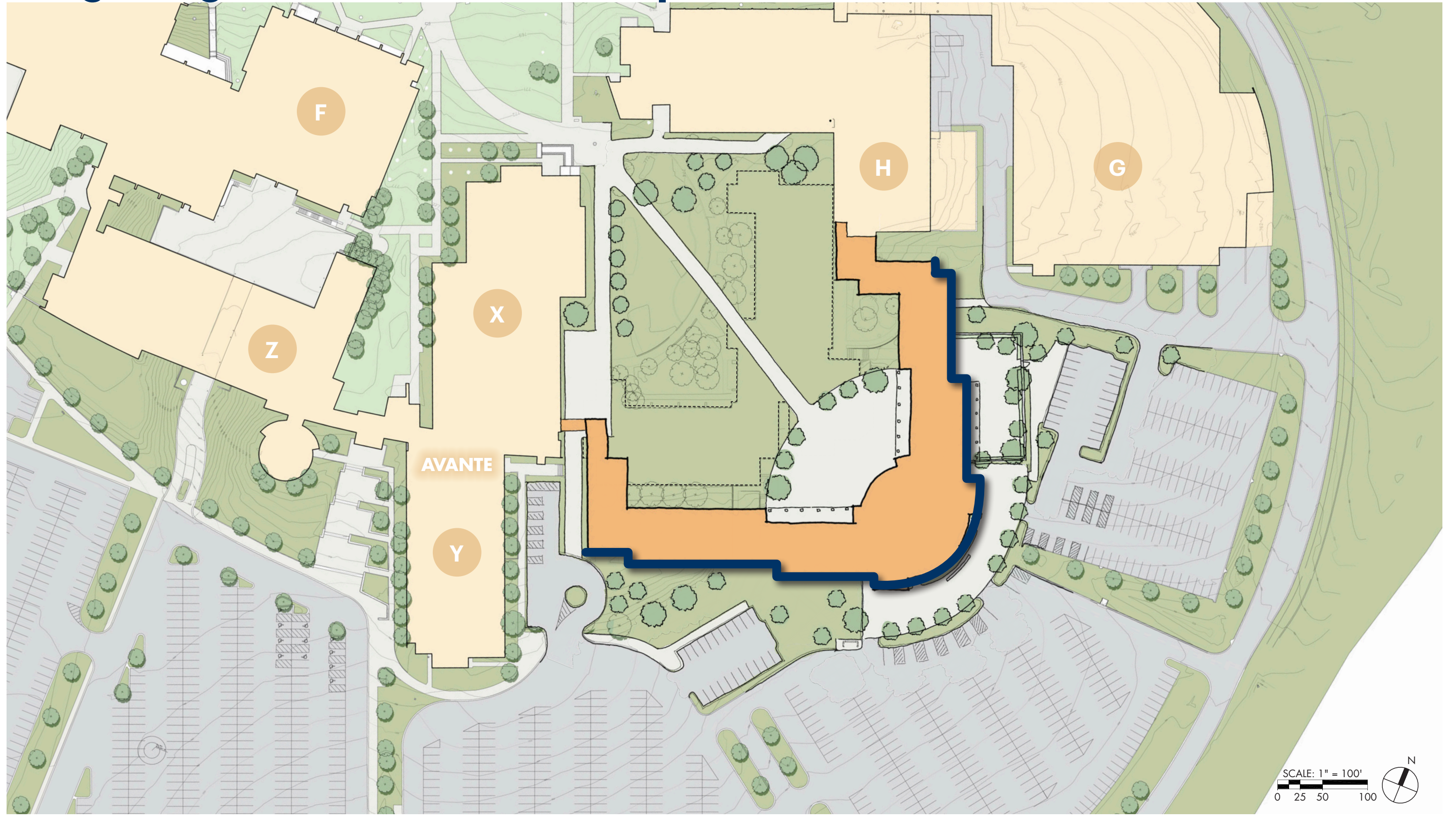
Parking Adjustments



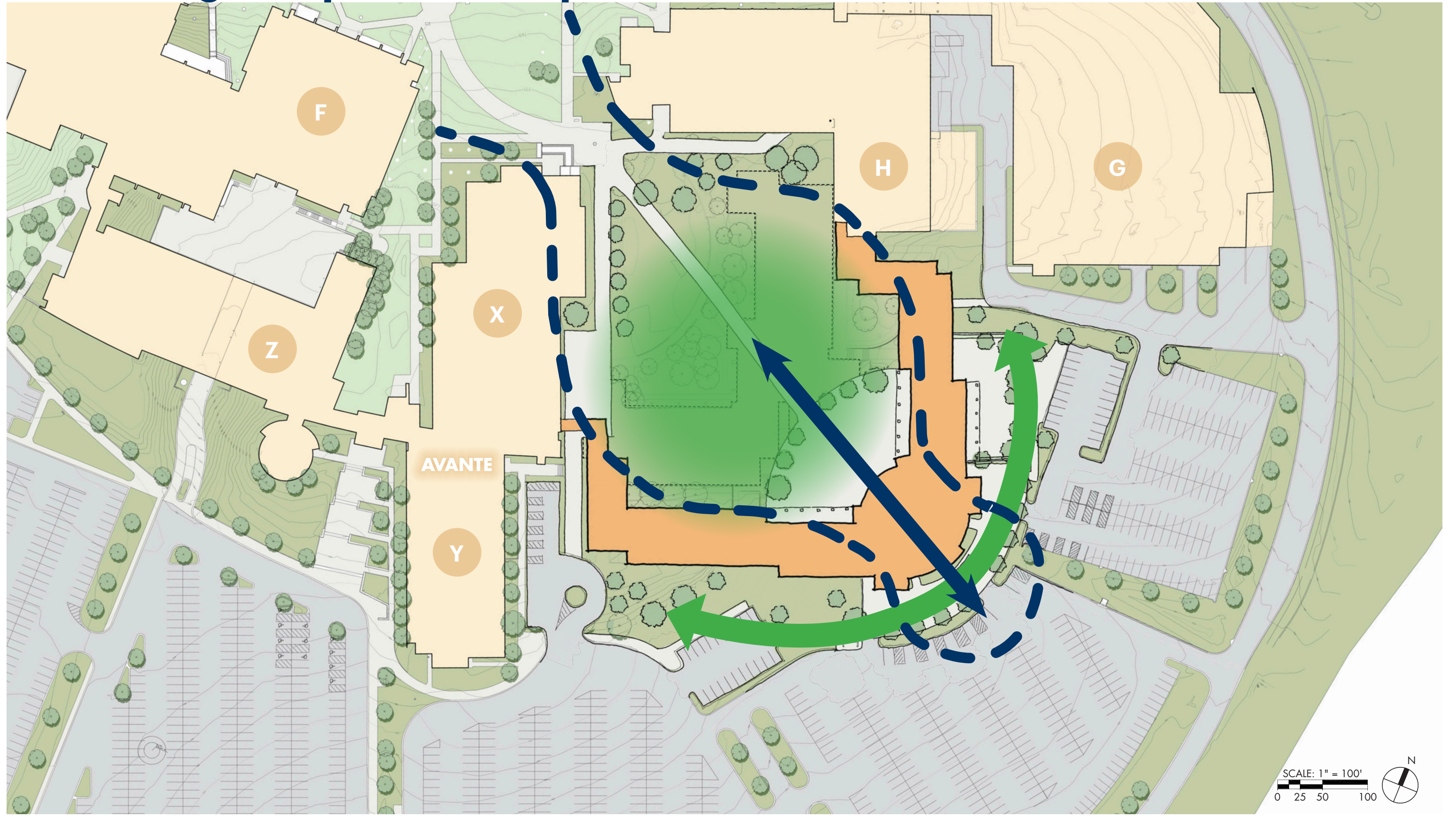
A New East Campus Entrance



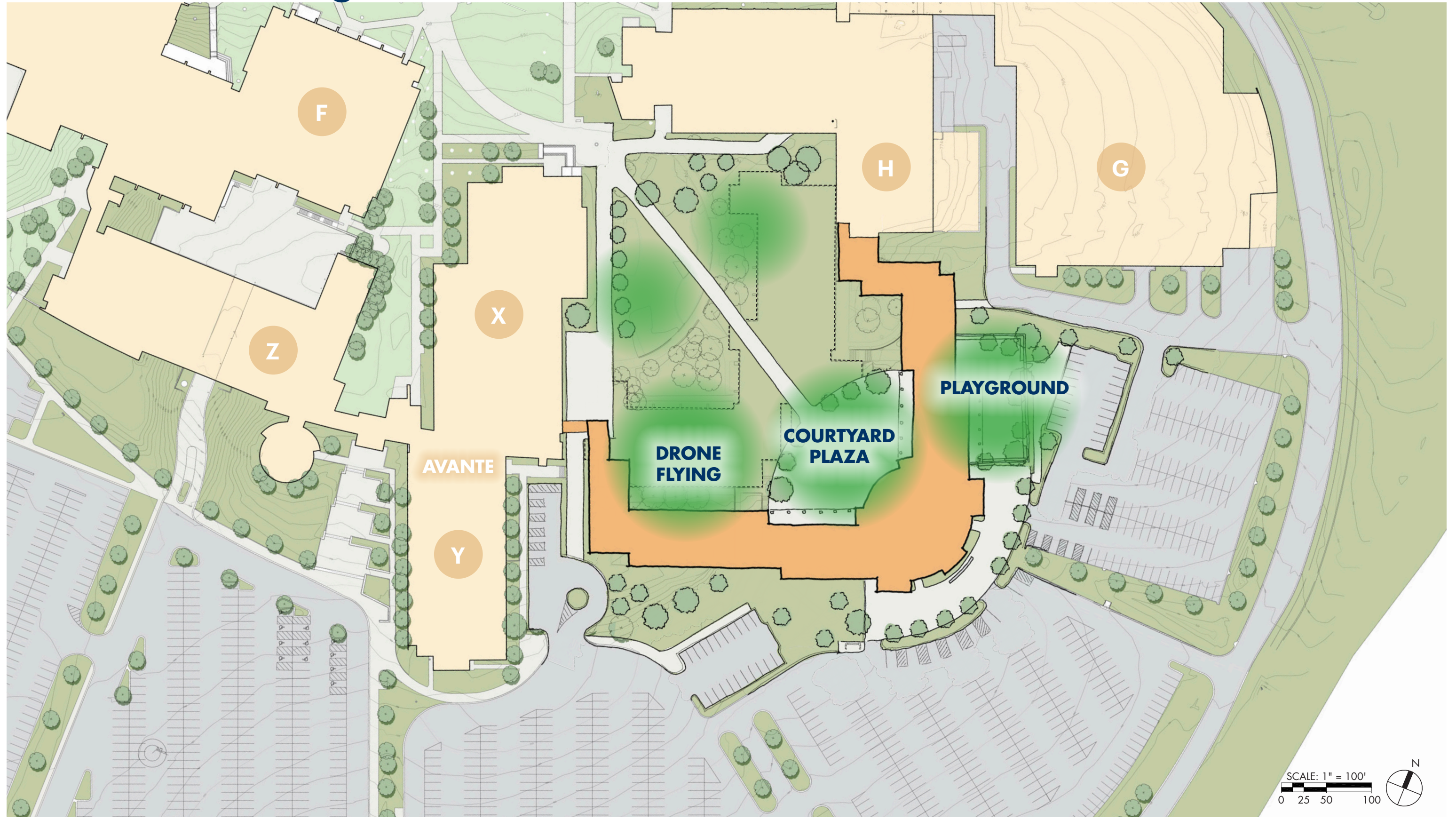
Integrating Facade with Site's Slope



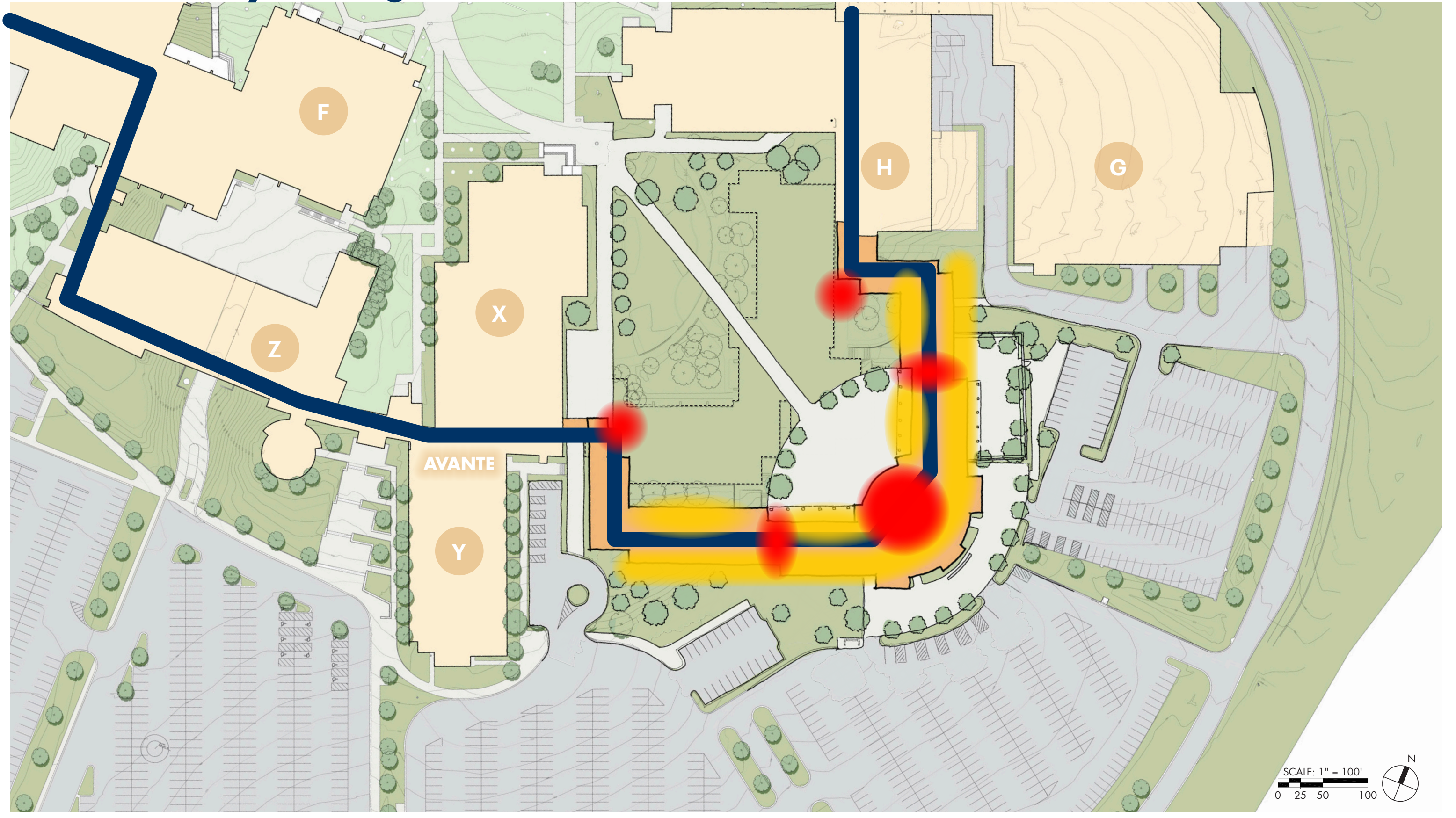
Connecting Campus Green Space



Outdoor Learning



Intuitive Wayfinding



CONCEPT DESIGN

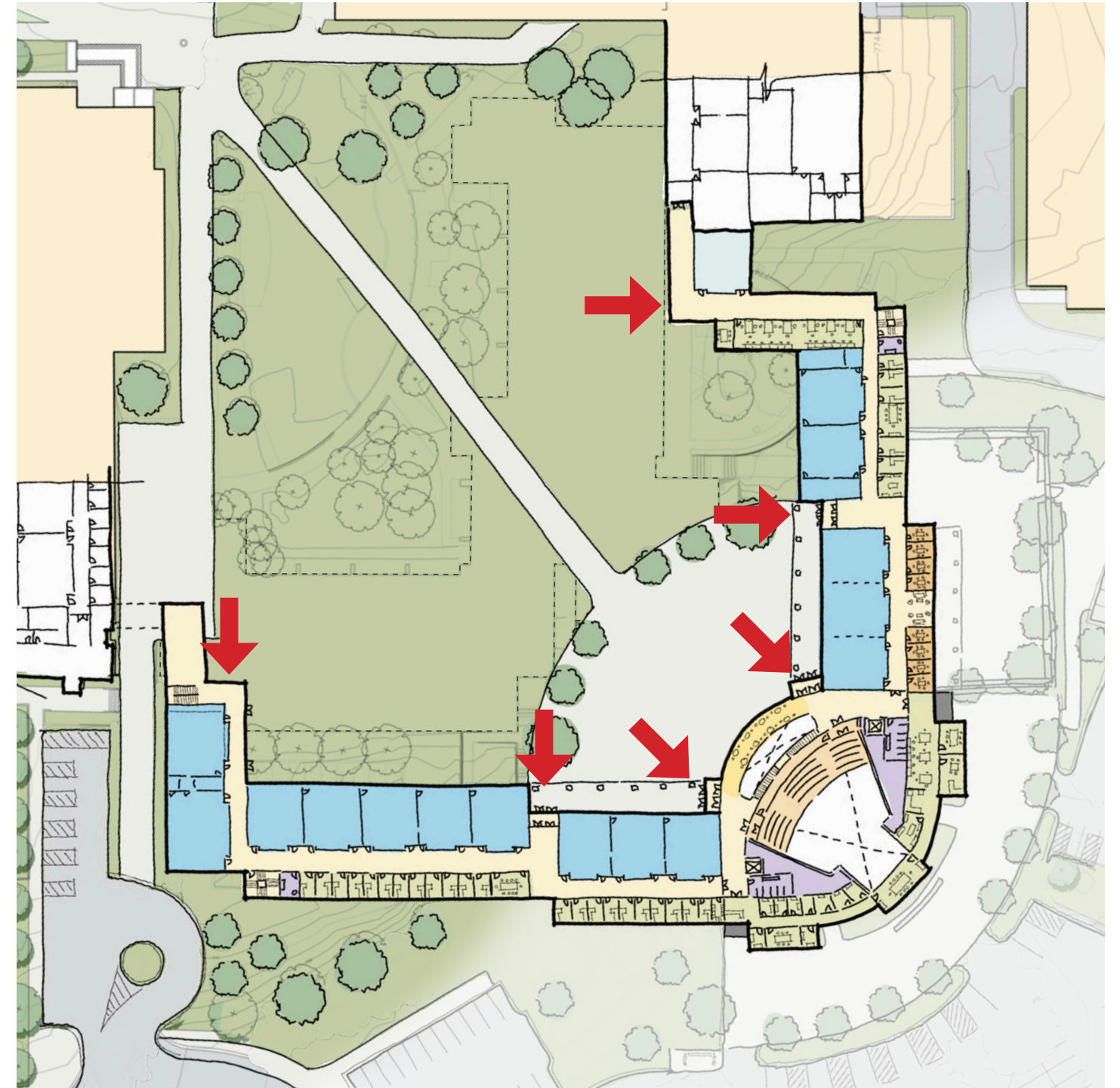
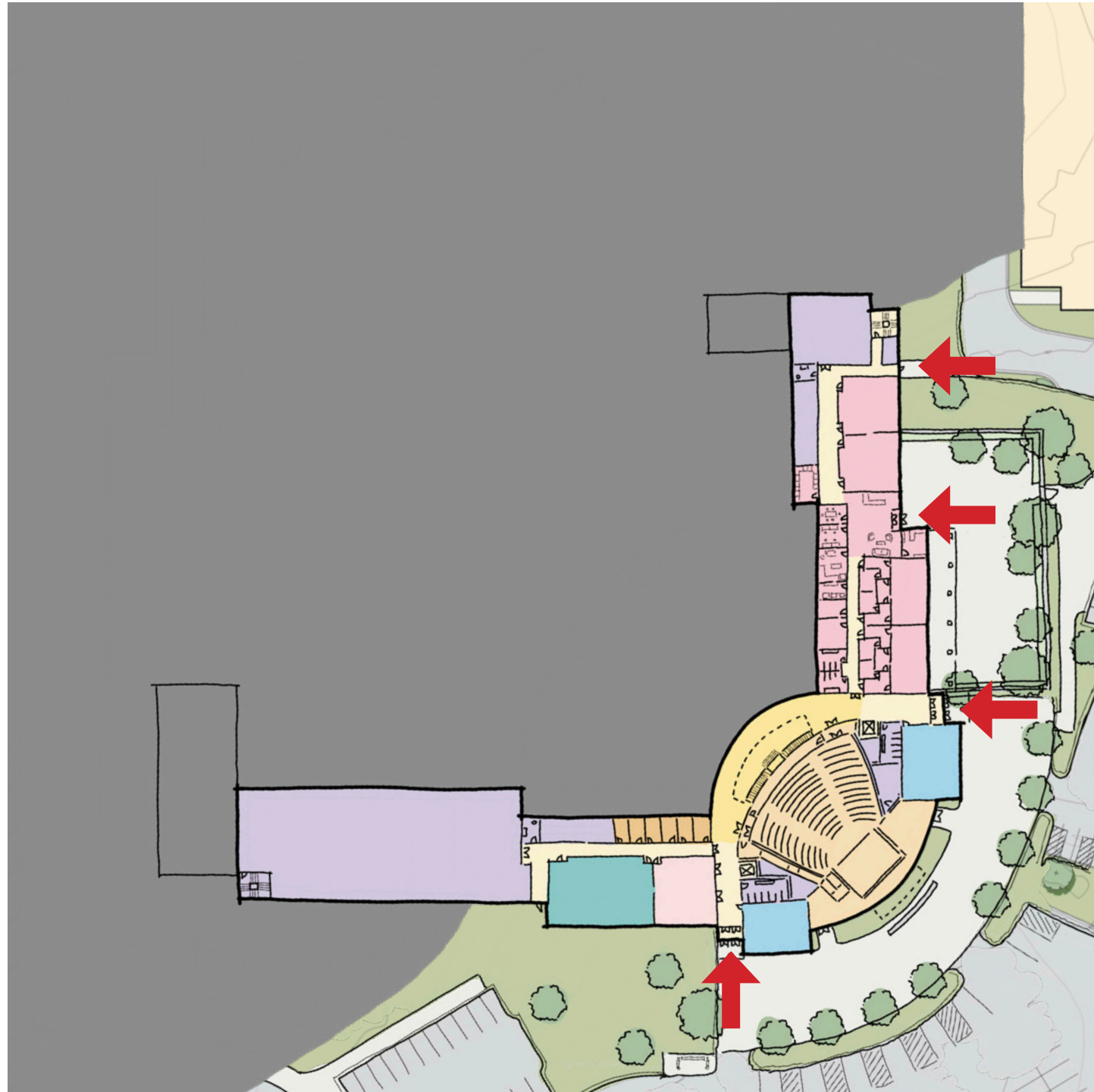
Concept Floor Plans

