



# Memorial Hospital

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UNIVERSITY OF COLORADO HEALTH

## **SCOPE of WORK**

for

### **CHMG Suite Remodel- Phase I and Phase II**

Briargate Medical Campus  
8890 N Union Blvd., Suite 170  
Colorado Springs, CO 80920

UCH-MHS  
COLORADO SPRINGS, COLORADO

**BID INFORMATION**  
**November 8<sup>th</sup>, 2013 at 3:00pm**

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

TABLE OF CONTENTS

FOR

**CHMG SUITE REMODEL- PHASE I AND PHASE II**

UCH-MHS  
COLORADO SPRINGS, COLORADO

Table of Contents ..... i

**BIDDING REQUIREMENTS**

---

00115 Notice to Bidders ..... 1  
00200 Instructions to Bidders ..... 3  
00410 Contract Bid Form ..... 10

**CONTRACTING REQUIREMENTS**

---

00530 Taxes and Certificate of Exemption ..... 14  
00613 Maintenance Bond ..... 15  
00614 Performance Bond ..... 17  
00615 Labor and Material Payment Bond ..... 19  
00641 Partial Waiver – Contractor ..... 21  
00642 Partial Waiver – Subcontractor ..... 22  
00643 Final Waiver and Release - Contractor ..... 23  
00651 Affidavit ..... 25  
00652 Bill of Sale ..... 26  
00653 Non-Negotiable Bailment Receipt ..... 27

**SCOPE OF WORK**

---

01100 Scope of Work ..... 28  
01327 Project Plan and Schedule ..... 31  
01412 Permits / Inspections ..... 32

**APPENDIX**

---

A. Nexcore Properties LLC ..... 33

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00115

NOTICE TO BIDDERS

UCH-MHS  
1400 E. Boulder Street  
Colorado Springs, CO 80909

**CHMG Suite Remodel- Phase I and Phase II**

Electronic bid proposals will be received from General Contractor no later than:

**3:00pm. Mountain Time, Friday, November 8<sup>th</sup>, 2013**

For the **CHMG Suite Remodel- Phase I and Phase II Project** at Briargate Medical Campus, 8890 N Union Blvd., Suite 170 Colorado Springs, CO. Bids must be electronically submitted and shall be labeled CHMG Suite Remodel- Phase I and Phase II PROJECT and sent to UCH-MHS, Purchasing Department, < tiffany.daniels@uchealth.org > and UCH-MHS Planning Design and Construction <mary.simon@uchealth.org>. Bids not received by the specified time will not be considered..

The project consists generally of the tenant improvement of approximately 4,365 sf of existing medical office space on the first floor of the Briargate Medical Campus, Colorado Springs, Colorado. In addition, an adjacent registration space will be incorporated into the suite. General work includes but is not limited to demolition of existing walls in the existing waiting and registration area, and reconfiguring the space for new exam room, offices, waiting and reception area, and toilet room. Mechanical, Electrical, Plumbing, and Fire Protection system modifications are needed to support this remodel. Fire protection systems will be Design-Build by the successful contractor. The entire suite will be repainted, and new floor coverings will be provided throughout.

Further information and details about this work follow, and will be discussed during a mandatory pre-bid walk-through, which will be conducted by UCH-MHS (**Mary Simon, Senior Project Manager Tel No: 719 365 9725** ) on **October 29th, at 12:15 p.m.** Mountain Time. Meeting will be held at the **First Floor Conference Room at Briargate Medical Campus** for discussion and walking the site. **Attendance is mandatory to make the bid responsive**, and will be verified by sign-in at the walk-through.

Questions about the bid process can be submitted by e-mail to **Mary.Simon@uchealth.org**. Please call **Mary Simon** for any other arrangements or questions on the bid process.

**Plans and Scope of Work are attached.**

The attached drawings and scope of work description have been submitted to the Pikes Peak Regional Building Department for approval. Final "For Construction" drawings will be issued after approval from PPRBD. The project schedule is extremely critical. It is anticipated that the work will be completed in two distinct phases as shown on the plans. The suite will be occupied

**SCOPE OF WORK**  
**CHMG SUITE REMODEL- PHASE I AND PHASE II**

during construction and phase 1 will be immediately occupied after completion. Separate permits will be needed for each phase. The phasing plan shown is a preferred plan. However, alternate phasing plans that allow the clinic to be fully functional with patient safety and comfort under consideration will be considered. Bidders are required to submit a project completion plan and schedule in the form of a CPM or Gantt Chart. Construction contract award will be evaluated based upon the bidders project schedule, project plan and pricing. UCH-MHS reserves the right to reject any or all bids, to waive formalities and/or to award contract either in whole or in part, if it deems it to be in the best interest of Memorial Hospital to do so.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00200

INSTRUCTIONS TO BIDDERS

**BIDDING REQUIREMENTS**

1. Definitions

- A. Bidding Documents include the Bidding Requirements and the proposed Contract Documents. The Bidding Requirements consist of the Notice to Bidders, Instructions to Bidders, the Bid Form, the Scope of Work, and other UCH-MHS Contract forms.
- B. Definitions set forth in the UCH-MHS Construction contract are applicable to the Bidding Documents.
- C. Addenda are written or graphic instruments issued by the Architect prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications, or corrections.
- D. A Bid is a complete and properly signed proposal to do the Work for the sums stipulated therein, submitted in accordance with the Bidding Documents.
- E. The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or deleted for sums stated in Alternate Bids and Unit Prices.
- F. An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents and the Specifications, is accepted.
- G. A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials, equipment, or labor, as described in the Bidding Documents.
- H. A Bidder is a person or entity who submits a Bid.
- I. A Sub-Bidder is a person or entity who submits a Bid to a Bidder for materials or labor for a portion of the Work.

2. Bidder's Representations

- A. Each Bidder by making his Bid represents that:
  - 1) The Bidder has read and understands the Bidding Documents and its Bid is made in accordance therewith.

