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 co-location 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: https://www.mccarthydashboardwusm.com/

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

* 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:

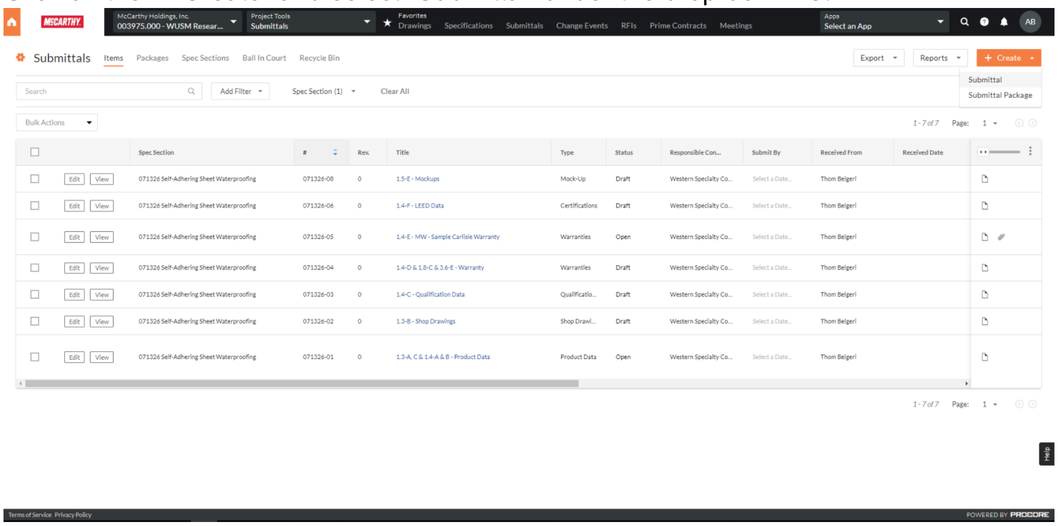
1. In Procore, hit the plus sign next to RFI’s in the drop down
2. Populate the following fields:
   a. Number – choose from drop down (BP1, BP2, Con, etc.) and number auto populates
   b. Subject that is specific and encompassing (location, description of change, etc.)
   c. Assignee – McCarthy contact
   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
   l. 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

