

Washington University in St. Louis School of Medicine

TRADE PARTNER PROJECT MANUAL

Updated 1/25/2021



Washington University School of Medicine Neuroscience Research Building (WUSM NRB)

Introduction

Welcome to the McCarthy team for the Washington University School of Medicine Neuroscience Research Building (WUSM NRB). This Team Member Manual is being developed as an aid to assist you in getting up to speed with the project.

You are a valuable member of the team and as such your feedback regarding this manual is appreciated. Should there be items discussed that could use better clarity or be added all together please contact Shelby Marotta smarotta@mccarthy.com. This is a living document and will continue to evolve throughout the course of this project. If any of the links are broken, please contact Shelby.

The Washington University School of Medicine Neuroscience Research Building, located at 4370 Duncan Avenue, is a planned state-of-the-art, 609,000 square foot facility that represents a new center of gravity for the campus. This facility will enable the strategic alignment and colocation of the School of Medicine's nationally recognized program strengths in neuroscience, neurology, and psychiatry through research and its applications to education and clinical practice.

The scope of work includes an 1,800-car parking garage, which will assist in meeting the School of Medicine's 10-year parking needs. A pedestrian connection (link) will also be constructed from the existing link endpoint through the St. Louis Children's Hospital garage to this new building. The baseline program will include approximately 908 employees and once fully built out, will include approximately 1,346 employees.

Dashboard Access: <u>https://www.mccarthydashboardwusm.com/</u>

Password: WUSMNRBmccarthy

Jobsite Address:

McCarthy Building Companies, Inc. Washington University School of Medicine -Neuroscience Research Building 4370 Duncan Ave, St. Louis, MO 63110

Field Office Address:

McCarthy Building Companies, Inc. Washington University School of Medicine -Neuroscience Research Building 4320 Forest Park Ave, St Louis, MO 63108

Table of Contents

	Topic	Page
1.	Safety	. 4
2.	McCarthy Contact List	<u>5</u>
3.	Front End Checklist	6
4.	Procedures	
	a. RFI's	<u>7</u>
	b. Submittals	. <u>8</u>
	c. Daily Logs	. <u>10</u>
	d. Extra Work Orders	
	e. Change Events	
5.	Off Site Material Verification	
6.	Off Site Material Billing	

* Page numbers are linked to the location in this document.

Safety

- Site Specific Safety Plan (SSSP) found here
- Orientation
 - All employees working on site must go through McCarthy's orientation which is held M-F at start of shift.
- Stretch and Flex
 - All employees working on site must attend Stretch and Flex which is held M-F at start of shift.
- Task Hazard Analysis (THA)
 - THA's must be filled out each day prior to each new task.
- Personal Protective Equipment
 - Minimum PPE Required: Hard Hat, Safety Glasses, High-Visibility Apparel, Work Boots, and Appropriate Gloves
- Ladders
 - All ladders are to be platform/podium ladders.
- Warning Signs and Barricades
 - All barricades must be labeled with a responsible contact and phone number.
 - Plastic caution or danger tape is not permitted.
- Assured Grounding
 - All cords must be inspected and marked with the following tape colors at a minimum of once a quarter:
 - Blue January, February, and March
 - Green April, May, and June
 - Red July, August, and September
 - Yellow October, November, and December
- Safety Violations
 - 1st Offense Employee is given a written Safety Warning and must attend Repeat Project Safety Orientation
 - 2nd Offense If within a 12-month period, the Employee is suspended two workdays from all McCarthy Project Sites without pay. Suspension to begin upon issuance of second written Safety Warning and will include two full workdays; exclude and part of actual day Safety Warning is issued. Employee must also attend Repeat Project Safety Orientation.
 - 3rd Offense If within a 12-month period, terminate, not for rehire on McCarthy Project Sites for one year.

McCarthy Contact List

Please click here to access contact list.