## SCOPE OF WORK CHMG SUITE REMODEL- PHASE I AND PHASE II

- 2) The Bidder has visited the site, has familiarized itself with the local conditions under which the Work is to be performed, and has correlated his observation with the requirements of the proposed Contract Documents.
  - 3) The Bid is based upon the materials, systems, and equipment required by the Bidding Documents without exception.
  - 4) The Bidder will not later request and will not later expect to receive additional payment for work related to conditions which can be determined by examination of the site and the Bidding Documents.
3. Bidding Documents
- A. Bidding Documents will be distributed by **UCH-MHS**.
  - B. Bidders shall use complete sets of Bidding Documents in preparing Bids. UCH-MHS does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
  - C. The Owner making copies of the Bidding Documents available on the above terms does so only for the purpose of obtaining Bids on the Work and do not confer a license or grant for any other use.
4. Interpretations and Substitutions
- A. Bidders and Sub-Bidders shall promptly notify the UCH-MHS of any ambiguity, inconsistency, or error which they may discover upon examination of the Bidding Documents or of the site and local conditions.
  - B. Bidders and Sub-Bidders requiring clarification or interpretation of the Bidding Documents must submit questions in writing by July 17<sup>th</sup>. UCH-MHS will send answers to all bidders equally via e-mail by July 22<sup>nd</sup>. All questions are to be directed to:  
Mary Simon, Senior Project Manager  
Tel No : 719 365 9725.  
Mary.simon@uchealth.org
  - C. Substitutions:
    - 1) Items here in specified under manufacturer's names and catalog numbers are not eligible for substitution, unless noted otherwise.
    - 2) **Each request for substitution must be accompanied by complete catalog sheets and other pertinent data, which will make it possible to properly evaluate the items proposed for use.**
    - 3) It is the responsibility of the General Contractor to determine if all substitute materials, items, and/or equipment proposed are in fact, equal to the items specified, and all particulars including design, quality material and function, are considered before

## SCOPE OF WORK CHMG SUITE REMODEL- PHASE I AND PHASE II

incorporating such materials, items, and/or equipment in their bid for this work. If such substituted materials, items, and/or equipment do not meet or exceed the above requirements, whether before, during, and/or after incorporated into this work, the General Contractor shall, at no additional cost to the Owner, replace all substituted materials, items, and/or equipment with the materials, items, and/or equipment originally specified.

- D. No changes or substitutions will be considered after award of the Contract except those which will result in a better project, a savings to the Owner, or both.
- E. All interpretations, corrections, or changes of the Bidding Documents will be made by Addendum. Interpretations, corrections, or changes made in any other manner will not be binding and Bidders shall not rely upon them.

### 5. Addenda

- A. Notification of Addenda will be made to all that are known to have received a complete set of Bidding Documents.
- B. No Addenda will be issued later than three (3) calendar days prior to the date for receipt of Bids except an Addendum withdrawing the request for Bids or one which includes postponement of the date for receipt of Bids.
- C. Each Bidder shall ascertain, prior to submitting his Bid, that he has received all Addenda issued and shall acknowledge their receipt on the Bid Form.

### 6. Form and Style of Bids

- A. Bids shall be submitted on the Bid Form provided without modification, alteration, or reservation and with each space properly filled in by typewriter or manually in ink. Bids not in this form will be subject to rejection.
- B. Bid proposals shall be labeled CHMG SUITE REMODEL- PHASE I AND PHASE II and submitted electronically to UCH-MHS, Purchasing Department:

Tiffany.daniels@uchealth.org  
and  
mary.simon@uchealth.org

- C. Bid shall state the total lump sum price to do all Work described in the Bid Documents under a single contract. **Specific exclusions are discouraged and may be considered grounds for rejection of an incomplete Bid.** Dollar amounts shall be stated in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern.
- C. Bidders shall include the allowances indicated in the scope of work.
- D. Bidder shall bid all the Unit Prices requested in the scope of work. The Bid for Unit Prices described in the Bidding Documents shall include all costs including labor, materials, tools, equipment, handling, storing, distribution, protection of materials, fringe benefits,

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

taxes (as required) bond cost, insurance, overhead, and profit required from Base Bid conditions in order to incorporate such Work described.

- F. UCH-MHS reserves the right to request and review the proposed project manager's and superintendent's qualifications. Substitutions of approved managers after contract award must be submitted to UCH-MHS for review.
- G. UCH-MHS reserves the right to review and approve the proposed project subcontractors' qualifications. Mechanical, Electrical and Plumbing subcontractors must have experience in In-Patient hospital construction projects of similar nature and complexity. References from three (3) separate projects must be provided. Substitutions of subcontractors after contract award must be submitted to UCH-MHS for review.
- H. Hard copy, oral, faxed, or telephonic Bids are invalid and will not receive consideration.
- I. Each Bid shall be executed and signed (with name and title typed below the signature) by and in the name of the Bidder.
  - a) Bids from a partnership shall be signed in the firm name by at least one partner or in the firm name by Attorney-In-Fact. If signed by Attorney-In-Fact there shall be attached to the Bid a Power of Attorney evidencing authority to sign the Bid, dated and executed by all partners of the firm.
  - b) Bids from a corporation shall have the correct corporate name thereon and the signature of an authorized officer of the corporation manually written below corporate name followed by words "By \_\_\_\_\_" and title of office held by the person signing for the corporation shall appear below the signature of the officer.
  - c) Bids from an individual doing business under a firm name shall be signed in the name of the individual doing business under the proper firm name.

7. Bid Security

- A. A Bid Bond for Bid Security made payable to the Owner in an amount equal to five percent (5%) of the Bid amount must be submitted with the Bid, pledging that the Bidder will enter into a Contract with the Owner on the terms stated in the Bid and will furnish bonds covering the faithful performance of the Contract and payment of all obligations arising there under. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds, if required, the amount of the Bid Security shall be forfeited to the Owner as liquidated damages, not as a penalty. Bid Bond shall be written on AIA Document A310, Bid Bond, and the Attorney-In-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney.
- B. The Owner will have the right to retain the Bid Security of Bidders to whom an award is being considered until either:



**SCOPE OF WORK**  
**CHMG SUITE REMODEL- PHASE I AND PHASE II**

- a. the Contract has been executed and bonds have been furnished,
- b. the specified time has elapsed so that Bids may be withdrawn, or
- c. all Bids have been rejected.

8. Modification or Withdrawal of Bid

- A. Bids may not be withdrawn, modified, or canceled for a period of sixty (60) calendar days following time and date finally designated for the receipt of Bids.
- B. Prior to the time and date finally designated for receipt of Bids, any Bid submitted may be modified or withdrawn by notice to the Party receiving Bids at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder or by telegram and shall be in accordance with the following provision.
  - a. Any such written request must be contained in a sealed envelope which is plainly marked "Modification of Bid on (project title and Bid Date)".