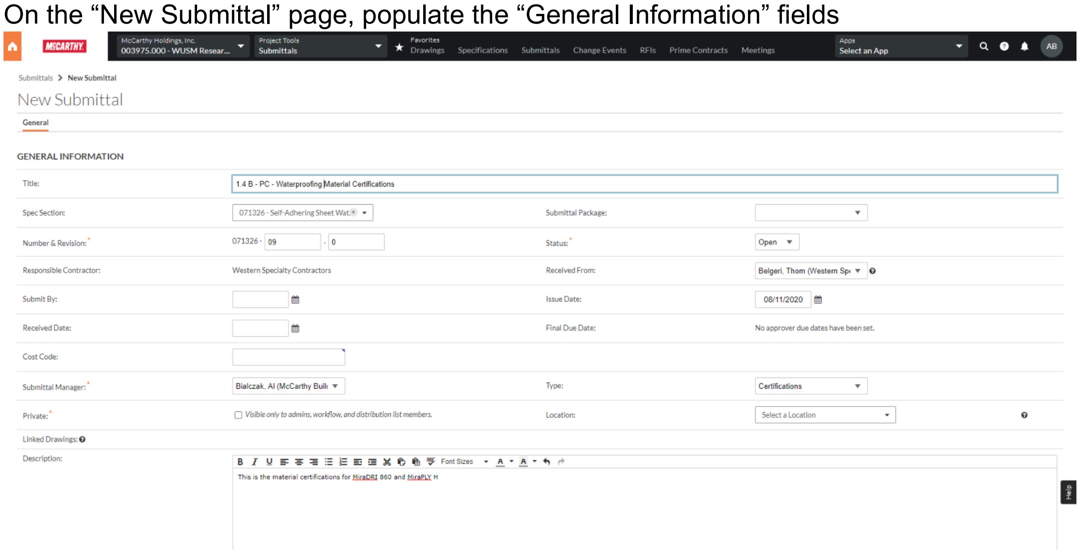
Creating a Submittal Item in Procore

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



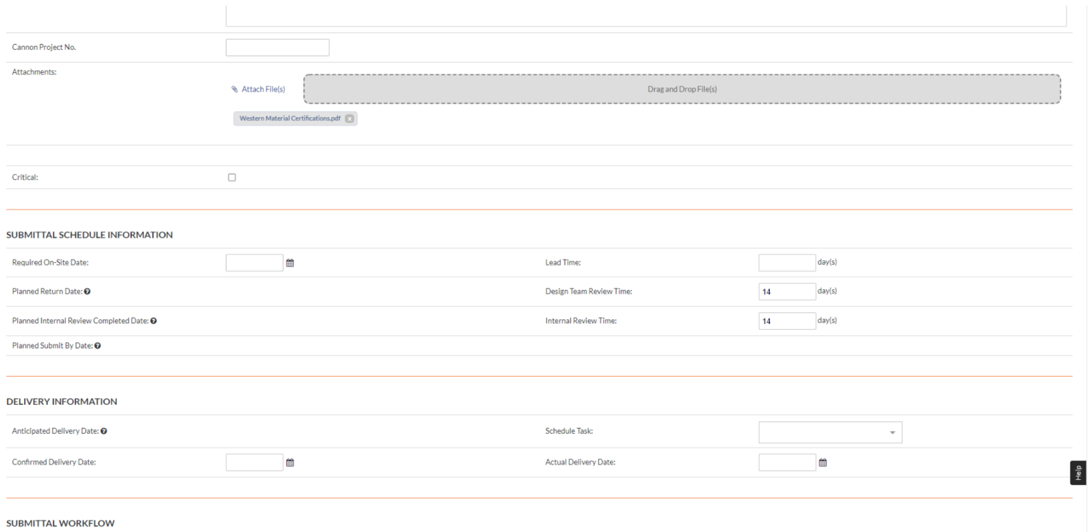
3. On the “New Submittal” page, populate the “General Information” fields



   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
l. 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

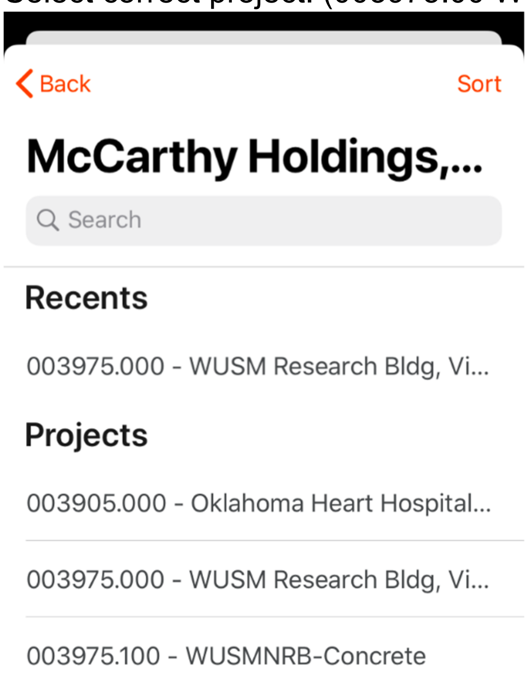


   a. Leave Design Time Review with populated time unless marked critical or a submittal revision
   b. Leave the remaining fields blank
5. Delivery Information: Leave blank
6. Populate Submittal Workflow
   a. In “Step 1” change “Role” to “Submitter” and select appropriate name. Follow Approved Submittal 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.