Subcontractor Front Ends Checklist

Approved COI CCIP Forms & Value / Approved (Form 1) CCIP Enrollment Issued (Form 3) **Prequalification Status** CDI / Bond Exhibit 1 Responsibility **Contract Issued** Contract Executed **Change Orders** Start Up **Pre-Installation Meeting** Anticipated Start Date **PIPM** Accepted Contact List SSQP Safety SDS SSSP **Competent Person** Substance Abuse Program First Aid / CPR Certifications **Qualified Riggers and Signal Persons** Accounting & Project Reporting TEC Form 5060 Sent to Sub AFP/Accounting Forms Sent to Sub Schedule of Values Received and Approved List of Subs / Suppliers (SLDC Info) LCP Tracker Enrolled **GPTS** Enrolled

RFI's

Generating an RFI to Send to McCarthy:

- 1. In Procore, hit the plus sign next to RFI's in the drop down
- 2. Populate the following fields:
 - a. Number choose from drop down (BP1, BP2, Con, etc.) and number auto populates
 - b. Subject that is specific and encompassing (location, description of change, etc.)
 - c. Assignee McCarthy contact
 - d. Select McCarthy contact in distribution
 - e. Received from whoever initiated the RFI
 - f. Drawing number if applicable
 - g. Spec number if applicable
 - h. Location if applicable
 - i. NO schedule impact notify manager if you think there will be schedule impacts
 - j. Cost impact as necessary
 - k. Cost code N/A
 - I. Cannon project number N/A
 - m. References as needed
 - n. Check the critical box if RFI is critical
- 3. Type RFI into question field
 - a. Reference documents (drawings, specs, meeting minutes, RFI sketches, email correspondence, etc.)
 - b. Tee up question (due to field conditions, drawing X says this however drawing y shows this, etc.)
 - c. Request action (please confirm, advise, provide, etc.)
 - d. Include a ROM that has been discussed with subcontractors
 - e. Always number questions / requests if there are more than one included in an RFI
- 4. Attach documents that were referenced in the question field
- 5. Create RFI:
 - a. As Draft for subcontractor or supervisor review
 - b. As Open to distribute to McCarthy
- 6. An automatic email that an RFI was created will be sent to those on the distribution list

Submittals

Creating a Submittal Item in Procore

If the subcontractor creates the item:

- 1. In Procore under the "Project Tools" tab select "Submittals" in the "Project Management" section
- 2. Click on the "+ Create" and select "Submittal" under the drop-down list

Sub	mittals Items	Packages Spec Sections Ball In Court	Recycle Bin							Export	* Reports *	+ Create
arch		Q. Add Filter 👻	Spec Section (1)	* C	Jear All							Submittal Submittal Packag
ilk Actio	ons 👻										1-7of7 Page	а 1 • ©
		Spec Section	+ +	Rev.	Title	Type	Status	Responsible Con	Submit By	Received From	Received Date	
	Edit View	071326 Self-Adhering Sheet Waterproofing	071326-08	۰	1.5-E - Mockups	Mock-Up	Draft	Western Speciality Co	Select a Date	Thom Belgeri		ъ
	Edit View	071326 Self-Adhering Sheet Waterproofing	071326-06	۰	1.4-F - LEED Data	Certifications	Draft	Western Speciality Co	Select a Date	Thom Belgeri		D
	Edit View	071326 Self-Adhering Sheet Waterproofing	071326-05	0	1.4-E - MW - Sample Carlisle Warranty	Warranties	Open	Western Speciality Co	Select a Date	Thom Belgeri		D #
	Edit View	071326 Self-Adhering Sheet Waterproofing	071326-04	0	1.4-D & 1.8-C & 3.6-E - Warranty	Warranties	Draft	Western Specialty Co	Select a Date	Thom Belgeri		D
	Edit View	071326 Self-Adhering Sheet Waterproofing	071326-03	0	1.4-C - Qualification Data	Qualificatio	Draft	Western Specialty Co	Select a Date	Thom Belgeri		ъ
	Edit View	071326 Self-Adhering Sheet Waterproofing	071326-02	0	1.3-8 - Shop Drawings	Shop Drawl	Draft	Western Specialty Co	Select a Date	Thom Belgeri		D
	Edit View	071326 Self-Adhering Sheet Waterproofing	071326-01	0	13-A, C & 14-A & B - Product Data	Product Data	Open	Western Speciality Co	Select a Date	Thom Belgeri		ъ
_												

