

# WELCOME





# WELCOME TO UCSC OPEN HOUSE FOR CONTRACTORS!

## Agenda

- Introductions
- Why you should bid for construction work at UCSC!
- Contractor selection processes
- Payment processes
- Meet the University staff



# INTRODUCTIONS

- **Primary Project Leadership**
  - Felix Ang, Design & Construction
  - John Steward, Physical Plant Work Management
  - Rhonda Tramble, Engineering
- **Projects Managers**
  - Jose Sanchez
  - Art Wellersdick
  - Marc Douvia
- **Business Office**
  - Anne Gavin, Financial Management
  - Leslie Berman, Disbursements
  - Zaunna Fingal, Contracts Office
  - Erika Solberg, Contracts Office

# UPCOMING PROJECTS

ESTIMATED CONSTRUCTION COST	PROJECT NAME	PROJECT SCOPE	APPROX BID DATE
<b>UNDER \$100K</b>			
\$75K	CROWN MERRILL APTS 1011 & 1021	FRAMING REPAIRS	MAY 2018
\$35K	REDWOD GROVE APT 1212 SHOWER DRAIN FLANGE	REPAIR SHOWER DRAIN	MAY 2018
\$45K	RACHEL CARSON CORIAN REPAIRS	REPAIR CORIAN IN SHOWERS	MAY 2018
\$50K	STEVENSON HOUSE 6 ROOF LEAK REPAIRS	REPAIR ROOF	MAY 2018
\$90K	CROWN COLLEGE PROVOST HOUSE OVERHANG IMPROVEMENT	PROVIDE PERMANENT SHORING TO OVERHANGING STRUCTURE	TBD
<b>\$100K - \$500K</b>			
\$200K	CROWN MERRILL APTS/ EAST ROAD DRAINAGE IMPROVEMENTS	CIVIL WORK TO IMPROVE STORM WATER DRAINAGE	SUMMER 2020
\$190K	RACHEL CARSON COLLEGE KITCHEN ROOF REPLACEMENT	REMOVE AND REPLACE ROOF	APRIL 2018
\$400K	STEVENSON HOUSE 7 LAUNDRY ROOM IMPROVEMENTS	DEMOLITION AND EXPANSION OF LAUNDRY ROOM FACILITY	SUMMER 2018
\$600K	STEVENSON HOUSE 4 LAUNDRY ROOM IMPROVEMENTS	DEMOLITION AND EXPANSION OF LAUNDRY ROOM FACILITY	SUMMER 2019
\$500K	COWELL ADMIN HVAC/BOILER REPLACEMENT	FAILING AIR HANDLER AND BOILER SERVING COWELL ADMIN	SUMMER 2018
\$200k	JBEB FE-233 REPLACEMENT	REPLACEMENT OF CENTER FUME EXHAUST FAN	SUMMER 2018
\$450K	THIMANN LABS FUME HOOD REPLACEMENTS	REPLACEMENT OF FUME HOODS IN CHEM AND BIO LABS	SUMMER 2018
\$200K	RACHEL CARSON COLLEGE COMMONS ELEVATOR MODERNIZATION	RACHEL CARSON RED ROOM ELEVATOR MODERNIZATION	SUMMER/ FALL 2018
\$200K	HUMANITIES LECTURE HALL LED AND CONTROLS RETROFIT	RETROFIT LIGHTING CONTROLS AND FIXTURES	SUMMER 2018
\$250K	HEAT PLANT COGEN REMOVAL AND SURPLUS	REMOVE OBSOLETE COGEN AND REFURBISH AREA	FALL 2018
\$250K	JBEB PRESSURE CONTROLS MODERNIZATION	PRESSURE CONTROL GRADIENT MODERNIZATION	SUMMER/ FALL 2018
\$250K	COWELL RES HALL BEARD, ROOF EAVE REPAIRS	REPAIR DAMAGED EAVES	MAY 2018