Current Scheme = ~90,000 GSF
 Target = ~85,500 GSF

- Classrooms
- Offices
- Collaboration
- Theater
- Pre-Function
- Childhood Ed.
- Studio V
- Makerspace
- Circulation
- Mech./Service

PARKING LEVEL

COURTYARD LEVEL



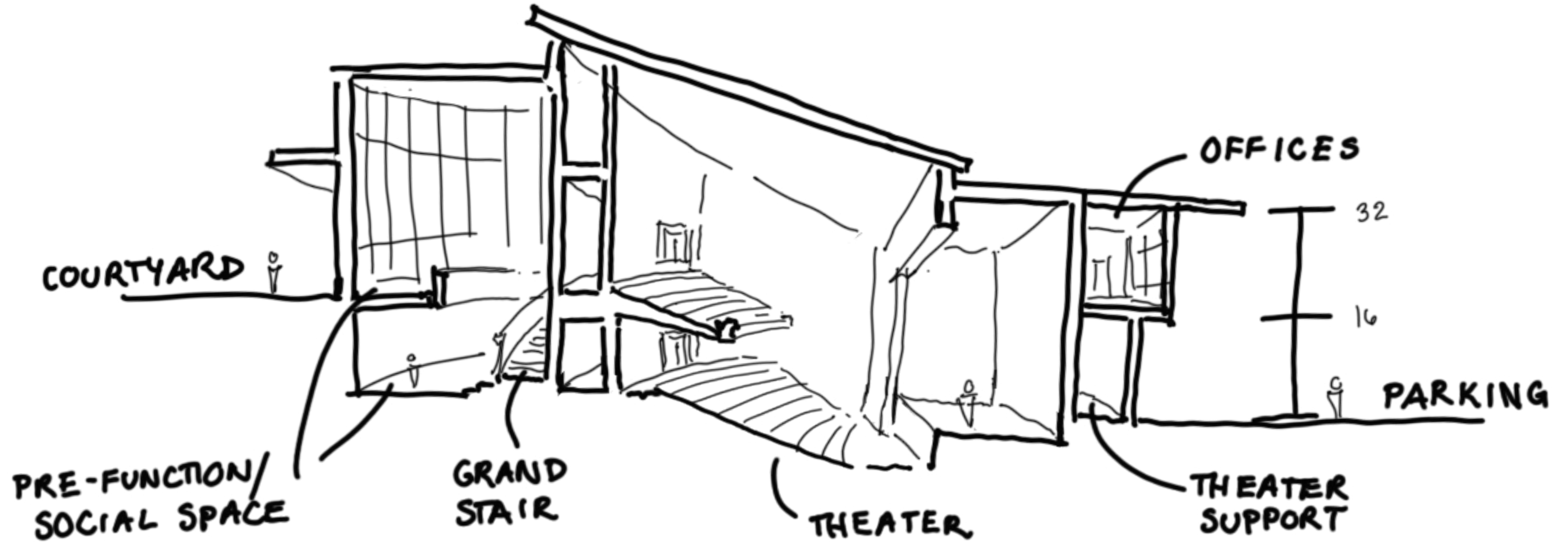
~42,000 SF

~48,000 SF

SCALE: NTS
 0 16 32 64



Section Sketch



View From Southeast



View From Northwest





WILLIAM RAINEY HARPER COLLEGE NO. 512

**AGREEMENT BETWEEN OWNER AND
CONSTRUCTION MANAGER AS CONTRACTOR**

Project Information	
The Project: [Insert name of project, address of work, building names and numbers, and Q number.]	
The College: The Board of Trustees of William Rainey Harper College No. 512	The Construction Manager: [Insert full legal name.]
The College's Representative: Stephen Petersen, Campus Architect 847-925-6255, speterse@harpercollege.edu	The Construction Manager's Representative: [Insert name, phone, email.]