9. Consideration of Bids and Contract Award

- A. Bids will not be accepted after the actual time and date established for receipt of Bids. Bidders shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- B. Owner shall have the right to reject any or all Bids and further to waive all informalities in bidding when deemed in the Owner's best interest.
- C. In awarding the contract, the Owner may take into consideration the Bidder's skill, facilities, capacity, experience, responsibility, previous work record, financial standing, and the necessity of prompt and efficient completion of work herein described. Inability of any Bidder to meet the requirements mentioned above may be cause for rejection of the Bid.
- D. Bids shall not be withdrawn for a period of sixty (60) calendar days immediately following the actual date of Bid opening and Owner shall give written notice of the award to the successful Bidder.
- E. The Owner shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided for in the Bidding Documents, and to determine the low Bidder on the basis of the sum of the Base Bid and the Alternates accepted.
- F. It is the intent of the Owner to award a Contract to the lowest responsible Bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner shall have the right to waive informalities or irregularities in a Bid received and to accept the Bid which, in the Owner's judgment, is in the Owner's own best interest.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

- G. The Owner may interview the apparent low Bidder(s) before contracts are awarded. The interview will enable the Owner to ask the General Contractor questions about materials, infection prevention measures, phasing, duration, scope of work, the Contract Documents, etc.
- H. In submitting a Bid, Bidder hereby acknowledges that Contracts shall be awarded to the lowest responsible Bidders for all necessary work to complete the Project, provided such bid is, in the Owner's judgment, in the Owner's own best interest. Owner reserves the right to reject any and all Bids.

10. Post Bid Information

UCH-MHS's Purchasing/Materials Management Department, in conjunction with UCH-MHS's Planning Design and Construction Department, will prepare and forward two original drafts of the Notice to Proceed Agreement after notice of award of Contract to the successful Bidder. Bidder shall return properly executed drafts of these Documents, together with required evidence of insurance, Performance Bond, Labor and Material Payment Bond, Maintenance Bond, and copies of certificates of authority and licenses, if applicable, to UCH-MHS's Representative within fourteen calendar days.

11. Bond Requirements

- A. The Bidder shall furnish the following surety bonds:
  - 1) Performance Bond - To cover the faithful performance of the Contract.
  - 2) Labor and Material Payment Bond - To insure payment of all obligations arising under the Contract.
  - 3) Maintenance Bond - To cover faithful performance of maintenance and other guarantee obligations.
- B. The cost for furnishing such bonds shall be included in the Bid.
- C. Bonds shall be written by a surety acceptable to the Owner.
- D. The Bidder shall deliver the required bonds to the UCH-MHS's Representative no later than the date of execution of the contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder shall, prior to commencement of the work, submit evidence satisfactory to the Owner that such bonds will be furnished and delivered in accordance with this Subparagraph D.
- E. Unless otherwise provided, the bonds shall be written on the enclosed forms. Reference Documents 00613, 00614, and 00615. Bonds shall be written in the full amount of the Contract Sum.
- F. The bonds shall be dated on or after the date of the Contract.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

G. The Bidder shall require the Attorney-In-Fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the Power of Attorney.

12. Insurance Requirements

General Contractor will be required to provide evidence of insurance before moving on site or starting work. Two original Certificates of Insurance are to be submitted to UCH-MHS's Representative within fourteen calendar days of Notice of Award. General Contractor shall name UCH-MHS and their officers, directors, employees, agents and assigns as an additional insured.

General Contractor shall provide the following insurances:

- \$3,000,000/\$5,000,000** minimum of insurance coverage for General Liability Insurance per each occurrence.
- Automobile liability shall be at \$1,000,000/\$1,000,000.
- Workers' Compensation shall be at the statutory limits.

**UCH-MHS will provide the Builder's Risk Insurance Policy. The General Contractor shall pay the deductible on the Builder's Risk Insurance Policy should a loss be incurred on the project. The deductible is Twenty-Five Thousand Dollars (\$25,000.00).**

**Additionally, Building owner insurance requirements are set forth in Appendix A.**

13. Form of Agreement Between Owner and Contractor

The Agreement for the Work will be written on **UCH-MHS Construction Services Contract**, as amended and modified, and supplemented by the **Notice to Proceed Agreement**, which shall state the contract amount and completion time.

14. Miscellaneous Instructions to Bidders

A. The Project is exempt from payment of County or State sales and use taxes on materials or equipment built into the building. General Contractor and their Subcontractors shall pay City taxes and submit the required tax forms so the Owner can get a refund for City taxes paid. Reference the Supplementary Conditions for further requirements.

15. Conflicting Documents

All work included in this section shall be governed by the Contract Documents. In case of a conflict between General Conditions, Supplementary Conditions, Specifications, or Drawings, the more stringent requirements shall govern as determined and as directed by UCH-MHS.

END OF INSTRUCTIONS TO BIDDERS

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00410

CONTRACT BID FORM

*Note: This Contract Bid Form is being provided for bidders bidding on all the bid packages as a complete lump sum bid proposal.*

Owner: UCH-MHS  
1400 E Boulder  
Colorado Springs, Colorado 80909

Project: UCH-MHS  
**CHMG SUITE REMODEL PHASE I AND PHASE II**  
Briargate Medical Campus  
8890 N Union Blvd., Suite 170  
Colorado Springs, CO 80920

**CHMG SUITE REMODEL PHASE I AND PHASE II PROJECT:**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Bid Amounts:**

The undersigned, having examined the Contract Documents and the site and conditions affecting the proposed work and being familiar with all the conditions affecting the construction of the proposed project, hereby proposes and agrees to provide and furnish all labor, material, equipment, supervision, and other items necessary to perform and complete, in a workmanlike manner, all work in strict accordance with the Contract Documents, and in full coordination with the Owner at the prices stated below. Stated sums include fees, insurance, payroll taxes, labor and bonds, and all charges applicable to materials, equipment, appliances, labor, and all charges that may be levied. In the following proposals, the amounts shall be shown in both words and figures. In the case of discrepancy between the words and the figures, the **words** shall govern.

**Addenda:**

The Bidder hereby acknowledges receipt and inclusion in the Bid the following addenda (number and date).