	WUSM Resear Submittals * Drawings Specific	ations Submittals Change Events RFIs Prin	me Contracts Meetings Select an App 👻 Q 🕤
Submittals > New Submittal			
New Submittal			
General			
GENERAL INFORMATION			
Titles	1.4 B - PC - Waterproofing Material Certifications		
Spec Section:	071326 - Self-Adhering Sheet Wat 🖲 🔹	Submittal Package:	•
Number & Revision: *	071326 - 09 . 0	Status:	Open v
Responsible Contractor:	Western Speciality Contractors	Received From:	Belgeri. Thom (Western Spr 🔻 🕒
Submit By:	100 M	Issue Date:	08/11/2020
Received Date:	100 M	Final Due Date:	No approver due dates have been set.
Cost Code:			
Submittal Manager:	Bialczak, Al (McCarthy Built V	Type:	Certifications
Private:	Visible only to admins, workflow, and distribution list members.	Location:	Select a Location 👻
Linked Drawings: 0			
Description:	BIUSTATIC EN MAN	• <u>A</u> • <u>A</u> • 5 ∂	
	This is the material certifications for MiraDBI 860 and MiraPLY H		

- a. Title: Follow naming convention as follows
 Paragraph Submittal Type Unique Identifier
 Example 1.5 A PD UG PVC; 1.3 A, B SD Level 3 CPD
 Submittal type follows the 01 33 00 specification naming convention
- b. Spec Section: Select applicable spec section from list
- c. Submittal Package: Leave blank
- d. Number & Revision: Both fields auto-populate based on spec section
- e. Status: Select "Draft" if creating as placeholder, select "Open" if creating to submit.
- f. Responsible Contractor and Received From: Populate fields accordingly

- g. Issue Date: Auto-populate but confirm date is correct prior to submitting. If submitting after 3 pm, select date as the following business day.
- h. Submit by: This date should match the approved submittal schedule
- i. Received Date: Populate if necessary
- j. Cost Code: Leave Blank
- k. Type: Select type as called out in specs
- I. Submittal Manager: Select appropriate contact if name does not auto-populate
- m. Private: Leave un-checked
- n. Location: If applicable to specific location
- o. Description: Include concise details of what is in the submittal.
- p. Cannon Project No.: Leave blank
- q. Attachments: Insert submittal with completed cover sheet.
- r. Critical: Check box if submittal is impacting CPM schedule.
- 4. Submittal Schedule Information

Cannon Project No.			
Attachments:			
	% Attach File(s)	Drag and Drop File(s)	
	Western Material Certifications.pdf		
	western Material Cerundators.pdf		
Critical:			
SUBMITTAL SCHEDULE INFORMATION			
SUBMITTAL SCHEDULE INFORMATION			
Required On-Site Date:	#	Lead Time:	day(s)
Planned Return Date: 0		Design Team Review Time:	14 day(s)
Planned Internal Review Completed Date: 0		Internal Review Time:	14 day(s)
Planned Submit By Date: 0			
DELIVERY INFORMATION			
Anticipated Delivery Date: 0		Schedule Task:	v
Confirmed Delivery Date:		Actual Delivery Date:	
			2

SUBMITTAL WORKFLOW

- a. Leave Design Time Review with populated time unless marked critical or a submittal revision
- b. Leave the remaining fields blank
- 5. Delivery Information: Leave blank
- 6. Populate Submittal Workflow
 - a. In "Step 1" change "Role" to "Submitter" and select appropriate name. Follow Approved Submittal Schedule to populate due date. If critical or project schedule necessitates different date, change accordingly
 - i. If "Submitter" plans to submit on the same day, change Days to 0.
 - b. In "Step 2" select your McCarthy contact as "Approver".
- 7. Distribution List should include subcontractor team and McCarthy contact
- 8. Verify correct status of submittal and click "Create".
- 9. When submittal is ready to send to McCarthy, follow prompts for submittal workflow on the top of the page.

