

## PART 1 GENERAL

### 1.01 SUMMARY

- A. This section includes the administrative and procedural requirements for executing a Work Order.

### 1.02 WORK ORDER PROCEDURES

- A. Initiate Process: To initiate the Work Order process, the Owner's Representative will send a Work Order Proposal Request and a pre-pricing meeting to the Contractor.
- B. On Site Pre-Pricing Meeting: Within two days, or a mutually agreed upon time after requested by the Owner, Contractor and subcontractors shall meet the Owner's Representative at the site of the proposed work to review the scope of the work and to make field observations, measurements and other investigations necessary to develop a proposal for the Work. There will be a three day or other agreed upon time period for requests for information at which time the Work Order Request for Pricing will be issued by the owner. See Appendix A.
- C. Work Order Proposal: Unless mutually agreed otherwise, Contractor shall complete and return a Work Order Proposal to the Owner within ten (10) working days of the issuance of the request for pricing. The completed work order proposal shall contain at a minimum:
  - a) Written description of the Work including drawings or sketches necessary to fully describe the work the contractor proposes to complete in response to the requirements of the Work Order Proposal Request.
    - i. Divisions 2-33 of these "Specification Standards" include specifications for materials and workmanship that are typically used in remodel projects at the University of Washington (Seattle, Tacoma, Bothell), the UW Medical Center, the UW Health Sciences Center, Harborview Medical Center, Friday Harbor Labs, and Pack Forest (Eatonville), and other locations and facilities. Contractor shall price, provide and install materials conforming to these specifications unless the Owner, at its sole option, agrees to an alternative.
  - b) Duration schedule for the work, in the form of a critical path method analysis, showing the dates on which the contractor intends to start and stop major work activities, the dates for shop drawing and other submittals and the dates for acquiring and delivering materials and equipment.
  - c) Special Requirements affecting the proposal including, but not limited to:
    - i. Proposed specification for items that are not described in Division 2-33 of this specification.

- ii. Requirements for hazardous waste abatement and disposal.
  - iii. Requirements for design or engineering assistance.
  - iv. Noise, dust, infection control, or other special conditions affecting the work.
  - v. Proposed hours of work and or phasing requirements.
  - vi. Access to the site.
  - vii. Permit requirements.
- d) Contractor's proposal for Work Order Items listed in the Unit Price Book (pre-priced items).
- e) Contractor's proposal for Work Order Items not listed in the Unit Price Book (non pre-priced items).
- f) Contractor's itemized applicable bid items.
- g) Submittal schedule with long lead times noted.
- D. Work Order Authorization. Once the Work Order Proposal is reviewed and approved by both Contractor and Owner and upon the successful completion of any design or permit related activities, the Owner will issue a Notice to Proceed. See Appendix A.
- E. The Combined Job Order Contract Work Order Form found in Appendix A includes the Work Order Request, Work Order Proposal and when executed by all parties, the completed Work Order and Notice to Proceed.
- F. The Contractor shall use the University of Washington standard Construction Invoice Voucher, Application and Certificate for Payment, and Monthly Subcontractors List and Certifications. The application for payment will be filled out in detail and returned with the signed notice to proceed which will be the established schedule of values. These forms will be provided to the Contractor as an excel work book. See Appendix A.

**END OF SECTION 00 42 46**