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

**Lump Sum Base Bid:**

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Breakdown of Lump Sum Base Bid: (Breakdown should total lump sum base bid.)**

- 1. **Infection Control & Barriers:** \$ \_\_\_\_\_
- 2. **Demolition:** \$ \_\_\_\_\_
- 3. **Concrete & masonry:** \$ \_\_\_\_\_
- 4. **Rough carpentry:** \$ \_\_\_\_\_
- 5. **Case work & finish carpentry:** \$ \_\_\_\_\_
- 6. **Unit price items:** \$ \_\_\_\_\_ x quantity = \$ \_\_\_\_\_
- 7. **Mechanical:** \$ \_\_\_\_\_
- 8. **Plumbing & Medical Gasses:** \$ \_\_\_\_\_
- 9. **Fire Protection:** \$ \_\_\_\_\_
- 10. **Electrical:** \$ \_\_\_\_\_
- 11. **Permits and Fees:** \$ \_\_\_\_\_
- 12. **General Conditions & Overhead:** \$ \_\_\_\_\_
- 13. **Other:** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL- LUMP SUM BASE BID** \$ \_\_\_\_\_

**Proposed duration of work** \_\_\_\_\_ **Calendar Days**

**A baseline project schedule must be submitted along with pricing.**

**Changes in the Work:**

Changes in the work shall be as established in the Contract Documents. The following fees shall be used for lump sum pricing and actual cost pricing of additions and deletions to that Work INCLUDED IN THE BID, NAMELY:

- a. To General Contractor for work performed by their own forces. NOT TO  
Exceed  
15%
- b. To General Contractor for work performed by other than their own forces. 5%
- c. To Subcontractor for work performed by their own work forces 10%

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

Overhead and Profit Fees on all levels (supplier, subcontractor, general contractor) shall in NO WAY exceed 15% of the actual cost of the change. It is the General Contractor's responsibility to divide the 15% among the general contractor, subcontractor, sub-subcontractor and supplier as they determine. If a Subcontractor has a supplier or a sub-subcontractor under their scope of work they shall make certain that their total overhead and profit is not above 10% when utilizing suppliers and sub-subcontractors. Overhead and profit on individual tiers shall be combined and figured at one percentage figure (OH&P), not broken down into two percentages.

Overhead and Profit Fees includes general requirements, small tools, office personnel, trucking, estimating, engineering, material expediting, and incidental general office expenses.

General Agreements:

- a. The Bidder agrees it has had an opportunity to examine the site of the Work, has examined the Contract Documents, has carefully prepared its proposal upon the basis thereof, and has carefully examined and checked this bid and the materials, equipment, and labor required there under, the cost thereof, and its figures therefore, and hereby states that the amount or amounts set forth in this bid is/are correct and that no mistake or error has occurred in this bid or in the Bidder's computations upon which this bid is based, and the Bidder agrees that it will make no claim for reformation, modification, rescission, or correction of this Bid after the scheduled closing time for receipt of Bid.
- b. The Bidder acknowledges that the Owner reserves the right to waive formalities in the bidding and to accept or reject any or all Bids.
- c. The Bidder agrees that Bid shall not be withdrawn or altered for a period of sixty (60) calendar days after the last date scheduled for the submission of Bids.
- d. By signing this bid, each Bidder certifies that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor.
- e. If awarded a contract for this project, the undersigned proposes to employ the following subcontractors:

\_\_\_\_\_

l \_\_\_\_\_

\_\_\_\_\_

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

Bid Security:

The Bid Security attached, in the sum of \_\_\_\_\_ Dollars (\_\_\_\_\_), is to become in full, the property of the City of Colorado Springs, Colorado, in the event the Contract and bonds are not executed within the time set forth above, as liquidated damages for the delay and additional work caused thereby.

The undersigned Bidder agrees that when these requirements have been completed it will execute an agreement with the Owner on the UCH-MHS Construction Services Contract, as modified and the supplemental Notice to Proceed Agreement, and will deliver Performance, Labor and Material Payment, and Maintenance Bonds for the faithful performance of this Contract.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

Name of Firm: \_\_\_\_\_ SEAL

Address: \_\_\_\_\_ Notary Public \_\_\_\_\_

City and State: \_\_\_\_\_ State of \_\_\_\_\_

By: \_\_\_\_\_ County of \_\_\_\_\_

Signature of Authorized Officer

My Commission expires: \_\_\_\_\_

Attachment: Bid Security

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT 00530

TAXES

Colorado State and El Paso County Taxes: The owner is exempt from the collection and payment of state or county sales and use taxes on any materials, supplies or other equipment used or installed in the work.

City Taxes: The General Contractor and all subcontractors shall comply with all city ordinances concerning sales and use taxes on required materials permanently in the work and purchased in the City of Colorado Springs. It is specifically understood and agreed that any refund of taxes paid shall become the property of the Owner.

UCH-MHS Hospital's Certificate of Exemption for Colorado State and El Paso County Taxes is below:

DR 0180 (02/08/07)  
COLORADO DEPARTMENT OF REVENUE  
DENVER CO 80261 0013


**CERTIFICATE OF EXEMPTION FOR COLORADO STATE SALES/USE TAX ONLY**

THIS LICENSE IS NOT TRANSFERABLE

| USE ACCOUNT NUMBER<br>for all references | LIABILITY INFORMATION | ISSUE DATE  |
|--|-----------------------|-------------|
| 98-09003-0000                            | 12 003 N 101591       | FEB 19 2008 |

12401 E 17TH AVE AURORA CO

UNIVERSITY OF COLD HOSPITAL AUTHORITY  
7901 E LOWRY BLVD SUITE 120  
DENVER CO 80230

  
 Executive Director  
 Department of Revenue

**NEW AUTOMATED SERVICES FOR AND ABOUT BUSINESSES**

The Colorado Department of Revenue Sales Tax Information System provides the following automated services

- \* Colorado Sales Tax Rates - find specific city county and special district rates
- \* Verification of Sales Tax License Exemption Numbers - determine whether a Colorado sales tax license or exemption certificate is valid
- \* Tax Rates by Account Number - find sales tax rates and locations for specific sales tax accounts

These services make it possible for taxpayers to help themselves to information 24 hours a day - without requiring the assistance of a customer service representative. In this way more complicated or confidential tax information inquiries can be reserved for speaking to a live agent.

Listen and look for these services on the department's business tax information phone line at 303-238-FAST (3278) for specific account information 303-238-SERV (7378) for general information or the DOR Web site at [www.taxcolorado.com](http://www.taxcolorado.com)

Web users can try the new system online at [www.taxview.state.co.us](http://www.taxview.state.co.us) We are interested in your comments about the system. You can send us an e-mail with your comments through our Department of Revenue Web site.



**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00613

UCH-MHS

MAINTENANCE BOND

1. KNOW ALL MEN BY THESE PRESENTS, THAT

\_\_\_\_\_

(name)

\_\_\_\_\_

(address)

as Principal, hereinafter called Principal, and

\_\_\_\_\_

(surety name)

\_\_\_\_\_

(surety address)

corporation organized and existing under the laws of the State of \_\_\_\_\_  
and AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF COLORADO, as Surety, hereinafter called  
Surety, are held firmly bound, unto UCH-MHS, AN AGENCY OF THE CITY OF COLORADO SPRINGS,  
COLORADO as Obligee, hereinafter called the Obligee, in the amount of

\_\_\_\_\_

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

lawful money of the United States of America, together with interest as may be provided by law,  
for the maintenance and guarantee obligations of the Contract, for the payment whereof  
Principal and Surety bind themselves, their heirs, executors, successors and assigns, jointly and  
severally, firmly by these presents.