Daily Logs

1. Open the Procore App



2. Select correct project. (003975.00 WUSM Bldg, Vivarium & Garage)



Sort

McCarthy Holdings,...

Q Search

Recents

003975.000 - WUSM Research Bldg, Vi...

Projects

003905.000 - Oklahoma Heart Hospital...

003975.000 - WUSM Research Bldg, Vi...

003975.100 - WUSMNRB-Concrete

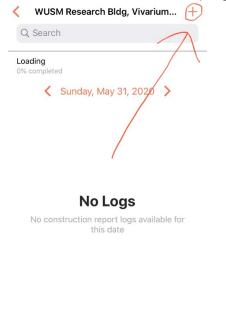
3. Select the Daily Log Module from the Tools Tab.

WUSM Researchiva McCarthy Holdir	
Change Events	Commitments
Coordination Issues	Daily Log
Directory	Documents
Drawings	Forms
Tools Drawings	Dashboard Settings

4. Select Daily Construction Report.

Tools	Daily Log	Сору 🗂
<	May 31, 2020 CALENDAR VIEW	>
Weather		>
Daily Con	struction Report	(0) >
Notes (0)		>
Manpowe	er (O)	>
Quantitie	s (0)	>
Visitors (0)	>
Equipmer	nt (O)	>
Tools	Drawings Dashboar	d Settings

5. Select the "+" icon in the top right corner to create a report.





6. Fill out the form with Vendor (Contractor), Trade, Trade hours and description of the work and any other notes in the comments section. If there are multiple shifts

Cancel	New Construction Report	Save
Vendor (Required)		
Trade (Required)		
Foreman Workers		- +
Foreman Hours		- +
Journeyman Workers		- +
Journeyman Hours		- +
Apprentice Workers		- +
Apprentice Hours		- +
Other Workers		- +
Other Hours		- +
Comments		
	Add Attachment	

working in one day; populate the total hours in the designated fields and provide a breakdown of hours in the comments section.

7. Select the Add Attachment icon to include any photos or documentation. (3-5 Photos recommended)

Cancel	New Construction Report	Save
Vendor (Required)		
Trade (Required)		
Foreman Workers		- +
Foreman Hours		- +
Journeyman Workers		- +
Journeyman Hours		- +
Apprentice Workers		- +
Apprentice Hours		- +
Other Workers		- +
Other Hours		- +
Comments		
	Add Attachment	
Tools	Drawings 🛛 Dashboard	Settings

8. Click the save button to save and submit the report.

Cancel	New Construction Report	Save
Vendor (Required)		~
Trade (Required)		
Foreman Workers		- +
Foreman Hours		- +
Journeyman Workers		- +
Journeyman Hours		- +
Apprentice Workers		- +
Apprentice Hours		- +
Other Workers		- +
Other Hours		- +
Comments		
	Add Attachment	

Extra Work Orders

Tickets should be turned in to McCarthy daily.

- When we are made aware extra work, notify your McCarthy point of contact and Shelby Marotta so that a change event can be created.
- Once a ticket has been verified, McCarthy POC will stamp the ticket, and include name, date, CE#, and task code.
- A Request for Proposal sheet must be filled out and submitted to McCarthy in order to receive payment.

Contact Shelby Marotta with questions smarotta@mccarthy.com.

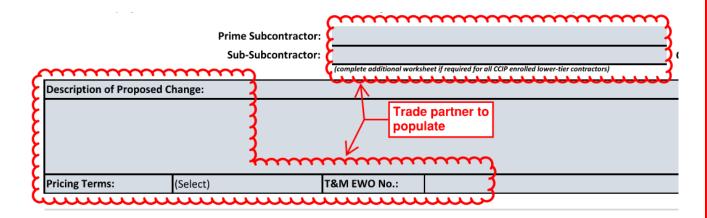
Subcontractor Change Events

- 1. Upon receipt of an RFI or CPR that will incur costs, notify McCarthy (Shelby Marotta <u>smarotta@mccarthy.com</u>).
- 2. A Request for Quote will be sent via Procore along with the change vehicle (RFI, CPR, etc.) and a Subcontractor Request for Quote (RFQ) spreadsheet attached. The spreadsheet will need to be filled out as shown below and sent back via Procore. Please note that each tier must fill out the Subcontractor Request for Quote sheet.
- 3. The information in grey at the top of the Subcontractor Request for Quote sheet will be filled out by McCarthy.