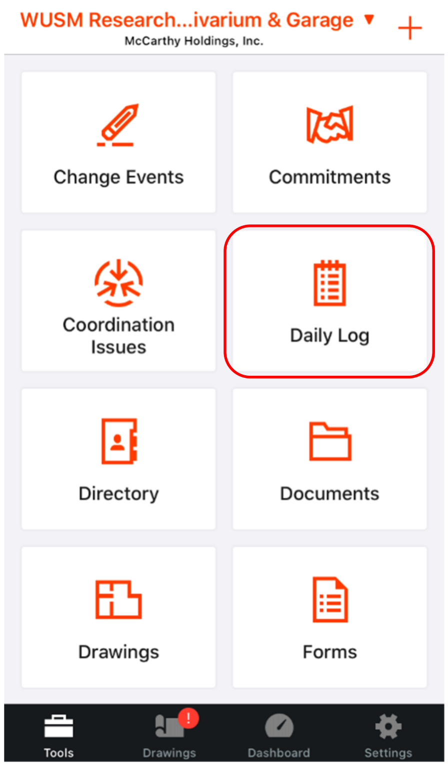
Daily Logs

1. Open the Procore App

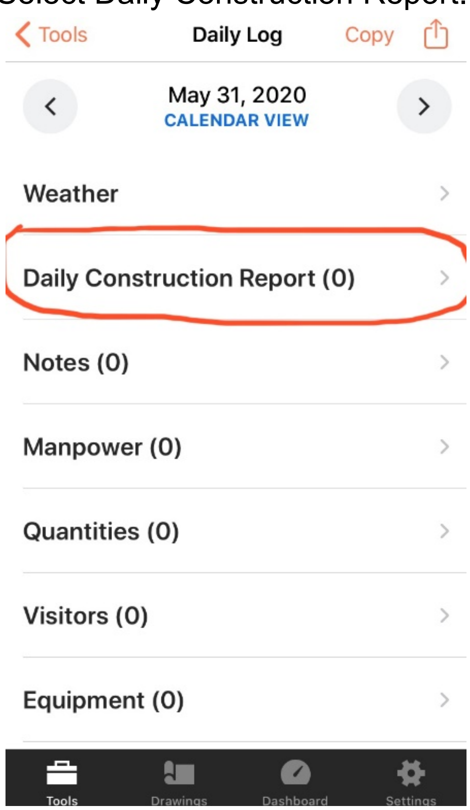
2. Select correct project. (003975.00 WUSM Bldg, Vivarium & Garage)



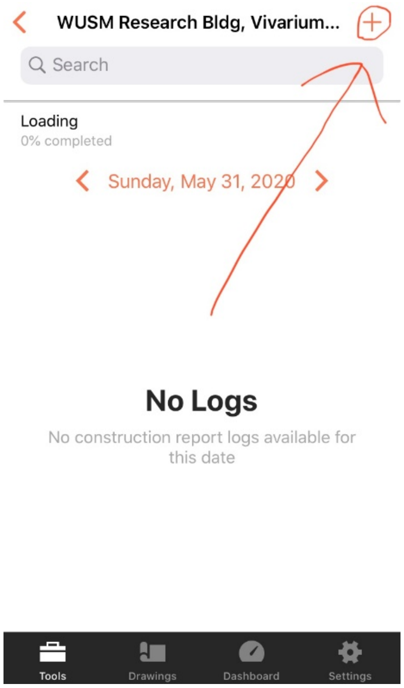
3. Select the Daily Log Module from the Tools Tab.



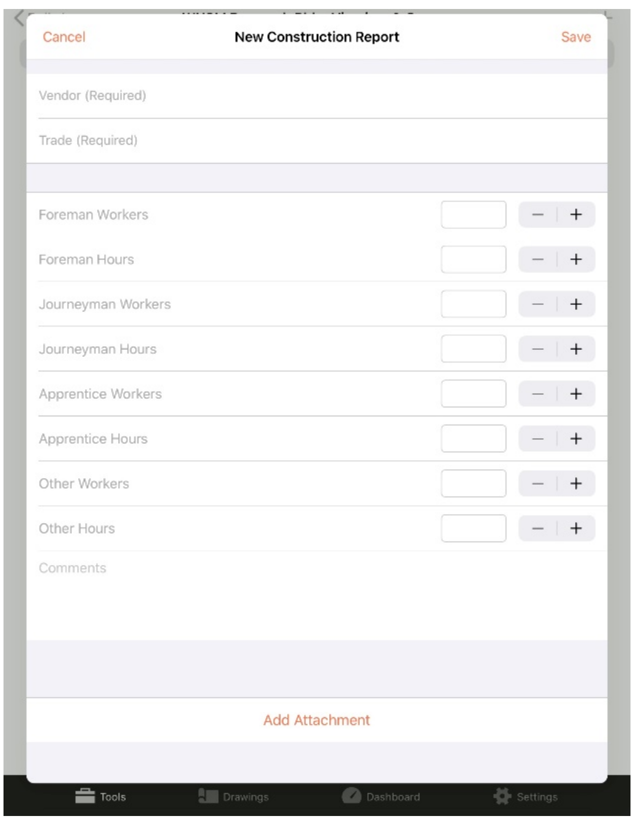
4. Select Daily Construction Report.