2. WHEREAS, Principal and the Obligee have entered into a contract dated the \_\_\_\_\_ day  
of \_\_\_\_\_, 200\_\_\_\_\_, for the following (project):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Contract # \_\_\_\_\_).

which contract is by reference made a part hereof, and is hereafter referred to as the Contract.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

3. NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the Principal shall promptly, properly and without cost to Obligee perform all maintenance and other guarantee obligations under the terms of the Contract, including any modifications or extensions thereof granted by the Obligee, for a period of one (1) year(s) from the date of final payment upon the Contract by the Obligee, and in the case of each correction or repair, during a period of one year after the date of said correction or repair or for the remaining period of years set forth herein, whichever is longer, then this obligation shall be null and void; otherwise this obligation shall remain in full force and effect.

4. The Surety for value received agrees that no extension of time, change in, addition to, or other alteration or modification of the terms, conditions or obligations of the Contract or work to be performed thereunder, or any forbearance on the part of either the Obligee or the Principal to the other shall in any way release or affect the Surety's liability or obligation on this Bond, and the surety hereby waives notice of any such extension of time, change, addition, modification, alteration or forbearance.

Signed and sealed on the dates set forth below.

|           |                                   |
|-----------|-----------------------------------|
| (witness) | FOR: _____<br>(Principal's Name)  |
| (seal)    | BY: _____<br>TIS: _____           |
|           | this _____ day of _____, 200_____ |

|           |                                   |
|-----------|-----------------------------------|
| (witness) | FOR: _____<br>(Surety's Name)     |
| (seal)    | BY: _____<br>TIS: _____           |
|           | this _____ day of _____, 200_____ |

BOND# \_\_\_\_\_  
This Bond (is) (is not) a SBA Guaranteed Bond.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00614

UCH-MHS

PERFORMANCE BOND

1. KNOW ALL MEN BY THESE PRESENTS, THAT

\_\_\_\_\_

(name)

\_\_\_\_\_

(address)

as Principal, hereinafter called Principal, and

\_\_\_\_\_

(surety name)

\_\_\_\_\_

(surety address)

corporation organized and existing under the laws of the State of \_\_\_\_\_

and AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF COLORADO, as hereinafter called Surety, are held firmly bound, unto UCH-MHS, AN AGENCY OF THE CITY OF COLORADO SPRINGS, COLORADO as Oblige e, hereinafter called Oblige e, in the amount of

\_\_\_\_\_ Dollars (\$\_\_\_\_\_).

lawful money of the United States of America, together with interest as may be provided by law, for the payment whereof Principal and Surety bind themselves, their heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

2. WHEREAS, Principal and the Oblige e have entered into a contract dated the \_\_\_\_ day of \_\_\_\_, 200\_\_\_\_ for the following (project):

\_\_\_\_\_

\_\_\_\_\_

which contract is by reference made a part hereof, and is hereafter referred to as the Contract.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

3. NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the principal shall promptly and faithfully perform all terms, conditions and other obligations of the Contract, and any modifications or extensions thereunder granted by the Oblige e, then this obligation shall be null and void; otherwise this obligation shall remain in full force and effect.

4. The Surety for value received agrees that no extension of time, change in, addition to, or other alteration or modification of the terms, conditions or obligations of the Contract or work to be performed thereunder, or any forbearance on the part of either the Oblige e or the Principal to the other shall in any way release or affect the Surety's liability or obligation on this Bond, and the surety hereby waives notice of any such extension of time, change, addition, modification, alteration or forbearance.

Signed and sealed on the dates set forth below.

\_\_\_\_\_  
(witness)

FOR: \_\_\_\_\_  
(Principal's Name)

(seal)

BY: \_\_\_\_\_

IIS: \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_

\_\_\_\_\_  
(witness)

FOR: \_\_\_\_\_  
(Surety's Name)

(seal)

BY: \_\_\_\_\_

IIS: \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_

BOND# \_\_\_\_\_

This Bond ( \_is ) ( \_is not ) a SBA Guaranteed Bond.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00615

UCH-MHS

LABOR AND MATERIAL PAYMENT BOND

1. KNOW ALL MEN BY THESE PRESENTS, THAT

\_\_\_\_\_

(address)

as Principal, hereinafter called Principal, and

\_\_\_\_\_

(surety name)

\_\_\_\_\_

(surety address)

corporation organized and existing under the laws of the State of \_\_\_\_\_ and AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF COLORADO, as Surety, hereinafter called Surety, are held firmly bound, unto UCH-MHS, AN AGENCY OF THE CITY OF COLORADO SPRINGS, COLORADO as Oblige e, hereinafter called the Oblige e, in the amount of

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

lawful money of the United States of America, together with interest as may be provided by law, for the payment whereof Principal and Surety bind themselves, their heirs, executors, successors and assigns, jointly and severally, firmly by these presents

2. WHEREAS, Principal and the Oblige e have entered into a contract dated the \_\_\_\_\_ day of \_\_\_\_\_, 200\_, for the following (project):

\_\_\_\_\_

\_\_\_\_\_ (Contract # \_\_\_\_\_),

which contract is by reference made a part hereof, and is hereafter referred to as the Contract.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

3. NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the Principal shall promptly make payments of all amounts lawfully due to all persons supplying or furnishing the Principal or the Principal's subcontractors with labor, materials, rental machinery, tools or equipment used or performed in the prosecution of the work provided for in the Contract; and if the Principal shall indemnify and save harmless the Oblige e to the extend of any payments in connection with the carrying out of the Contract which the Oblige e may be required to pay under the law, all in accord with Colorado State Law, Section 38-26.105 C.R.S., then this obligation, shall be null and void; otherwise this obligation shall remain in full force and effect.

AND FURTHER, should the Principal or the Principal's subcontractors fail to duly pay for any labor, materials, team hire, sustenance, provisions, provender, or other supplies used or consumed by the Principal or the Principal's subcontractors in the performance of the work contracted to be done or fails to pay any person who supplies rental machinery, tools or equipment, all equipment, in the prosecution of the work under the Contract, the Surety shall pay the same in an amount not exceeding the sum specified in this Bond together with interest at the rate of eight percent per annum, in accord with Colorado State Law, Section 38-26-106 C.R.S.