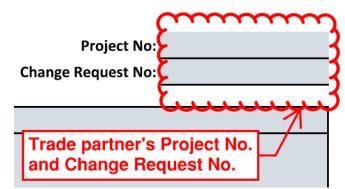
Subcontractor Request For Quote							
Washington University School of Medicine	MBC Project Number:	003975.000 Date Issued:					
New Research Building, Vivarium & Garage	MBC PCO No.:	Date Pricing Due:					
4370 Duncan	McCarthy populates PCO Title:						
St. Louis, MO 63110	prior to sending						

Submit an itemized quotation for changes in your subcontract sum and/or time as described herein. Do not proceed with changes in scope without written authorization. All work to be performed under the same terms and conditions as original subcontract unless otherwise specified.

4. Add Prime Subcontractor field and Sub-Subcontractor field, as necessary. The Description of Proposed Change should be specific for the work that is being priced on this pricing form only. Choose T&M or Lump Sum from the drop down beneath the Description for Pricing Terms and add any T&M EWO Numbers as necessary next to the Pricing Terms drop down.



5. **Project No**. and **Change Request No**. are company specific project number and project specific change request number. Default to 003975 for Project No. if no company specific number is used.



6. Check the CCIP Enrolled box under the **Pricing Terms** box if necessary.

CCIP Enrolled - change request pricing excludes cost of CCIP provided insurance coverag						
On-Site Labor Cost - CCIP (Enrolled Subcontractors must provide unburdened/reportable payro						
Check if CCIP enrolled	Labor/Trade	Workers Compensation	Labor/Trade	Total Unburde		
enrolled	Identification	Class Code and Description	Hourly Pay Rate	(Hourly Pay Rate		

7. In the On-Site Labor Cost – CCIP section, choose Labor/Trade Identification from the drop down, choose the Worker's Compensation Class Code and Description from the drop down, choose Trade Scale from the drop down, fill in the Labor/Trade Hourly Pay Rate (from WU Rates from the tab at the bottom of the request form), Man-Hours, and the WUSM Labor Rate On-Site Labor Bill Rate (from WU Rates from the tabs at the bottom of the request form). The Total Unburdened Payroll and Total Cost of Work columns will auto-populate when all other information is added. ***If a change adds and deletes scope, please show cost separately not as a net total***

On-Site Labor Cost - C	CIP (Enrolled Subcontractors	must provide unburdene	d/reportable pays	roll amounts and man-hours ;	for the work descri	bed for each Work Comp Cl	ass Code.)
Labor/Trade	Workers Compensa	tion Trade Scale	Labor/Trade	Total Unburdened Payrol	II Man-Hours	WUSM Labor Rate	Total Cost of Work
Identification	Class Code and Descr	iption	Hourly Pay	(Hourly Pay Rate x Man-Hours		On-Site Labor Bill Rate	Total Cost of Work
(Select)	(Select)	(Select)	K	0.0		1	0.00
Select from drop down (carpenter, glazier, ironworker, etc.)	Select from drop down	Select from drop down (Journeyman, Foreman, Gen. Forman)	Found in tab a the bottom of t	t Will autopopulate when Hourly Pay and Man-Hours are input	0 Type in manhours for each line	Found in tab at the bottom of the Sheet	Will autopopulate wi WUSM Labor Rate ar Man-Hours are input

 In the Off-Site Cost/Fabrication/Production – Non-CCIP section, fill in Labor/Trade Identification, Description of Work Performed, Man-Hours, and WUSM Labor Rate Off-Site Labor Bill Rate as needed similar to above.