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

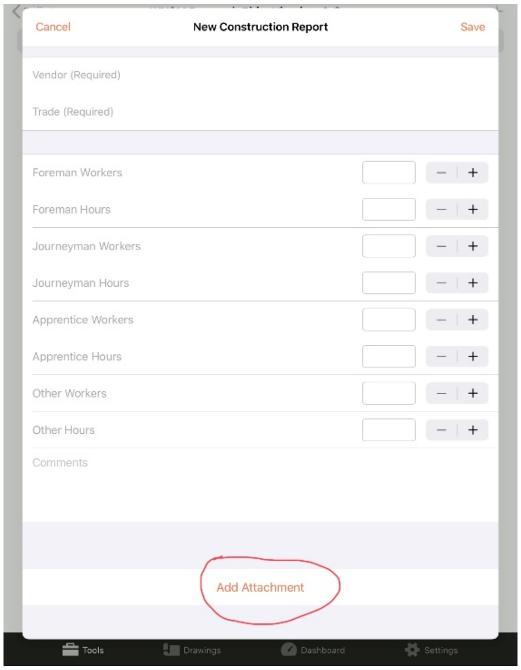


6. Fill out the form with Vendor (Contractor), Trade, Trade hours and description of the work and any other notes in the comments section. If there are multiple shifts

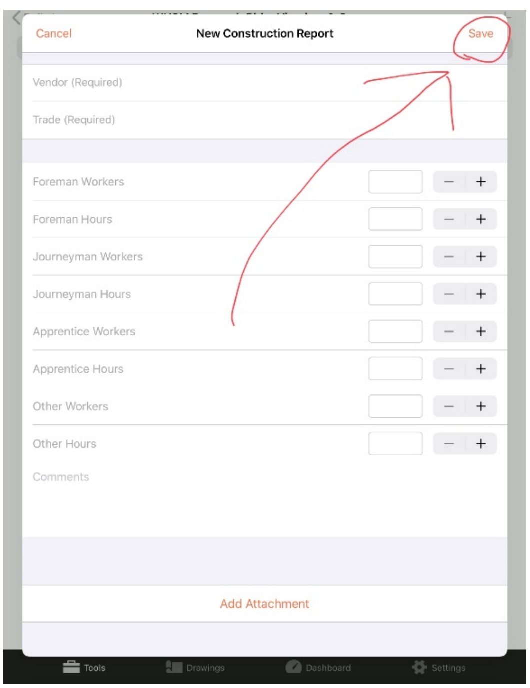


working in one day; populate the total hours in the designated fields and provide a breakdown of hours in the comments section.

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



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



Extra Work Orders

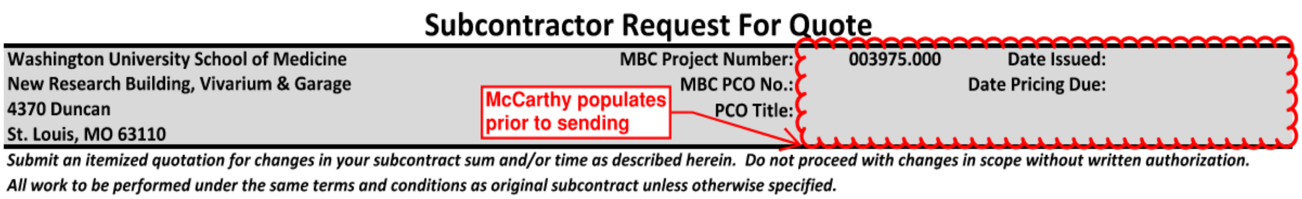
Tickets should be turned in to McCarthy **daily**.

- 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 smarotta@mccarthy.com).
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

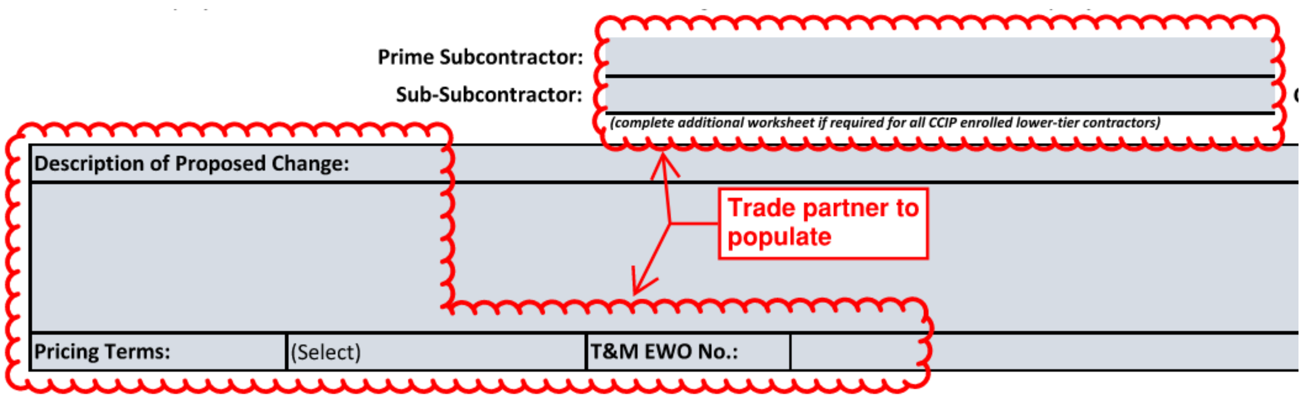
Washington University School of Medicine
New Research Building, Vivarium & Garage
4370 Duncan
St. Louis, MO 63110