This Professional Services Agreement for Construction Management Services (the “Agreement”) is executed on the date last written below (the “Effective Date”). This Agreement applies to all Project-related Services provided by Construction Manager before, on, and after the Effective Date. The College and the Construction Manager agree as follows:

1. **General Definitions.**

1.1. “Agreement” means the Construction Management Agreement for the Project, as executed by the Parties.

1.2. “Architect/Engineer” means the person or entity identified in the Project Information section of the Agreement, and includes but is not limited to the Architect/Engineer’s employees, agents, representatives, subcontractors, consultants, and subconsultants, and any other entity or individual that has contracted with Architect/Engineer in connection with the Project. Although the term Architect/Engineer is used herein, the person or entity identified as the Architect/Engineer may be providing architectural, engineering, and/or land surveying services, as defined in the Scope of Services. The Architect/Engineer has executed a separate written agreement with the College (the “Design Agreement”), and the Construction Manager is not a party to or a third party beneficiary of that agreement.

1.3. “Change Directive” means modification to the Construction Documents as directed by the College, where the resulting change to the contract sum and/or contract time, as specified in the Construction Contract, has not yet been agreed to and reduced to a written agreement executed by and between the College and the Contractor.

1.4. “Change Order” means modification to the Construction Documents and to the contract sum and/or contract time specified in the Construction Contract, as reflected in a written agreement executed by and between the College and the Contractor.

1.5. “College” means the Board of Trustees of William Rainey Harper College No. 512.

1.6. “Compensation” means the Professional Fees, General Conditions and Reimbursable Expenses to be paid by the College to the Construction Manager for the timely and proper execution of Services. Compensation is specified in this Agreement.

1.7. “Construction Documents” means the drawings, specifications, instructions to bidders, and other terms, conditions and requirements as developed and prepared by the Architect/Engineer and/or the Construction Manager, together with the general conditions for construction as provided by the College, all of which have been completed and are in a condition ready for publication and competitive bidding or proposals. Construction Documents are subject to modification by Change Orders and Change Directives, if any.

1.8. “Contractor” means the “Construction Manager” identified in the Project Information section of the Agreement.

1.9. “Cost of the Work” means the aggregate cost of all labor, materials and equipment as reflected in the bid(s) awarded to a single prime contractor or multiple prime contractors, and the Cost of the Work does not include any compensation, payments or other reimbursements to the Construction Manager.

1.10. “Day” or “Days” means a calendar day or a period of days, as applicable, without regard to weekends or holidays.

1.11. “Estimated Cost of the Work” means the Cost of the Work as estimated and contained in a cost estimate prepared by the Construction Manager.

1.12. “Parties” means the College and the Construction Manager.

1.13. “Party Representatives” means the College’s and Construction Manager’s respective representatives identified in the Project Information Section of the Agreement. The Parties may change their respective Party Representative upon prior written notice of such change to the other Party’s Representative, provided that the other Party accepts such change. Such acceptance shall not be unreasonably withheld. Any substitution of Construction Manager’s Party Representative must be with a person who has professional experience equal to or greater than Construction Manager’s current Party Representative.

1.14. “Professional Fee” means the fee specified in the Agreement and payable by the College to the Construction Manager for the performance of Services. The Professional Fee may be a lump sum or a percentage of the Cost of the Work. Unless separately itemized in the Agreement, the Professional Fee includes all fixed and variable expenses that Construction Manager may seek to allocate to the Project and charge to the College. If such fixed and/or variable expenses are itemized separately in this Agreement, they shall be known as “General Conditions,” and such General Conditions be itemized and totaled in this Agreement or an exhibit to the Agreement, and such total charges to the College shall not be exceeded except upon written pre-authorization by the College.

1.15. “Project” means the construction project identified in the Project Information section of the Agreement.

1.16. “Reimbursable Expenses” means the actual cost to the Construction Manager of the items identified below as Reimbursable Expenses.

1.17. “Services” means all professional services, administrative services, reports, estimates, documents, instruments, and deliverables to be provided by Construction Manger under this Agreement.

1.18. “Substantial Completion” means the date on which the Work is completed to the point that the College can lawfully occupy the Project for its intended purpose, and the only Work then remaining consists of minor cosmetic items that can be completed without interruption of the College’s use of the Project. The scheduled date of Substantial Completion may or may not be ascertained as of the Effective Date of the Agreement. The scheduled date of Substantial Completion shall be reflected in the Construction Documents. The actual date of Substantial Completion shall be determined by the College.

1.19. “Work” means all labor, materials, services and equipment required to be provided by the Contractor, and all duties required to be performed by the Construction Manager as Contractor, as provided in the Construction Documents.

1.20. All other capitalized terms are defined below.

2. **Construction Manager’s Obligations.**

2.1. **General Obligations.** The Construction Manager shall furnish efficient preconstruction services, construction administration services, construction management services, and construction supervision and superintendence, and an adequate supply of workers, materials, and equipment to timely complete the Project. All Services shall be performed in accordance with this Agreement.

2.2. **Fiduciary Responsibility.** The Construction Manager has been engaged to provide professional construction management services because of its character, expertise, experience, education, depth of experienced personnel, and qualifications in dealing with projects of similar scope, complexity, and magnitude. The Construction Manager acknowledges that this Agreement places it in a position of trust and confidence with respect to its client, the College. With respect to all communications and transactions with the College under this Agreement, the Construction Manager has an obligation of good faith and fair dealing. In performing all obligations under this Agreement, the Construction Manager agrees to put the College’s interests above all interests of the Construction Manager and other third parties. The Construction Manager shall not engage in any activity, provide any services, or enter into any contract that may reasonably appear to conflict with the Construction Manager’s duties to the College or with the Construction Manager’s professional judgment concerning the Project. The Construction Manager and its employees are independent contractors with respect to the College.

2.3. **Standard of Care.** Construction Manager shall perform its Services in a timely and professional manner, and in accordance with the standard of care applicable to construction managers performing similar services for projects of like size and kind (the “Standard of Care”). Construction Manager’s Services and all deliverables furnished under the Agreement shall comply with all applicable laws, statutes, codes, ordinances, orders, rules and regulations of the governmental authority or authorities having jurisdiction over the Project, subject to the Standard of Care. The Construction Manager shall perform its services as expeditiously as is consistent with the standard of care applicable to its Services.

2.4. **Preconstruction Phase.** The Construction Manager shall coordinate and collaborate with the Architect/Engineer throughout the Schematic Design, Design Development, Construction Documents, and Bidding Phases (collectively the “Preconstruction Phase”). The Construction Manager shall evaluate any programming information provided by the College, along with preliminary scheduling and budgetary requirements. The Construction Manager shall advise the College and the Architect/Engineer regarding all anticipated components of the Project including labor, materials, equipment, constructability, coordination of trades, long lead time and other procurement concerns, logistics and site delivery, site access and storage, alternative designs, value engineering, and all available options for reducing cost and increasing value for the College in connection with the Project.

2.4.1. **Preliminary Project Schedule.** As soon as practicable, the Construction Manager shall, in consultation with the Architect/Engineer, prepare and submit for the College’s approval a preliminary schedule for the performance of the Architect/Engineer’s services and the Construction Manager’s Services, including a schedule for the Design Phase and Construction Phase of the Project, with a proposed date of Substantial Completion. The Design Phase includes, and the schedule shall reflect, sub-phases including Schematic Design, Design Development, Construction Documents, and Bidding (collectively the “Design Phase”). The schedule shall take into account the Architect/Engineer’s contractual obligations under the Design Agreement; the Design Phase; the College’s approvals during the Design Phase; the work of any consultants or other third parties during the Design Phase; any applicable statutory bidding requirements; the College’s process for board approval and award of contracts, permitting, and other government-related approvals; and the expected duration of the Project through the Construction Phase. The schedule shall be consistent with the critical path method. Upon the College’s approval of the preliminary schedule, the Programming Phase shall end and the Design Phase shall commence.

2.4.2. **Design Phases.** The Construction Manager shall support and assist the Architect/Engineer in the Architect/Engineer’s performance of its Design Phase services under the Design Agreement. The Construction Manager shall be responsible to prepare, furnish and update all Estimates of the Cost of the Work as provided in the Design Agreement and within the time limits established by the Design Agreement, and the Architect/Engineer is hereby relieved of such responsibility.