# UPCOMING PROJECTS, CONT'D

ESTIMATED CONSTRUCTION COST	PROJECT NAME	PROJECT SCOPE	APPROX BID DATE
<b>\$500K - \$1M</b>			
\$900K	RACHEL CARSON COLLEGE KITCHEN INFRASTRUCTURE RENOVATION	REFRIGERATION, DISHWASHER & SANITARY SEWER LINE REPLACEMENTS	APRIL 2018
\$611K	PHYSICAL EDUCATION FACILITIES FIRE ALARM INSTALLATIONS	REPLACE EXISTING DEVICES	MAY 2018
\$699K	COGEN & UPPER CAMPUS BUILDINGS FIRE ALARM INSTALLATIONS	REPLACE EXISTING DEVICES	MAY 2018
\$800K	RACHEL CARSON RESIDENCE HALLS ROOF REPLACEMENT	REMOVE AND REPLACE ROOFS	APRIL 2018
\$500K	RACHEL CARSON APARTMENTS ROOF REPLACEMENT	REMOVE AND REPLACE ROOFS	APRIL 2018
\$250K	RACHEL CARSON ACADEMIC/ADMINISTRATIVE ROOF REPLACEMENT	REMOVE AND REPLACE ROOF	APRIL 2018
\$540K	OAKES APTS SHINGLE SIDING REPLACEMENT	REMOVE AND REPLACE SHINGLE SIDING ON BUILDING B	MAY 2018
\$700K	RACHEL CARSON RES HALLS ADA PATH IMPROVEMENTS	IMPROVE EXTERIOR PATH FOR ADA COMPLIANCE	SUMMER 2019
\$900K	COLLEGE 9/10 DIH ROOM MODIFICATIONS	REPLACEMENT OF DISH MASHINE AND SERVERY EQUIPMENT	SUMMER 2019
\$585K	MCHENRY ROAD REPLACEMENT	REPLACED DETERIORATED FAILED ROADWAY	SUMMER 2019
\$550K	JBEB HVAC CONTROLS MODERNIZATION	UPDATE BUILDING CONTROLS FROM PNUEMATIC TO DIGITAL	SUMMER 2019
\$540K	COLLEGE NINE APTS. ENVELOPE REMEDIATION	MOISTURE INTRUSION PREVENTION	MAY 2018
<b>\$1M - \$10M</b>			
\$1.1M	SINSHEIMER LABS & SCIENCE LIBRARY FIRE ALARM INSTALLATIONS	REPLACE EXISTING DEVICES	MAY 2018
\$3.5M	SCIENCE & ENGINEERING LIBRARY 3RD FLOOR RENOVATION	INTERIOR RENOVATION & BUILDING SYSTEMS UPGRADE	SPRING 2019
\$1.5M	STEVENSON RESIDENCE HALLS INTERIOR FINISH REFRESH	NEW PAINT, CARPET, MECO SHADES, LIGHT FIXTURES AT 8 RES HALLS	SUMMER 2019
1M	STEVENSON LOWER QUAD INFRASTRUCTURE REPLACEMENT	REPLACE PLUMBING INFRASTRUCTURE TO 4 RES HALLS	SUMMER 2019
\$1.25M	SEYMOUR CENTER EMERGENCY GENERATOR	REPLACE GENERATOR AND FUEL SYSTEM	SUMMER 2019
<b>OVER \$10M</b>			
\$150+M	KRESGE REDEVELOPMENT	CLASSROOM CONSTRUCTION	SUB-TRADES SUMMER
\$20M	RACHEL CARSON DINING HALL ADDITION	EXTENSIVE RENOVATION OF EXISTING DINING FACILITY	SUMMER 2020
\$8M	PORTER DINING HALL IMPROVEMENTS	CIRCULATION AND SEATING EXPANSION	SUMMER 2021

# CHECKLIST FOR NEW CONTRACTORS



Register with Contractors State License Board (CSLB)



Register with the Dept. of Industrial Relations (DIR)



Ensure that your company is paying prevailing wages.



Fill out and submit university's Contractor Profile form.



Fill out and submit university's Payee Setup form.



Check with your bonding agent to ensure you can obtain the necessary bonding requirements. Contracts >\$25,000 require a payment bond. Contracts >\$50,000 also require a performance bond. Formally bid contracts require a bid bond.



Check with your insurance agent to ensure you can provide adequate insurance coverage as required by the contract.



# CONTRACTOR SELECTION PROCESS

## NEGOTIATED

- Construction contracts for less than \$50,000 can be negotiated with a contractor. A UCSC project manager determines an estimate for work and then negotiates the price with a contractor for the work to be performed. The contractor must have a payment bond if the construction contract > \$25,000. UCSC uses a mini form contract for this work.