MBC Project Number: 003975.000
MBC PCO No.:
PCO Title:
Date Issued:
Date Pricing Due:

McCarthy populates 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.



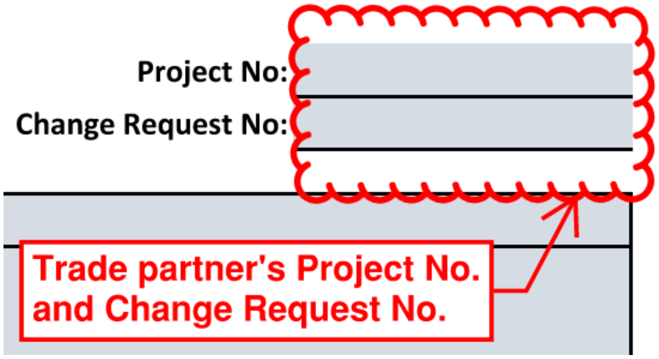
Prime Subcontractor:
Sub-Subcontractor:
(complete additional worksheet if required for all CCIP enrolled lower-tier contractors)

Description of Proposed Change:

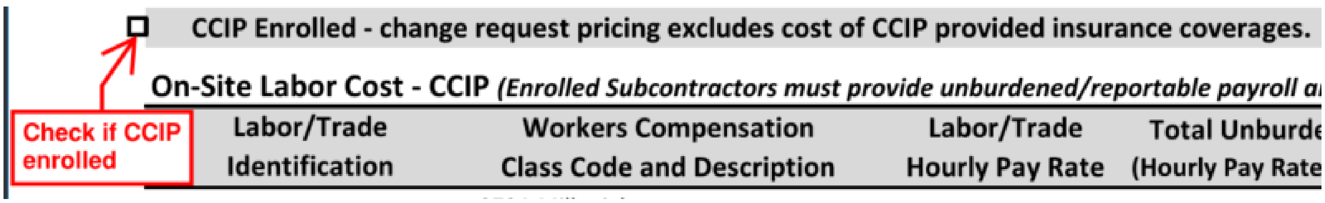
Trade partner to populate

Pricing Terms:	(Select)	T&M EWO No.:	

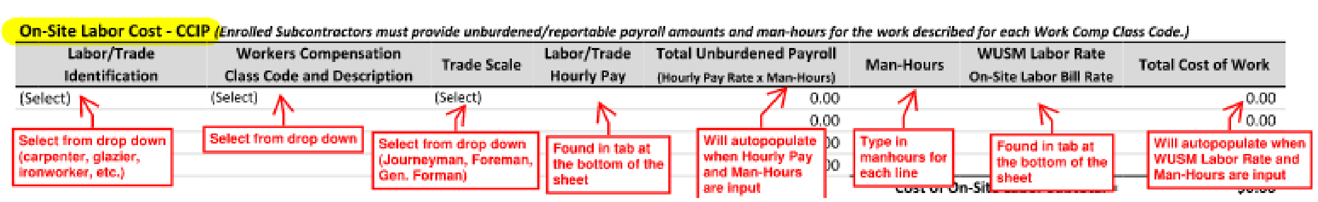
5. **Project No**. and **Change Request No.** are company specific project number and project specific change request number. Default to 003975 for Project No. if no company specific number is used.