2.4.3. **Pre-Bid Cost Estimate.** Upon the College’s approval of the Construction Documents as provided in the Design Agreement, the Construction Manager shall prepare and present to the College an updated Estimated Cost of the Work, which shall organize the Work by trade contract and itemize each component of labor, materials and equipment included in the Work or which may be included in the Work, including alternates (the “Pre-Bid Cost Estimate”). If the Pre-Bid Cost Estimate exceeds the College’s budget, the College may require the Architect/ Engineer to revise the Construction Documents and require the Construction Manager to recalculate the Pre-Bid Cost Estimate to meet the College’s budget, all at no additional cost to the College. Upon the College’s approval of the Pre-Bid Cost Estimate, as may be revised, the Construction Documents Phase shall end and the Bidding Phase shall commence.

2.4.4. **Permits, Licenses and Governmental Approvals.** The Construction Manager shall obtain all building permits, special permits, and licenses necessary to carry out and complete the Work, except for permits required to be obtained directly by the various Subcontractors as provided in the Construction Documents. The Construction Manager shall verify that the College has paid all applicable fees. The Construction Manager shall assist the College and Architect/Engineer in connection with the College’s responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the Project.

2.4.5. **Bidding Phase.** The Construction Manager shall assist the College and the Architect/Engineer in letting the Project for public bidding or in obtaining proposals. The College has sole discretion to determine the procurement process, consistent with applicable law and the College’s

policies and procedures. The Construction Manager shall receive from the College the general conditions to be included in the Construction Documents. The Construction Manager shall receive from the Architect/Engineer, reproduce, and circulate the Construction Documents to all interested parties. The Construction Manager shall generate interest in the Project among contractors, subcontractors, and suppliers; attend and together with the Architect/Engineer preside over pre-bid meetings as may be scheduled in the Construction Documents; prepare and circulate addenda and answer questions from interested parties; assist the College in conducting the bid opening and in receiving proposals; tabulate and summarize the contents of all bid submittals; assist the College in evaluating bids and proposals; assist the College in determining the lowest responsible bidder and in selecting proposals; correspond with all interested parties concerning the procurement and selection process; recommend to the College the lowest responsive and responsible bidder(s) for award of contract(s); and provide all other customary construction management services necessary for the College to enter into a contract with the Contractor(s). If the Construction Manager has a reasonable objection to any Subcontractor identified as the lowest responsive bidder, it shall be the burden of the Construction Manager to present demonstrative evidence to the College that the bidder is not responsible, and to present such evidence in a timely manner and before bid award such that the College suffers no detriment in procuring another Subcontractor if necessary. The Construction Manager shall not perform any Work with its own forces, and prior to bid award, shall disclose to the College any interest in, ownership of, or relationship with any bidder. Upon the College's award of bids, the Bidding Phase shall end and the Construction Phase shall commence.

2.4.5.1. **Rejection and Rebidding.** If the lowest responsible bid exceeds the Pre-Bid Cost Estimate, or if there are multiple bid packages and the Pre-Bid Cost Estimate for one or more bid packages exceeds the related lowest responsible bid(s), the College may, in its sole discretion, reject bids and direct the Architect/ Engineer to revise the Construction Documents, direct the Construction Manager to recalculate the Pre-Bid Cost Estimate, and require the Construction Manager to assist the College with rebidding the Project, all at no additional cost to the College.

2.4.5.2. **Award and Assignment of Bids.** The College is required to procure the Work through public bidding and award the contract(s) for the Work to the lowest responsive and responsible bidder. When the lowest responsive and responsible multiple prime trade bidders (hereinafter referred to as "Subcontractor" or "Subcontractors") are identified, Owner shall automatically assign those trade contracts (the "Subcontract" or "Subcontracts") to Construction Manager. Upon such assignment, Construction Manager shall retain the title of Construction Manager but shall also be designated as the "Contractor" in the Construction Documents, and shall have all obligations of the Contractor as provided in the Construction Documents.

2.4.5.3. **The Subcontracts.** The Construction Manager shall cause the Construction Documents' instructions to bidders and the Subcontracts to incorporate substantially the following provision:

"This contract has been awarded by the College after advertisement for bids. Upon award of the contract by the College, the College shall be deemed to have assigned its rights in this contract to the College's Construction Manager, [INSERT FULL LEGAL NAME OF CONSTRUCTION MANAGER], which is identified herein as the Contractor. By submitting its bid, the bidder shall be deemed to have consented to the aforesaid assignment, and to have agreed to become an assigned Subcontractor to the Contractor. Upon such assignment, the Subcontractor shall become a subcontractor of the Contractor as provided in this subcontract, and, except as identified within this subcontract and as provided by law, Subcontractor will no longer have any contractual rights against the College, and shall have contractual privity only with the Contractor."

2.5. **Construction Phase.** The Construction Phase shall commence upon the College's award of bids. The Construction Manager as Contractor shall perform all duties required of the Contractor under the Construction Documents, and specifically as provided in the general conditions contained in the Construction Documents, which may be reflected in AIA Document A201 General Conditions of the Contract for Construction as modified by the College, or in another set of general conditions furnished by the College. In addition to the duties of the Contractor, the Construction Manager shall have the following duties during the Construction Phase:

2.5.1. **Coordination and Cooperation with Architect/Engineer.** In collaboration with the Architect/Engineer, the Construction Manager shall establish and implement procedures for expediting the processing and approval of shop drawings and submittals for all components of the Work as specified in the Construction Documents. The Construction Manager shall review all shop drawings and other submittals from the Subcontractors for apparent compliance with Subcontract requirements. The Construction Manager shall transmit to the Architect/Engineer those submittals which have been reviewed by the Construction Manager. The Construction Manager's actions shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the College or Subcontractors. The Construction Manager shall receive and process all other submittals required by the Construction Documents, including certified payrolls, work plans, safety plans, periodic schedule updates, and the like. The Construction Manager shall create and maintain a log of all shop drawings and submittals showing, at a minimum, the dates of submittal, review, and return, disposition, and description.

2.5.2. **Professional Staffing and Party Representative.** Construction Manager shall adequately staff the Project. At all times during the Construction Phase, Construction Manager shall maintain one competent, full-time superintendent at the Project site to supervise the Work and coordinate the progress of the Subcontractors. If any such individual is no longer employed on the Project pursuant to this paragraph, Construction Manager shall propose to the College the names of other individuals as substitutes. No person shall be employed on the Project if the College has a reasonable objection. If the College notifies Construction Manager that it has reasonable objection to any such individual, Construction Manager shall remove such person from the Project and propose substitutes to the College for the College's approval.

2.5.3. **Payment and Performance Bonds.** Construction Manager as the Contractor shall furnish to the College as obligee payment and performance bonds in the amount of the Cost of the Work and in accordance with any further requirements of the Construction Documents.

2.5.4. **Insurance.** Construction Manager shall procure and maintain insurance as required by the Construction Documents.

2.5.5. **Site Safety.** Construction Manager shall hold regular safety meetings at the site at least weekly with all Subcontractors and where appropriate, with their sub-subcontractors and suppliers. Construction Manager shall maintain all required safety records and logs. The Construction Manager shall review, approve and coordinate the safety programs developed by each of the Subcontractors. The Owner and the Architect/Engineer are not responsible for site safety. The Construction Manager as Contractor shall be responsible for site safety, and as between the College and the Construction Manager, this obligation of the Construction Manager is not delegable.

2.5.6. **Hazardous Materials.** Construction Manager shall provide immediate written notice to the College and Architect/Engineer if the Construction Manager discovers in connection with the Project the existence of any hazardous material or substance, including, but not limited to any lead or lead based material and asbestos, asbestos-related products including the extent and location of same. In

such event, the Construction Manager shall immediately cause the Work to cease while an appropriate investigation is made, after which time the Work shall resume as provided in the Construction Documents.

2.5.7. **Progress Meetings.** Throughout the Construction Phase, the Construction Manager shall schedule, preside over, conduct, and prepare contemporaneous written minutes of meetings to discuss such matters as procedures, progress, coordination, scheduling, and status of the Work, and to review any and all Claims and other disputes as between the College, the Architect/Engineer, the Construction Manager, and/or the Subcontractors. The Construction Manager shall prepare and promptly distribute minutes to the Owner and Architect/Engineer. The Construction Manager shall require Subcontractors to be present for and to participate in progress meetings when such Subcontractors are involved or will soon be involved in Work in progress.

2.5.8. **Progress Reports.** In addition to meeting minutes as provided above, the Construction Manager shall record the progress of the Project. On a monthly basis, or as otherwise as agreed to in writing by the College, the Construction Manager shall submit written progress reports to the College and the Architect/Engineer, showing percentages of completion for each Subcontractor, any portions of the Work that are behind schedule, deficient, defective, or of concern, and all other information required by the College. The Construction Manager shall also prepare and distribute on a weekly basis to the College and Architect/Engineer a daily log containing a record for each day of weather, portions of the Work in progress, number of workers on site, identity of each Subcontractor on site, identification of all major equipment on site, problems that might affect progress of the Work, accidents, injuries, and other information required by the College.