# EXAMPLES OF SMALL PROJECTS

- General carpentry repairs
- Power washing, painting
- Electrical, wiring (phone, alarm)
- Exterior walkways, stairways
- Small site work
- Room and lab remodels
- Furniture installation
- Window glazing
- HVAC repairs
- Plumbing



# CONTRACTOR SELECTION PROCESS

## INFORMALLY BID

- Construction contracts for between \$50,000 and \$640,000 can be informally bid. A project manager solicits bids from at least 3 contractors and posts bidding documents on the University's online plan room, <https://www.ucscplanroom.com/>
- The awarded contractor must provide a performance bond for construction contracts > \$50,000 (in addition to payment bond).
- For informally bid contracts between \$300K - \$640K contractors are required to submit a Base Qualification Questionnaire (BQQ) using instructions in the bidding documents.

# CONTRACTOR SELECTION PROCESS

## FORMALLY BID

- Construction contracts for over \$640,000 must be formally, publicly bid. Often the University will elect to formally bid projects below that threshold.
- UCSC advertises for 3 weeks prior to the bid and posts bidding documents on the University's online plan room, <https://www.ucscplanroom.com>. Bids are opened and the lowest responsive and responsible bidder is awarded the construction contract. A bid bond is required at the time of bid (in addition to a payment bond and performance bond at the time of award).
- For some projects UCSC may use a prequalification process.

# UCSC PLAN ROOM

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## Recent Jobs Posted

9098C REBID Telecommunications Infrastructure Upgrades,  
Phase C, Cowell & Stevenson Colleges  
Bids 4/26/18

5303-035 Rachel Carson College - Kitchen Infrastructure  
Renovation  
Bids 4/27/18

5305-021 Rachel Carson College - Apartment Building 2, 3,  
4 and 5 Roof Replacement  
Bids 4/24/18

5303-044 Rachel Carson College - Kitchen Replace Servery

## Looking for a private job?

Enter your job key

## Received a bid invitation?

Enter your access code

[www.ucscplanroom.com](http://www.ucscplanroom.com)

# LABOR COMPLIANCE

- **Payment of prevailing wages.** In some cases, depending on funding source, Federal Davis Bacon Wages may apply. This information will be in the bidding documents.
- **Some formally bid projects require the use of LCP Tracker software for uploading certified payroll.** The software is web-based and there is no charge to use it. The software allows for easy upload to DIR (Dept. of Industrial Relations), so there is no double data entry.



# PAYMENT PROCESS



- If you are a new contractor you will need to complete and sign a payee setup request form in order to be setup in our financial system as a vendor.
- The contractor starts the monthly payment process by preparing an Application for Payment on the University-approved form that is attached to each construction contract.

# PAYMENT PROCESS

- Once the application for payment is completed, it needs to be submitted for payment to Physical Planning, Development and Operations.
- For your convenience and more efficient processing, the application for payment can be submitted electronically via e-mail.
- Once the application for payment is approved by the project manager and the funding approver, it enters the payment queue.
- Payments are disbursed once a week via check or ACH.

# FINAL PAYMENT

- **The Contractor shall satisfactorily fulfill all the following requirements of the Contract before making request for final payment.**
  - **Conditional releases from contractor and subcontractors entitled to receive any portion of the final payment.**
  - **As-built documents.**
  - **All operating and maintenance data for equipment installed in the project.**
  - **All guarantees and warranties from the contractor, subcontractors, and suppliers.**
  - **All other submittals required by the contract documents.**

# **FINAL PAYMENT**

## **(CONT'D)**

- **Final completion shall be when the University's Representative accepts the work as fully completed and in accordance with the contract documents.**
- **Then the University files a Notice of Completion within 15 days after the date of final completion.**
- **Once the notice of completion is recorded there is a 35 day waiting period before the retention can be paid out.**



# CLOSE OUT AND RETENTION

- All contracts over \$25,000.00 have a closeout process and required 5% retention.
- Close out procedures include, but are not limited to:
  - Substantial completion procedures.
  - Final completion procedures.
  - Project record documents.
  - Final cleaning.
  - Repair of the work.
  - Return of all University property issued to the Contractor for temporary use.

# QUESTIONS

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Please visit our web site  
<https://ppc.ucsc.edu/contractors/index.html>

Contact us – [zaunna@ucsc.edu](mailto:zaunna@ucsc.edu)

UCSC PlanRoom – <https://www.ucscplanroom.com>