4. The Surety for value received agrees that no extension of time, change in, addition to, or other alteration or modification of the terms, conditions or obligations of the Contract or work to be performed there under, or any forbearance on the part of either the Oblige e or the Principal to the other shall in any way release or affect the Surety's liability or obligation on this Bond, and the surety hereby waives notice of any such extension of time, change, addition, modification, alteration or forbearance.

Signed and sealed on the dates set forth below.

|           |                                   |
|-----------|-----------------------------------|
| (witness) | FOR: _____<br>(Principal's Name)  |
| (seal)    | BY: _____<br>IIS: _____           |
|           | this _____ day of _____, 200_____ |
| (witness) | FOR: _____<br>(Surety's Name)     |
| (seal)    | BY: _____<br>IIS: _____           |
|           | this _____ day of _____, 200_____ |

BOND# \_\_\_\_\_  
This Bond ( \_\_is ) ( \_\_is not ) a SBA Guaranteed Bond.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00641

PARTIAL WAIVER - CONTRACTOR

Reference that certain Agreement between \_\_\_\_\_, as Contractor, and UCH-MHS, as Owner, dated \_\_\_\_\_ on the project known as **CHMG SUITE REMODEL PHASE I AND PHASE II PROJECT** at Briargate Medical Campus, 8890 N Union Blvd., Suite 170, Colorado Springs, CO 80920

Reference also that certain invoice(s) No. \_\_\_\_\_ of Contractor to said Owner in the amount of \$\_\_\_\_\_ for work, labor, and materials installed in or furnished for said Project by and through \_\_\_\_\_.

Contractor acknowledges receipt of Owner's remittance for the amount of said numbered invoice(s) and, contingent upon the final clearance and payment of said remittance, Contractor agrees to and does hereby waive and release said property, Project, Architect, and Owner from any and all claims for payment, statutory or otherwise, for any and all work, labor, and materials furnished by or through \_\_\_\_\_, on said Project, to and including the work, labor and materials covered by said above numbered invoice(s), except for unpaid retainage.

The remittance of Owner identified as payment of said above numbered invoice(s), when endorsed by Contractor marked "paid" or otherwise canceled by the bank against which said remittance was drawn shall constitute conclusive proof that said invoice(s) were paid and that payment thereof was received by Contractor and this waiver shall become effective automatically and without requirement of any further act, acknowledgment, or receipt on the part of the Contractor named herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me, the undersigned Notary Public, within and for the State of \_\_\_\_\_ and the County of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in the City of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public within and for said County and State

END OF DOCUMENT

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00642

PARTIAL WAIVER - SUBCONTRACTOR

Reference that certain Agreement between \_\_\_\_\_, as Subcontractor, and \_\_\_\_\_, as Contractor, dated \_\_\_\_\_ on the project known as **CHMG SUITE REMODEL PHASE I AND PHASE II PROJECT** at Briargate Medical Campus, 8890 N Union Blvd., Suite 170, Colorado Springs, CO 80920.

Reference also that certain invoice(s) No. \_\_\_\_\_ of Subcontractor to said Contractor in the amount of \$\_\_\_\_\_ for work, labor, and materials installed in or furnished for said Project by and through \_\_\_\_\_.

Subcontractor acknowledges receipt of Contractor's remittance for the amount of said numbered invoice(s) and, contingent upon the final clearance and payment of said remittance, Subcontractor agrees to and does hereby waive and release said property, Project, Architect, and Owner from any and all claims for payment, statutory or otherwise, for any and all work, labor, and materials furnished by or through said Subcontractor on said Project, to and including the work, labor and materials covered by said above numbered invoices(s), except for unpaid retainage.

The remittance of Contractor negotiated and/or endorsed by Subcontractor marked "paid" or otherwise canceled by the bank against which said remittance was drawn shall constitute conclusive proof that said invoice(s) were paid and that payment thereof was received by Subcontractor and this waiver shall become effective automatically and without requirement of any further act, acknowledgment, or receipt on the part of the Subcontractor named herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Subcontractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me, the undersigned Notary Public, within and for the State of \_\_\_\_\_ and the County of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public within and for said County and State

END OF DOCUMENT



**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00643

FINAL WAIVER AND RELEASE - CONTRACTOR

Reference that certain Agreement between \_\_\_\_\_, as Contractor, and UCH-MHS, as Owner, dated \_\_\_\_\_ on the project known **CHMG SUITE REMODEL PHASE I AND PHASE II PROJECT** located at Briar Gate Medical Campus, 8890 N Union Blvd., Suite 170, Colorado Springs, CO 80920.

Reference also that certain invoice of Contractor to said Owner No. \_\_\_ dated \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for work, labor, and materials installed in or furnished for said project by and through \_\_\_\_\_.

The receipt by Contractor of Owner's remittance for the amount of said invoice, contingent upon the clearance and payment of said remittance, shall constitute payment for the full contract amount (including change orders) of \$\_\_\_\_\_, for which Contractor (a) agrees to and does hereby waive and release said property, Project, Architect, and Owner and all bond or payment sureties and guarantors for said Owner; and (b) does hereby agree to protect, indemnify, defend, and hold harmless said property, Project, Architect, and Owner, sureties and guarantors against;

- (1) any and all claims for payment, statutory or otherwise, and
- (2) any or all obligations under any bond or guaranty for payment furnished by or to said Owner, whether pursuant to agreement or requirement of law, and
- (3) any and all other claims whatsoever, statutory or otherwise,

for any and all work, labor, and materials furnished by or through said Contractor, their consultants subcontractors, and material suppliers for the entirety of said project.

The remittance of the Owner, identified as payment of said above-numbered invoice and endorsed by Contractor and marked "paid" or otherwise canceled by the bank against which said remittance was drawn, shall constitute conclusive proof that said invoice was paid and that payment thereof was received by said Contractor, and thereupon, this Final Waiver shall become effective automatically and without requirement of any further act, acknowledgment, or receipt on the part of said Contractor.