2.5.9. **Scheduling and Coordination of Subcontractors.** The Construction Manager shall on a monthly basis prepare, update and furnish to the College and the Architect/Engineer a construction schedule consistent with the critical path method, which incorporates and is consistent with the Substantial Completion date established in the Construction Documents, and which incorporates the activities of the Construction Manager and the Subcontractors, including activity sequences and durations, allocation of labor and materials, processing of shop drawings and submittals, and the delivery of products requiring long lead time. The Construction Manager shall exercise reasonable care and skill in coordinating and scheduling the work of the Subcontractors and their sub-subcontractors and suppliers.

2.5.10. **Submittals.** In collaboration with the Architect/Engineer, the Construction Manager shall establish and implement procedures for expediting the processing and approval of shop drawings and other submittals, which shall be consistent with the requirements of the Design Agreement. The Construction Manager shall review all shop drawings and submittals from the Subcontractors for apparent compliance with Subcontract requirements and the Construction Documents. The Construction Manager shall transmit to the Architect/Engineer those shop drawings and submittals which have been reviewed by the Construction Manager. The Construction Manager's actions shall be taken within the timeframes established in the Design Agreement and with such reasonable promptness as to cause no delay in the Work or in the activities of the College or Subcontractors. The Construction Manager shall receive and process all other submittals required by the Construction Documents, including certified payrolls, work plans, safety plans, and periodic schedule updates. The Construction Manager shall create and maintain a log of all submittals showing, at a minimum, the dates of submittal, review, and return, disposition, and description.

2.5.11. **Requests for Information.** The Construction Manager shall transmit to the Architect/Engineer all requests by the Construction Manager and/or Subcontractors for interpretations, information, or clarification of the meaning and intent of the Construction Documents, and shall timely assist in the resolution of such requests. The Construction Manager shall create and maintain a log of all requests for information by the Construction Manager and the Subcontractors, showing, at a minimum, a

description of the request, date of submission to the Architect/Engineer, a description of the response, and date of response.

2.5.12. **Quality Control.** Construction Manager shall on a daily basis inspect the Work of Subcontractors for defects and deficiencies to verify compliance with the requirements of the Construction Documents. The Construction Manager has the duty to require additional inspection or testing of the Work in accordance with the provisions of the Construction Documents when the Construction Manager deems necessary. The Construction Manager shall reject Work that does not conform to the requirements of the Construction Documents, and such rejection shall be made by written notice to the applicable Subcontractor(s) with a copy to the College and Architect/Engineer. The Construction Manager shall cause the responsible Subcontractor(s) to promptly correct any and all portions of the Work which do not comply with the Construction Documents or otherwise do not meet good workmanlike standards. Where such correction cannot be obtained from a Subcontractor, Construction Manager shall utilize backcharges and all other available means to correct such Work at no additional cost to the College.

2.5.13. **Cost Records.** Construction Manager shall require from the Subcontractors, and shall receive, review, verify and maintain in accordance with generally accepted accounting principles detailed cost accounting records for Work performed on the basis of unit costs, and on the basis of actual costs for labor and materials and other bases showing all costs, and shall maintain and transmit to the College all receipts, invoices, purchase orders, canceled checks, bills of lading and other documents and evidence of payment or indebtedness to support such records as the College may request. Construction Manager shall audit, verify and recommend approval or rejection or modification of all Change Orders and other Claims submitted by Subcontractors. Construction Manager shall afford the Owner access to these records and preserve them for a period of four (4) years after Substantial Completion.

2.5.14. **Record Documents and File Submittal.** As a condition precedent to the College's determination that Substantial Completion has occurred, the Construction Manager shall inventory and submit to the Owner one copy of the following: all record / as-built drawings and specifications required by the Construction Documents, all logs, reports, documentation and correspondence required by this Agreement or otherwise as required by the Construction Documents, the daily logs, progress reports, meeting minutes, project manual, field communications, change directives, change orders, requests for changes, requests for information, claims, Subcontractor pay applications, communications, correspondence, submittals, all other Construction Documents. All such submittals shall comply with the College's Document Submittal Standards for Construction Managers, which is attached to and incorporated into this Agreement as Appendix A.

2.5.14.1. **Operations and Maintenance Training Manuals.** As a condition precedent to the College's determination that Substantial Completion has occurred, the Construction Manager shall arrange and schedule operating and maintenance training on mechanical, electrical and other Project-related systems for the benefit of the College's personnel, and shall cause such training to be supplied by factory or manufacturer's authorized representatives. Such training shall occur on or immediately after the commissioning of each such system. Construction Manager shall receive all operating, maintenance and training manuals from Subcontractors, and, along with the Architect/Engineer, shall review them for completeness, clarity, and conformance with the respective Construction Documents.

2.5.15. **Claims.** A "Claim" is any dispute between or involving the College, the Architect/Engineer, the Construction Manager, and/or a Subcontractor. Notwithstanding any provision of the Construction Documents or any other instrument to the contrary, there are no conditions precedent to the College's assertion or pursuit of a Claim against the Construction Manager.

2.5.15.1. **Delay Claims.** To the extent that the Work and/or the Construction Manager's services under this Agreement are delayed by the College or by unforeseeable causes not under control of Construction Manager, the time for the Construction Manager's performance of this Agreement shall be equitably extended. To the extent that the Work and/or the Construction Manager's services under this Agreement are delayed by the Owner or unforeseeable causes not under control of Construction Manager, the Construction Manager's Compensation under this Agreement shall be equitably adjusted. Such extension and adjustment, if any, shall be Construction Manager's sole and exclusive remedy for such delay. Except as provided in this Section, the Construction Manager shall have no Claim or cause of action against the College related to delay damages, impact damages, or other timing or scheduling-related theories of liability.

2.6. **Indemnification.**

2.6.1. The Construction Manager shall indemnify and hold harmless the College, its Board of Trustees, individual board members, officers, administrators, employees, agents, and representatives, and their successors and assigns, and each of them (collectively, "Indemnitees") from all claims, demands, causes of action, losses, liabilities, injuries, penalties, damages, and expenses, including reasonable attorneys' fees and court costs, that one or more of the Indemnitees may incur, to the extent caused by the Construction Manager's negligence or by the Construction Manager's breach of the Standard of Care as defined in this Agreement.

2.6.2. The Construction Manager shall indemnify, defend, and hold harmless the College, its Board of Trustees, individual board members, officers, administrators, employees, agents, and representatives, and their successors and assigns, and each of them (collectively, "Indemnitees") from all claims, demands, causes of action, losses, liabilities, injuries, penalties, damages, and expenses, including reasonable attorneys' fees and court costs, that one or more of the Indemnitees may incur, to the extent arising from personal injury, property damage or death caused by the Construction Manager's negligent act or omission.

2.7. **Insurance.** The Construction Manager shall procure and maintain the following insurance policies for the durations provided below. The Architect/Engineer shall also cause each of its subcontractors and subconsultants to procure and maintain the following insurance policies for the durations provided below. All specified insurance shall be obtained from insurance companies licensed to conduct business in Illinois and with a Best's Key Guide Rating of at least A / XV, unless otherwise specified in writing by the College. All specified policies shall by endorsement incorporate a provision requiring thirty days written notice to the College prior to the cancellation, non-renewal or material modification of any such policies. The Construction Manager's cost of maintaining such insurance is included in the Construction Manager's Professional Fee. If Construction Manager fails to furnish and maintain insurance as required by the Agreement, the College may purchase such insurance on behalf of Construction Manager, and Construction Manager shall furnish to the College any information needed to obtain such insurance, and shall pay the cost thereof to the College upon demand. Prior to performing Services, and upon the expiration and renewal of each such policy, the Construction Manager shall furnish to the College proof of all required insurance including certificates of insurance, and policies with all declarations and endorsements attached.

2.7.1. **Commercial General Liability.** The Construction Manager shall procure and maintain on an occurrence basis general liability insurance, including completed operations coverage, with policy limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) in the aggregate for bodily injury, death, and property damage. The policy shall be properly endorsed to list "The Board of Trustees of William Rainey Harper College" as an additional insured. The policy shall be properly endorsed to waive subrogation against the College.

Coverage shall by endorsement be primary and non-contributory to any insurance written or available to the College. Such coverage shall be maintained in full force and effect until Substantial Completion, except the Completed Operations coverage, which shall extend an additional four (4) years after Substantial Completion.

2.7.2. **Automobile Liability.** The Construction Manager shall procure and maintain on an occurrence basis automobile liability insurance covering all vehicles operated by the Construction Manager in connection with the Project, with policy limits of not less than One Million Dollars (\$1,000,000), combined single limit and aggregate for bodily injury and property damage. The policy shall be properly endorsed to list “The Board of Trustees of William Rainey Harper College” as an additional insured. Coverage shall by endorsement be primary and non-contributory to any insurance written or available to the College. Such coverage shall be maintained in full force and effect until completion of Construction Manager Services.

