

Instructions:

Step 1 – Request for Pricing

- 1) Open file from I: Drive and "save as" to your project folder. Do not overwrite the native file
- 2) Fill in "AutoFill" page with the information you have today (TAB 2)
 - For Request for Pricing you might not have CM appointed yet, you won't have Contractor Scope of Work date yet, etc..)
- 3) Go to Request for Pricing – (SOW) Scope of Work tab and follow instructions (TAB 3)
- 4) Go to Work Order Authorization (TAB 5)
 - Check that project info at top has populated, add AE info if applicable
 - If multiple phase project, fill out "Part" in yellow highlighted, if single phase project put N/A
 - Complete section 1 per instructions

Note: Request for pricing is sent directly to the JOC by the PM. The RFP consists of 2 pages from this workbook, which should be printed to PDF and emailed to JOC PM

1. Request for Pricing - SOW (TAB 3)
2. Work Order Authorization (TAB 5)
3. All supporting documents related to RFP: drawing(s), HazMat Report, JOC Abatement Design Scope, ICRA (for UWMC projects) etc. as noted on RFP SOW

Step 2 – Notice to Proceed (NTP)

- 5) Go to Notice to Proceed – (SOW) Scope of Work (TAB 4)
Fill out attachments, Notes, and Submittals if applicable
- 6) Go to Notice to Proceed – (WOA) Work Order Authorization (TAB 5)
Fill out "Section 2" ensuring the Request for Pricing information is also still filled out.
Send to PI to obtain signatures

Note: The Notice to Proceed (NTP) is our job specific "contract" with the JOC and should be sent once you have final pricing and scope. This is a formal commitment, and you must have funds transferred in order to send NTP. The NTP consists of 2 pages from this workbook, and all supporting documents related to the NTP. These files should be printed to PDF, saved as "NTP" in the project folder, and emailed to the PI to obtain required signatures.

1. Notice to Proceed - SOW (TAB 4)
2. Work Order Authorization (TAB 5)
3. All supporting documents related to NTP: JOC Scope of work letter, drawing(s), HazMat Report, JOC Abatement Design Scope, ICRA (for UWMC projects) etc. as noted on NTP SOW

If your project is a 2 part project, use TABS 6 AND 7 AND 8 for Part 2. Follow all other directions above but on Tab 6,7,8.

Auto-Fill Sheet Information

Fill out fields to auto-populate form information

		Email (if applicable)	Phone number (If applicable)
Project Number			
Project Title			
Project Description			
Location			
Director			
Project Manager			
Construction Manager			
JOC PM			
Contractor (Company)			
Date of Submittal (change if other than today)			
Substantial Completion			
		Contractor Scope of Work 1 Date Part 1	
		Contractor Scope of Work 2 Date Part 2	
Details: Project details can be found in PMWeb > Portfolio > Lists > Projects			
PMWeb			

TABLE BELOW IS FOR REFERENCE ONLY...MAY NOT INCLUDE ALL CURRENT PDG STAFF

#REF!

	Project Delivery Group	PDG UFB	Box 352205	Cell Phone
Director	Beck Eatch	206.221.4232	beatch@uw.edu	360.621.4527
Director	Jeannie Natta	206.616.7579	jnatta@uw.edu	206.724.5304
Director	Shane Ruegamer	206.616.5128	rueqv@uw.edu	206.375.3781
Director	Troy Stahlecker	206.616.5609	stahl@uw.edu	206.617.2831
PM	Charles Cummings	719.246.5667	cmu@uw.edu	719.246.5667
PM	Ibo Sezgin	206.221.1782	ibo@uw.edu	206.391.0822
PM	Jennifer Reynolds	206.543.9629	jenrey01@uw.edu	509.432.4146
PM	Yannick Mathews	206.221.8988	ymathews@uw.edu	
PM	Lara Sirolis	206.221.4219	lsirois@uw.edu	206.335.2545
PM	Tara Young	206.543.1961	twyoung@uw.edu	206.310.0527
PM	Mindy Norris	206.543.4673	mindyn1@uw.edu	
PM	Pasqual Contreras		pasqualc@uw.edu	503.734.7488
PM	Patrick Finnell		pfinnell@uw.edu	
PM	Regi Hampton	206.685.6389	regihamp@uw.edu	206.778.8767
PM	Ross Pouley		rpouley@uw.edu	206.658.7883
PM	Sabina Nieto		snieto@uw.edu	415.244.4720
PM	Shannon Thompson		thompsha@uw.edu	360.271.9207
PM	Steve Harrison	206.616.4713	srh24@uw.edu	425.691.9309
PM	Sydney Thiel		sydthiel@uw.edu	
CM	Dean Ikemoto		dikemoto@uw.edu	
CM				
CM	Bob Dillon	206.685.6745	bdillon@uw.edu	206.423.5155
CM	Dave Thiele		thield@uw.edu	
CM	Garret Olsen		garreto@uw.edu	
CM	Greg Wojcicki		gregwoj@uw.edu	206.235.2915
CM	Jon Ericson		jerics@uw.edu	206.999.0367
CM	Mark Sweeters	206.391.6207	msweeters@uw.edu	206.391.6207
CM	Mark Vaughan	206.543.2356	markv123@uw.edu	206.228.8077
CM	Nigel Horton	206.616.3110	nshorton@uw.edu	206.430.2521
CM	Steve Babinec	206.616.0257	babinec@uw.edu	206.484.9753