Off-Site Labor Cost/Fabri	cation/Production - NON-CCIP			
Labor/Trade Identification	Description of Work Performed	Man-Hours	WUSM Labor Rate Off-Site Labor Bill Rate	Total Cost of Work
Journeyman, Foreman, etc.	Specific work performed in each line	Add man hours for each line Quantity UM	f Off-Site Labor Subtotal = Rates are found in tabs on bottom of spreadsheet (Non CCIP rate)	This column and WUSM Labc Rates are column are filled out.

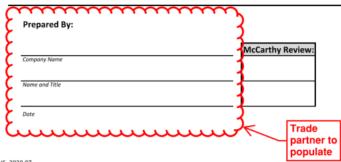
9. Fill out **Material** and **Equipment** sections as necessary and include backup for each. ***If a change adds and deletes scope, please show cost separately not as a net total***

Supplier	Materials Description	Quantity	UM	Rate	Total Cost of W
	al information for each column as needed. Inc	lude			
breakdown	of material costs as backup if needed.				
	lines needed to include all material exceeds				
amount ava	ilable in spreadsheet, attach a separate shee	et.			
				of Materials Subtota	
TTTTTT	quipment Description				
	quipment Description	*******		······	
Add equipme	iquipment Description	*******		······	
Add equipme	quipment Description	*******		······	
Add equipme Include breat	iquipment Description	Quantity		······	

10. Fill out the Subcontracted work section, as necessary. The subcontracting performing the work also needs to a RFQ sheet following the instructions listed above.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
Subcontracted Work	Quote Number	CCIP Enrolled	RFQ Attached	Total Cost of Work
(if CCIP enrolled - verify CCIP coverage excluded and attach RFQ for each)	(attached)	cor tholed	(CCIP Enrolled)	
		(Select)	(Select)	4
Fill out if any work is subcontracted out for each call	ompany.	(Select)	(Select)	4
		(Select)	(Select)	1
(		(Select)	(Select)	1
		Cost of Subcontra	stad Work Subtatal -	50.00

### 11. Fill out Prepared By section.



V6_2020.07

- 12. Print spreadsheet to PDF, attach backup, and attach other company's Request for Quote sheets and backup as applicable.
- 13. Open the Change Events page in Procore and click on RFQs. Click View next to the RFQ you wish to complete.

14. At the top of the page, click "Yes" to add Quote Amount and attach RFQ / backup.

McCarthy: McCarthy Holdings, Inc. 003975,000 - WUSM Resear	✓ Fevorites ★ Change Events Commitments Change C	Apps Select an App			
Commitments > Contract #3975-SP > RFQs > RFQ #001: CE #008 - Cannon Addendum #8 - Str	uct	Export -			
🤣 McCarthy Holdings, Inc. has requested a quote from you sent on 08/18/20. Please provide your quote below. Your quote is due by 08/25/20 (in 6 days )					
Do you have a cost or schedule impact associated with this scope?	Quote Amount:*	\$0.00			
	Schedule Impact:	0 days			
Yes No	Comments:				
	Attachments/Details	Attach File(s)     Drag and Drop File(s)			
		Cancel Post Response			

15. Click Post Response



Washington University in St. Louis School of Medicine

# WUSM OFF SITE MATERIAL VERIFICATION

Due to very limited space on site, all material must be brought to site no sooner than one week prior to installation. To ensure the proper material has been received, off site material verifications must be submitted to McCarthy. Upon receipt of material, please fill out the form below, email to your McCarthy POC and copy Shelby Marotta <u>smarotta@mccarthy.com</u>.

# **Off Site Material Billing**

## **Billing for Stored Materials**

The following requirements must be submitted with your payment application when billing for stored materials

- 1. Letter for Advance Payment (see form below)
- 2. Bill of Sale transferring ownership of materials (see form below).
- 3. Certificate of insurance evidence of property insurance covering the value of the stored materials.
- 4. Vendor invoices substantiating the amount billed.
- 5. Photos of materials clearly marked identifying the project name and the material description/contents.



Letter_for_Advance_ Payment_3975.doc