2.7.3. **Umbrella Coverage.** For Projects where the Estimated Cost of the Work and/or the Cost of the Work exceeds \$5,000,000, and for Projects where the duration of the Construction Phase is scheduled to exceed twelve (12) months regardless of the Cost of the Work, the Construction Manager shall procure and maintain umbrella coverage above the commercial general liability and automobile policies specified above, in the amount of \$10,000,000, and such umbrella coverage shall follow form.

2.7.4. **Workers’ Compensation.** The Construction Manager shall procure and maintain workers’ compensation insurance with statutory minimum limits and employers’ liability coverage with a limit of not less than Five Hundred Thousand Dollars (\$500,000). Such coverage shall be maintained in full force and effect until completion of Construction Manager’s Services. The policy shall be properly endorsed to waive subrogation against the College.

2.7.5. **Professional Liability.** The Construction Manager shall procure and maintain professional liability insurance covering all negligent acts, errors and omissions of the Construction Manager and its employees, agents, representatives, subcontractors, consultants, and subconsultants, and any other entity or individual that has contracted with Construction Manager in connection with the Project, with policy limits of not less than Five Million Dollars (\$5,000,000) in the aggregate. Such coverage shall be maintained on a claims-made basis, and shall be in full force and effect until the expiration of the period of five (5) years from Substantial Completion.

3. **The College’s Obligations.**

3.1. **Information and Approvals.** The College shall timely respond to all reasonable requests by the Construction Manager for documents, information, surveys, and approvals that may be necessary for the Construction Manager to perform its Services. Notwithstanding any provision of this Agreement to the contrary, the College’s furnishing, review and/or approval of any and all documents or other information shall be for the purpose of providing the Architect/Engineer and/or the Construction Manager with information as to the College’s objectives and goals with respect to the Project and not for the purpose of determining the accuracy, completeness or correctness of such documents and, notwithstanding any professional skill or judgment possessed by the College, shall in no way create any liability on the part of the College for errors, inconsistencies or omissions in such documents or information.

3.2. **Party Representative.** The College’s Party Representative is authorized to act on the College’s behalf only to the extent authorized by the College’s Board Policies and Project-specific directives, if any.

3.3. **Budgeting.** The College shall establish and regularly update a budget for the Project, and shall communicate such budget and updates to the Construction Manager. The College may rely upon the Construction Manager's Estimates of the Cost of the Work in establishing and updating the budget.

3.4. **Site Access.** The College shall provide the Construction Manager with access to the Project site as reasonably requested by the Construction Manager throughout the Design Phase and Construction Phase of the Project.

4. **Compensation, Invoicing and Payment.** For the performance of Services in accordance with this Agreement, the College shall compensate the Construction as follows (the "Compensation"):

4.1. **Professional Fee.** The College shall pay the Construction Manager a Professional Fee in the following amounts: **[INSERT PRECONSTRUCTION AND CONSTRUCTION PHASE COMPENSATION]**. The Construction Manager shall invoice the College on a monthly basis for portions of the Professional Fee earned during the Preconstruction Phase, in amounts that are proportionate to the percentage of completion of the Preconstruction Phase, as jointly determined by the College and the Construction Manager. The Construction Manager shall invoice the College on a monthly basis for portions of the Professional Fee earned during the Construction Phase, in amounts that are proportionate to the percentage of completion of the Construction Phase, as reflected in certificates for payment for the Work, as certified by the Architect/Engineer.

4.2. **General Conditions.** The College shall pay the Construction Manager General Conditions in the lump sum amount of **[\$[INSERT]]** (the "General Conditions"). General Conditions consist of the Construction Manager's allocation to the Project for all fixed and variable costs related to the Project except for those costs included in the Professional Fee or in the Reimbursable Expenses. General Conditions include and are not limited to the items specified on **Exhibit 1**. During the Construction Phase, the Construction Manager shall invoice the College on a monthly basis for that portion of the General Conditions that is proportionate to the percentage of completion of the Construction Phase, as reflected in certificates for payment for the Work, as certified by the Architect/Engineer.

4.3. **Reimbursable Expenses.** The College shall reimburse the Construction Manager for actual expenses charged to the Construction Manager by a third party, and paid by the Construction Manager, in connection with the Project (the "Reimbursable Expense"). Reimbursable Expenses shall not exceed **[\$[INSERT]]**. Reimbursable Expenses include and are limited in the items specified on **Exhibit 2**. During the Construction Phase, the Construction Manager shall invoice the College on a monthly basis, without markup, for Reimbursable Expenses.

4.4. **Cost of the Work.** During the Construction Phase, the College shall compensate the Construction Manager for the Cost of the Work, as reflected in certificates for payment for the Work, as certified by the Architect/Engineer. The Construction Manager shall include such amounts in its monthly invoice to the College along with a copy of the current certificate for payment as required by the Construction Documents. The Construction Manager shall hold all payments of the Cost of the Work in trust for those Subcontractors whose completed work is reflected on each respective certificate for payment.

4.5. **Invoicing.** From the Effective Date of the Agreement through completion of the Construction Phase, the Construction Manager shall on a monthly basis send the College invoices for Compensation. The College shall specify the monthly deadline and procedure, if any, for the submittal of invoices. The invoices shall be directed to the College's Project Representative as identified in the Project Information Section of the Agreement. All invoices shall account for Retention as provided below. The College shall process all invoices in accordance with the Local Government Prompt Payment Act, 50 ILCS

505/1, *et seq.* Retention shall be released and paid upon Final Completion, less any deductions made by the College in accordance with this Agreement and/or the Construction Documents.

4.6. **Retention.** The College's payments to the Construction Manager for the Professional Fee, General Conditions, and the Cost of the Work are subject to a ten percent (10%) deduction for retention ("Retention"). Upon Final Completion of the Work, the College shall release and pay out to the Construction Manager all Retention, less amounts that the College has otherwise properly applied or allocated as provided in this Agreement or elsewhere in the Construction Documents. The Construction Manager shall require all Subcontractors to be bound by this provision with respect to payments for the Work.

5. **General Provisions.**

5.1. **Termination for Convenience.** The College may terminate the Agreement upon at least seven (7) days written notice to the Construction Manager for any reason in the College's sole discretion. Upon such termination for convenience, the Construction Manager shall submit a final invoice for that portion of the Compensation earned prior to the effective date of termination. Such invoice shall be prepared and calculated as provided in Article 4, above. Payment of such invoice shall be Construction Manager's sole remaining compensation under the Agreement. The Construction Manager shall not under any circumstance have any claim for consequential or incidental damages, or lost profits, and all such claims are expressly waived.

5.2. **Termination for Cause.** If one Party materially breaches the Agreement, the other Party may terminate the Agreement upon at least three (3) days written notice to the breaching Party. If the Construction Manager terminates under this Section, upon such notice of termination to the College, the Construction Manager shall submit a final invoice for that portion of the Compensation Earned as of the effective date of termination. Such invoice shall be prepared and calculated as provided in Article 4, above. Payment of such invoice shall be Construction Manager's sole remaining compensation under the Agreement. If the College terminates under this Section, the Construction Manager shall not be entitled to any further compensation, except for those portions of the Compensation that are then earned, due, and unrelated to the material breach forming the basis for such termination, which shall be invoiced and paid in accordance with Article 4. The Construction Manager shall not under any circumstance have any claim for consequential or incidental damages, or lost profits, and all such claims are expressly waived.

5.3. **Use of AIA Documents.** The College may permit Architect/Engineer and the Construction Manager to use modified AIA Documents for certain limited purposes including but not limited to general conditions for construction, payment applications, change orders, and certificates of Substantial Completion. Any such use shall be pre-authorized in writing by the College.

5.4. **Retention and Inspection of Records.** To the extent the Agreement, these terms and conditions, or other Construction Documents require the Construction Manager to prepare, receive or maintain correspondence, documents, records, instruments and/or files related to the Project ("Project Records"), the Construction Manager shall maintain all Project Records in an organized, safe, and secure location during the Design and Construction Phases and for a period of four (4) years from the date of Substantial Completion. Upon the College's request at any time, the Construction Manager shall promptly provide the College with access to original Project Records, and copies of Project Records if requested. If the Construction Manager intends to destroy or dispose of Project upon the expiration of this retention period, Construction Manager shall notify the College in writing at least ninety (90) days prior to such destruction or disposal and provide the College a reasonable opportunity to retrieve such items at the College's expense.

5.5. **Confidentiality and FOIA.** The Construction Manager shall maintain, and shall contractually require its employees and sub-consultants, and the Subcontractors, to maintain the confidentiality of all information in their possession regarding the Project. Construction Manager shall keep all Project-related information, documents, records, instruments, and files strictly confidential and shall not disclose them to any other person except to (1) those employees of Construction Manager who need such information to perform Project-related services, and (2) its sub-consultants and Subcontractors who are contractually bound by this confidentiality provision and who need such information to perform Project-related services, and (3) the Architect/Engineer. The Construction Manager acknowledges that certain Project-related documents in its possession or under its control may be subject to the Freedom of Information Act, 5 ILCS 140/1, *et seq.*, and the Construction Manager shall comply with and shall cooperate with the College's efforts to comply with such requirements.