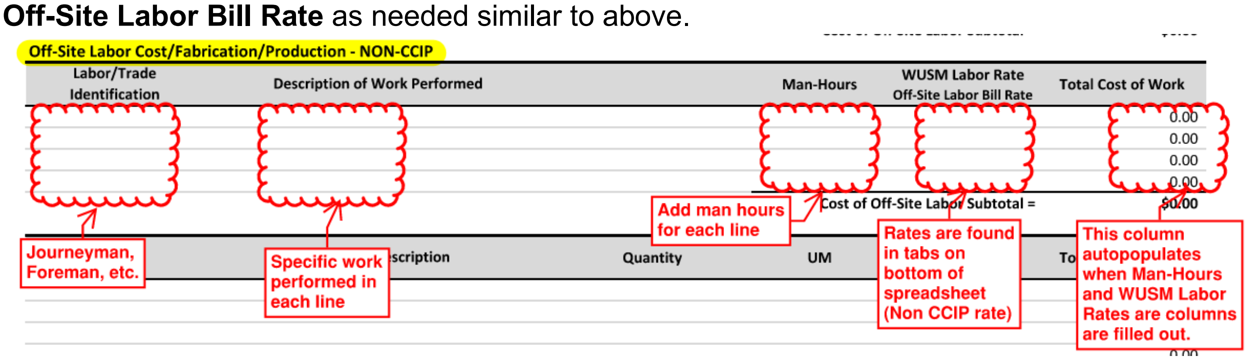
6. Check the CCIP Enrolled box under the **Pricing Terms** box if necessary.



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***



8. 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.



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 Work
					0.00
	Add material information for each column as needed. Include breakdown of material costs as backup if needed.				0.00
					0.00
					0.00
	If number of lines needed to include all material exceeds amount available in spreadsheet, attach a separate sheet.				0.00
					0.00
				Cost of Materials Subtotal =	$0.00

Equipment Description	Quantity	UM	Rate	Total Cost of Work
Add equipment information for each column as needed. Include breakdown of equipment costs as backup.				0.00
				0.00
				0.00
If number of lines needed to include all equipment exceeds amount available in spreadsheet, attach a separate sheet.				0.00
			Cost of Equipment Subtotal =	$0.00

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 *(if CCIP enrolled - verify CCIP coverage excluded and attach RFQ for each)*	Quote Number (attached)	CCIP Enrolled	RFQ Attached (CCIP Enrolled)	Total Cost of Work
		(Select)	(Select)	
Fill out if any work is subcontracted out for each company.		(Select)	(Select)	
		(Select)	(Select)	
		(Select)	(Select)	
		Cost of Subcontracted Work Subtotal =		$0.00

11. Fill out **Prepared By** section.

Prepared By:

Company Name

Name and Title

Date

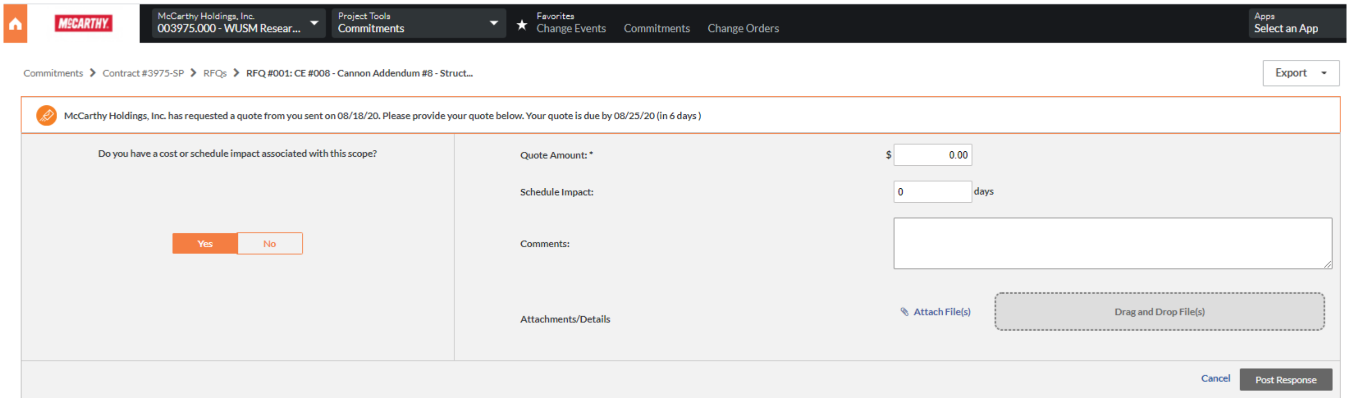
McCarthy Review:

Trade partner to populate

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.



15. Click Post Response

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 smarotta@mccarthy.com.

Submitting Company ____

Product Description ____

Quantity ____

Install Location ____

Product Shelf Life (If Applicable) ____

Site Delivery Date ____

Responsible Forman and Superintendent ____

Attach Photos and Copies of Shipping / Delivery Tickets

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.

Bill_of_Sale_3975.doc

Letter_for_Advance_Payment_3975.doc