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

The undersigned representative of Contractor does hereby certify under oath that he/she is fully authorized and empowered to execute this instrument for and in behalf of said Contractor and to bind them hereto and does in fact so execute this Final Release.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me, the undersigned Notary Public within and for the State of \_\_\_\_\_ and the County of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public within and for said County and State

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

DOCUMENT00651

AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn on his oath deposes and says that he is \_\_\_\_\_, of the

\_\_\_\_\_, a Contractor on the project known as **CHMG SUITE REMODEL PHASE I AND PHASE II PROJECT** located at Briargate Medical Campus, 8890 N Union Blvd., Suite 170, Colorado Springs, CO 80920; that he is familiar with the provisions for penalties for false certification; that he certifies that all bills for labor, materials, services, or other things of value including, but not limited to, withholding taxes, social security taxes, unemployment taxes, and fringe benefits furnished by or through them before the date of \_\_\_\_\_, under their Contract with \_\_\_\_\_ have been fully paid, settled and satisfied; that the following

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

are his only material suppliers or subcontractors for this job for the period ending \_\_\_\_\_, and that each of the above listed material suppliers or subcontractors have provided this Contractor with an executed waiver; that he understands that \_\_\_\_\_ or anyone in their behalf may and will act and rely upon this instrument in releasing any funds due or owing the said

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and affirmed to before me, the undersigned Notary Public within and for the State of \_\_\_\_\_ and the County of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the City of \_\_\_\_\_

\_\_\_\_\_  
Notary Public within and for said County and State

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

UCH-MHS  
1400 E. Boulder  
Colorado Springs, Colorado 80909

**BILLOFSALE**

SELLER:(Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(City, State, Zip) \_\_\_\_\_

In consideration of payments made pursuant to the Purchase Agreement with UCH-MHS ("Buyer") dated \_\_\_\_\_, 20 \_\_\_\_, for the project known as **CHMG SUITE REMODEL PHASE I AND PHASE II PROJECT**, receipt of which is hereby acknowledged, Seller does hereby grant, sell, transfer, and deliver to Buyer right, title and interest in the following goods: (DESCRIBE ITEM(S) PURCHASED)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Buyer to have all right and title to the goods in himself and his executors, administrators and assigns forever and Seller, on behalf of itself, its successors and assigns will warrant and defend the title to said goods and chattels hereby sold unto Buyer, its successors and assigns, forever, against the lawful claims and demands of all persons. It is expressly understood and agreed that the acceptance of the goods described herein is not a waiver of any right of action that the Buyer may have for breach of warranty or any other cause under the Contract referenced above or at law. In WITNESS WHEREOF, Seller has executed this Agreement the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Seller: \_\_\_\_\_  
Contractor/Supplier

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me, the undersigned Notary Public within and for the State of \_\_\_\_\_ and the County of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, in the City of \_\_\_\_\_.

\_\_\_\_\_ Notary Public within and for said County and State



## SCOPE OF WORK CHMG SUITE REMODEL- PHASE I AND PHASE II

### SECTION 01100 SCOPE of WORK

#### CHMG Suite Remodel- Phase I and Phase II

This scope of work description incorporates 100% Construction Document drawings "CHMG Suite Remodel- Phase I and Phase II" Dated 10-22-13 by reference. These drawings show the floor plan areas for the below scope. Contractor shall provide a cost proposal, a project completion plan and schedule to accomplish the proposed scope of work.

1. Environmental Controls:

- a. General Note: The suite will be occupied by staff and treating patients throughout the construction duration. Therefore, strict adherence to sound and other appropriate environmental control measures is critical throughout the project. Any UCH/CHMG Staff Member is authorized to stop construction work at any time that dust, debris, noise, vibration, disruption, or any risk to patient care is detected. This will not be justification for change orders or cost increases.

2. General Conditions and other notes:

- a. Project Space will be emptied by CHMG staff prior to turning over to contractor. After construction is complete, Contractor is responsible for turning over the space in clean and usable condition.
- b. Safety – contractor shall maintain a safe work environment for construction workers and CHMG Staff. Documentation of safety program shall be provided upon request. A copy of safety inspections shall be provided to UCH for project files.
- c. Dumpster – Locate construction debris dumpster as directed by Building Property Manager. All waste will be transported in closed containers that are clean on the outside, and have clean wheels.
- d. Work Schedule: The Building is open from 6:00am- 9:00pm. 7 days a week. A usual weekday schedule is anticipated for most of the project, although after hours or weekend work will be required at the close of Phase II to complete work in occupied areas of the suite. If disruptive activities are planned (i.e. electrical outage, noise/vibration disruption, HVAC shut-down, etc), prior authorization by CHMG staff will be required.
- e. Comply with all policies and procedures listed in the Vendor/Contractor Manual.
- f. Restroom facilities are available for contractor use on the 1st floor. Maintain facilities in clean condition as these are used by Visitors to the building.
- g. Parking for contractor use, as well as storage containers should be limited to the South parking lot. Locate all containers per Property Manager

## **SCOPE OF WORK CHMG SUITE REMODEL- PHASE I AND PHASE II**

### **ARCHITECTURAL SCOPE OF WORK:**

Phase 1 – Demolition of existing registration area and partial demolition of CHMG Waiting area. Construct temporary barriers as needed to protect patients and staff from Phase I construction work. Construct new waiting, reception, check out area and two exam rooms per plan-including painting and all finishes

Phase 2 – Demolition of core area of CHMG suite including existing reception and waiting area, toilet room, nurse's station, and other areas as shown on plan. Construct temporary barriers along entire perimeter of Phase II work to protect patients and staff from Phase II construction work. Portions of Phase II work in occupied office areas should be coordinated with CHMG staff and completed outside normal office hours. Construct new offices, exam rooms, toilet, and MA Station per construction documents.

### **ELECTRICAL, LIGHTING and FIRE ALARM SCOPE OF WORK:**

**Note: Only two Electrical Contractors are approved to work on projects at the Briargate Medical Campus. They are:**

**Berwick Electric Co.**

**Electric Service of Colorado**

The following is a brief description of the electrical scope of work.

#### **Phase 1 - Electrical**

Electrical work consists of demolition of existing lighting fixtures, power devices, and telecom devices through-out suite 120 and waiting area of suite 110 that are mounted to partitions being demolished.

New lighting layout will re-use existing fixtures where possible. Provide power and data devices at each workstation location in the new reception area, along with dedicated power and data for copy machine. Power and data locations in the new exam rooms shall match existing. Provide power to new ADA door opener.

#### **Phase 2 - Electrical**

Electrical work consists of demolition of existing lighting fixtures, power devices, and telecom devices through-out suite 110 admin area, waiting area, and restroom that are mounted to partitions being demolished.

New lighting layout will re-use existing fixtures where possible. Provide new fixtures as required, match existing style and lamping. Provide power and data devices at each workstation location in the new nurse station area. New offices shall have a receptacle on each wall, and a data outlet on the wall near the desk location. Power and data locations in the new exam rooms shall match existing.