5.6. **Statutory Compliance.** The Construction Manager shall comply with and shall cause its sub-consultants to comply with all statutory requirements including but not limited to:

5.6.1. The Illinois Human Rights Act, 775 ILCS 5/1-101, *et seq.*, including but not limited to requirements pertaining to a sexual harassment policy.

5.6.2. The Drug Free Workplace Act, 30 ILCS 580/1, *et seq.*

5.6.3. Article 33E of the Criminal Code, 720 ILCS 5/Art. 33E. Pursuant to Section 33E-11, the Architect/Engineer hereby certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E.

5.7. **Professional Credit.** Upon Construction Manager's receipt of prior written consent from the College, the Construction Manager shall have the right to include photographic or artistic representations of the Project among the Construction Manager promotional and professional materials. The College shall give the Construction Manager reasonable access to the completed Project to make such representations. However, the Construction Manager's promotional and professional materials shall not include the College's confidential or proprietary information or any other information prohibited by law or by the Agreement from disclosure.

5.8. **Governing Law.** The Agreement shall be governed by, subject to, and construed in accordance with the laws of the State of Illinois without regard to conflict of law principles.

5.9. **Interpretation and Construction.** The Parties intend the Agreement to be legally binding on them, and to inure to their benefit and the benefit of their respective legal representatives, successors and assigns. The provisions of the Agreement are severable and no provision shall be affected by the invalidity of any other provision. If any court determines any provision of the Agreement to be ambiguous, the ambiguity shall not be construed against either Party.

5.10. **No Assignment or Delegation.** Except as may be otherwise provided in the Scope of Services, each of the Parties represents that it has not assigned and will not assign any rights under the Agreement, and that it has not delegated and will not delegate or subcontract any duties arising under this Agreement.

5.11. **No Third-Party Beneficiaries.** The Agreement is not intended to confer any rights upon any third party who is not a Party to the Agreement.

5.12. **Statute of Limitations.** Notwithstanding any other provision to the contrary, all causes of action arising from the performance and/or breach of this Agreement shall be deemed to have accrued and the applicable statutes of limitation and repose shall operate as provided by Illinois law.

5.13. **Prevailing Party.** In any proceeding to enforce the Agreement, or for damages arising under the Agreement, or for damages arising from Services required or performed, the prevailing party shall be entitled to recover its respective court costs, reasonable attorneys' fees, litigation consulting fees, and expert witness fees from the non-prevailing Party.

5.14. **Integration.** The Agreement, and the documents attached to and incorporated by reference in the Agreement, including but not limited to the Construction Documents, constitute the entire agreement of the Parties with respect to this Project, and supersede all prior representations and agreements, both oral and written. This Agreement may only be modified or cancelled by the subsequent written agreement of the Parties.

Executed on the date last written below, by and between:

The Board of Trustees of
William Rainey Harper College No. 512

[Insert the Construction Manager's full legal name]

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

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Appendix A
Document Submittal Standards for Construction Managers

1 INTRODUCTION

1.1 Overview

These standards are issued to promote consistency and compatibility with existing WRHC AutoCAD® and office documents.

This document specifies the requirements for Architects submitting CAD drawings and specifications for review, bidding and construction. Documents shall be submitted to the appropriate WRHC project manager and or representative.

1.2 Software

Project drawings shall be submitted to WRHC in the release of AutoCAD® software version 2010 – current version and in PDF formats. Specifications shall be submitted in Microsoft Word 2010 and PDF formats.

1.3 Key Terms

- AutoCAD® – CAD software from Autodesk.
- BIND (BOUND) - To make an external referenced drawing (XREF) a standard block definition within the AutoCAD® drawing database.
- BLOCK – One or more AutoCAD® objects grouped to create a single object.
- CAD – Computer Aided Drafting.
- DWG – A native AutoCAD® file format
- GPS – Global Positioning System
- Layer – A logical grouping of data, like transparent acetate overlays on a drawing
- RVT – A native Revit file format.
- WRHC – William Rainey Harper College
- XREF/LINK – External reference. A drawing file linked (or attached) to another drawing.

2 REQUIREMENTS

2.1 Compliance

WRHC recognizes that Architectural/Engineering firms may not use the same version of AutoCAD® or Microsoft Word; however, WRHC expects file formats will be submitted in DWG formatted CAD files or Microsoft Word files that are fully compliant with these outlined standards which preserve data when translating to AutoCAD or Microsoft Word.

2.2 Design Documents

Submit CAD drawings, Word documents and PDF files to the project manager for design efficiency compliance according to WRHC standards. Drawing submitted during the design phase shall have the layering standards described in section 5 and the block standards in section 6 of this document.

2.3 Bidding and Construction Documents

Bidding and Construction drawing files shall be in DWG format, PDF format, one full size paper copy and three half size paper copies. Specifications shall be in Word format, PDF format and one paper copy.

File names shall be the same as the sheet name.

The Construction drawings and specifications shall incorporate all Addenda and SK-drawings

DRAWING STRUCTURE

3.1 Model Space and Paper Space

- *Model Space* - Floor plans elevations, sections, relevant dimensions and other drawings shall be in model space only. Draw model space objects at full scale.
- *Paper space* - Each CAD file shall contain only one title block per paper space which references the building model contained in model space. Each paper space shall be named to the drawing sheet it references.

3.2 External References – XREF’S

XREF’s are not allowed. All xref’s shall be bound.

4.0 File Naming

AutoCAD® drawing files shall use the naming convention described in this section. Drawings shall be saved as an individual file. Drawing files shall be composed of the building letter(s), followed by the sheet number (see section 4.1), and lastly the year of project completion. Each component shall be separated by an underscore.

Example File Names:

BLDG_X_A103A_YEAR OF ISSUE.dwg

BLDG_X_A103A_2014.dwg

5 LAYERS

5.1 Standard Layers

Layer names shall be based on the AIA CAD Layer Guidelines obtained from the United States National CAD Standards. Layer names shall have a description defining what objects the layer contains. Partially duplicated layer names are not acceptable.

5.2 General Layer Rules

Drawings shall adhere to the following layering rules.

- Purge unused layers, dim styles, blocks, etc. prior to submittal. The drawing file shall contain only those layers necessary for displaying and plotting the information and drawing entities contained in each drawing.
- Eliminate duplicate lines with the ‘overkill’ command.
- Delete frozen and turned off layers in model space.
- Layers that appear to have similar names (example: VD-SLAB, CD-SLAB, A-SLAB) are not allowed. Data shall be moved to the highest ranking layer.
- Lines shall be colored by layer not by object with the exception of Layer 0
- Layer names shall not be labeled with ‘existing’, phases, etc.

6 SYMBOLS AND BLOCKS

6.1 Symbols

Drawings shall contain the following symbols:

- *Scale* - A symbol that shows the size of a floor plan in relation to feet.
- *North Arrow* - A symbol that points north.

6.2 Title blocks

AutoCAD® drawings submitted to WRHC shall contain the information listed below. There should be no information outside of the title block, including text.

- Issue date
- Sheet number
- Sheet title
- Revision history
- Drawing phase (SD/DD/CD X% Review, Bid Set, or Issued For Construction)
- Company project number
- Architect/Engineer, consultant information

6.3 Entity Blocks

Blocks can reside on any relevant layer provided they were created on Layer 0.

All entities within a block must be created on Layer 0.

Drawing entities translated into Autocad blocks from non-Autocad systems must revert to Layer 0 when exploded within Autocad.

7 SETTINGS

7.1 Text Style

Text styles and fonts may vary, but WRHC requires the use of SIMPLEX.shx in drawings. Special fonts which are not packaged with AutoCAD® are not allowed. Dimensions, labels, and notes shall be 1/8" tall on printed drawings.

7.2 Drawing Units

CAD drawing models should be drafted at full scale in architectural or engineering units.

7.3 Line types and Line Weights

Drawing line types and line weights shall comply with those provided in the United States National CAD Standard. Lines shall be colored by layer.

7.4 Text

Entities that look like text shall be editable text. Exploded text is not permitted.

8 ROOM NUMBERING

WRHC assigns building names and room numbers. WRHC requires that CAD drawings be submitted for room numbering during the design phase.

9 PLUMBING AND HVAC PIPING

Pipe lines shall have a direction of flow indicated by linetype and arrow.

10 ELECTRICAL

Power and lighting electrical drawings shall show the circuit and electrical panel number/name for power outlets, lighting and equipment. Electrical drawings shall include panel schedules, one-line drawings and riser diagrams.

11 SPECIFICATIONS

Three hard copies, one Word file and one PDF version of the Specifications/Bid Manual and Addenda are required. Each specification section shall be its own file with the section number as its name. The PDF file shall contain all sections.

12 REJECTION OF DOCUMENTS

Non-compliance with the above policies shall result in the rejection of Document files.

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