### **FIRE ALARM SYSTEM**

1. Provide modifications to the existing fire alarm system utilizing the speaker/strobes shown on the drawings
2. Provide smoke detectors in the corridor system at approximately 30'-0" on center as required

**SCOPE OF WORK**  
**CHMG SUITE REMODEL- PHASE I AND PHASE II**

5. MECHANICAL, PLUMBING, FIRE PROTECTION SYSTEMS SCOPE OF WORK

Mechanical Assessment Overview

Phase 1 – Mechanical/Plumbing

Mechanical work consists of relocating and rebalancing diffusers in the main waiting area and new exam rooms. Since a fire-rated wall is to be removed, remove existing FSD in VAV ductwork. Plumbing work consists of connecting two new sinks to existing services.

Phase 2 – Mechanical/Plumbing

Mechanical work consists of relocating and rebalancing diffusers. A few new diffusers and grilles are required where existing could not be re-used. Plumbing work consists of removing a restroom and connecting a new restroom to existing services. Provide connections to new exam room sinks.

**FIRE PROTECTION**

The existing system will require modifications to relocate and add necessary heads to provide coverage in all areas including modifications to existing layout due to addition of new walls or reconfiguration of rooms.

END OF SECTION



**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

Section 01327  
PROJECT PLAN AND SCHEDULE

1.01 MILESTONE DATES/REQUIREMENTS

A. The Project Schedule is extremely critical. The following are some expected milestone dates:

|  |                                  |
|--|----------------------------------|
| Construction Documents Complete                        | October 13th, 2013               |
| Submit Drawings to the Building Department for Review: | October 13th, 2013               |
| General Contractor Selected                            | November 12 <sup>th</sup> , 2013 |
| Expected PPRBD plan review complete                    | October 28 <sup>th</sup> , 2013  |
| Construction Start Anticipated                         | December 1 <sup>st</sup> , 2013  |

B. Subcontractors are responsible for coordinating their Work with the Work of other Subcontractors through the General Contractor. Each Subcontractor shall schedule their Work in compliance with the Construction Milestone Schedule and perform their Work within the specified construction time envelope as noted by the General Contractor.

C. General Contractor, within fourteen calendar days after Notice of Award, shall submit a final construction schedule to the Owner for review. General Contractor shall coordinate the work with his subcontractors, as required, when developing the schedule. The schedule shall address sequence of rooms/phasing, as well as the time required for preparation, work, and clean-up of each room in sequence.

D. General Contractor shall hold weekly OAC meetings to review schedule status, construction issues, and coordination with Memorial's Construction Services, Maintenance, Housekeeping, and other MHS personnel.

E. If at any time, patient care concerns or operations interfere with construction schedule, the patient care shall take precedence, and an updated construction schedule shall be issued.

F. **Project Plan and Schedule (to be submitted with proposal):**

- a. Contractor should provide a detailed project plan narrative that describes their project approach to meet the milestone dates, including assistance in expediting Building Department Review. Identify critical project materials lead times and how you expect to handle long delivery items to avoid delays.
- b. Provide a CPM Schedule or Gantt Chart schedule with sufficient detail to identify key milestone dates and critical path items.

END OF SECTION

**SCOPE OF WORK  
CHMG SUITE REMODEL- PHASE I AND PHASE II**

SECTION 01412

PERMITS/INSPECTIONS

1.01 PERMITS

A general building permit is not required for this project.

1.02 INSPECTIONS

PPRBD and State of Colorado Health Department inspections are anticipated for this project.

1.03 ACCESS TO BOOKS AND RECORDS

Upon written request, the General Contractor shall make available for a period of four years after furnishing of services under this Agreement to the Secretary of the US Department of Health and Human Services, or upon request to the Comptroller General or any of their duly authorized representatives, this Agreement and any of the General Contractor's and the Architect's books, documents, and records that are necessary to certify the nature and extent of costs incurred by the Owner pursuant to this Agreement and which are required to be made available under the Omnibus Reconciliation Act of 1980, Public Law 96-499, Section 952, or any regulations promulgated there under. Further, if the General Contractor or the Architect carries out any of its duties under this Agreement, through a subcontract with a value or cost of \$10,000 or more over a twelve-month period with a related organization, such contract must contain a clause to the effect that the related organization shall furnish its books, documents, and records upon request as described above to verify the nature and extent of costs.

END OF SECTION

## Service Location

Briargate Medical Office Building  
8890 North Union Blvd.  
Colorado Springs, CO 80920

## Vendor Insurance Requirements

---

➤ **Commercial General Liability Insurance**

\$2million per occurrence/\$2million aggregate/\$2million products/completed operations aggregate

The following parties must be listed as Additional Insured on this policy: NV Briargate MOB LLC (Landlord) and NexCore Properties LLC (Property Manager).

- ❖ **GL Policy must contain a waiver of subrogation in favor of additional insureds.**
- ❖ **Products/Completed Operations coverage shall continue for a period not less than 2 years after completion and acceptance of the Work.**

➤ **Property Insurance**

Insurance coverage for tools and equipment brought onto or used on the property by the contractor in an amount equal to the replacement cost.

➤ **Business Auto Liability Insurance**

\$1 million combined single limit for owned, non-owned and hired vehicles.

➤ **Worker's Compensation Insurance & Employer's Liability**

- Workers' Compensation: Statutory benefits and limits
- Employer's Liability: \$1 million per accident/\$1million per disease per employee

**\*Waiver of Subrogation is required by contract. Please indicate endorsement on the certificate.**

**\*Insurance companies must have an AM Best rating of "A- VII" or better.**

**\*30-day notice of cancellation must be given to the Landlord.**

## Addresses for Landlord and Property Manager of Service Location

---

**NV Briargate MOB LLC (Landlord)**

c/o NexCore Properties LLC  
1621 18<sup>th</sup> Street, Suite 250  
Denver, CO 80202

**NexCore Properties LLC (Property Manager)**

1621 18<sup>th</sup> Street, Suite 250  
Denver, CO 80202

**Note to Vendor:** Please forward this sheet to your insurance agent(s); it contains all the information necessary for your agent to issue a complete and correct certificate. Thank you.



**Please fax or email insurance certificate to:**

---

**Certificate Holder**

NV Briargate MOB LLC  
c/o NexCore Properties LLC  
Attn: Kristi Fisher  
175 South Union Blvd., Suite 117  
Colorado Springs, CO 80910  
direct phone: 719.473.4486  
fax: 719.473-4602  
email: [kristi.fisher@nexcorgroup.com](mailto:kristi.fisher@nexcorgroup.com)

**Note to Vendor:** Please forward this sheet to your insurance agent(s); it contains all the information necessary for your agent to issue a complete and correct certificate. Thank you.