Contractor	Company	Email	Cell Phone
Ian Hogan	Centennial Contractors	ihogan@ccc-inc.com	206.640.6684



Date:

SCOPE OF WORK

Scope of Work For: Request for Pricing

Contractor shall provide all labor and materials required to complete the work described below per the Contract Documents. Should Contractor find any conflict between the Contract Documents and the scope described below, Contractor shall provide Owner with an RFI sufficiently detailing such conflict.

- | | |
|---|---------------------------------------|
| 1 | Hazmat Report |
| 2 | JOC Abatement Design Scope |
| 3 | Scope of Work to follow |
| 4 | ICRA (required for all UWMC projects) |
| 5 | |
| 6 | |
| 7 | |

Notes:

For WOPR, please indicate here the date that pricing is expected, either 10 days from request or as agreed to with contractor

Date:

SCOPE OF WORK

Scope of Work For: Notice to Proceed

Contractor shall provide all labor and materials required to complete the work described below per the Contract Documents. Should Contractor find any conflict between the Contract Documents and the scope described below, Contractor shall provide Owner with an RFI sufficiently detailing such conflict.

- 1 Hazmat Report
- 2 JOC Abatement Design Scope
- 3 Scope of Work for dated
- 4 ICRA (required for all UWMC projects)
- 5
- 6
- 7

Notes:

Submittals:



JOC - WORK ORDER AUTHORIZATION

Job Order Contract Number:

Project Title:

Project No.:

Location:

Part:

NA

Project

Description:

Issued to:

A/E:

Section 1: REQUEST FOR WORK ORDER PROPOSAL (REQUEST FOR PRICING)

Date of Request:

Date Required:

1/13/1900

Description of work: See attached RFP Scope of Work dated:

1/0/1900

Tentative construction dates for pricing purposes:

NTP: mm/dd/yy

Substantial Completion: mm/dd/yy

Issued by:

Name

Organization

e-mail

Phone number

UW Project Manager:

PDG

Section 2: AUTHORIZATION FOR CONSTRUCTION (NOTICE TO PROCEED)

Description of work: See attached NTP Scope of Work dated:

1/0/1900

Liquidated Damages may be assessed at \$250.00 per working day.

Prevailing Wage Rate for King County mm/dd/yy <https://secure.lni.wa.gov/wagelookup/>

Contractual construction dates:

NTP: mm/dd/yy

Substantial Completion: mm/dd/yy

Pricing Provided by dated:

0

Pricing, Unit Price Book Spreadsheet Cost:

\$0.00

Non Pre-priced Work (Per Attached Vendor/Sub Quotes):

\$0.00

Total Price For This Work Order:

\$0.00

Contractor Self Performed Work:

\$0.00

Apprenticeship Requirements per RCW 39.10.450(8)

For any Work Order over \$350,000, excluding sales tax and use tax, JOC shall provide each trade anticipated to be used and hours associated with those trades as identified in the RS Means line item. Those single trades that have over 600 hours will be subject to apprenticeship utilization requirements.

Does this W.O. contain over 600 single trade hours? Yes No If yes, list the trades:

Notice to Proceed - Approval Signatures:

Date:

Project Manager:

Construction Manager:

Director:

Job Order Contractor:



Date:

SCOPE OF WORK

PART 2

Scope of Work For: Request for Pricing

Contractor shall provide all labor and materials required to complete the work described below per the Contract Documents. Should Contractor find any conflict between the Contract Documents and the scope described below, Contractor shall provide Owner with an RFI sufficiently detailing such conflict.

- | | |
|---|---------------------------------------|
| 1 | Hazmat Report |
| 2 | JOC Abatement Design Scope |
| 3 | Scope of Work to follow |
| 4 | ICRA (required for all UWMC projects) |
| 5 | |
| 6 | |
| 7 | |

Notes:

For WOPR, please indicate here the date that pricing is expected, either 10 days from request or as agreed to with contractor



Date:

SCOPE OF WORK

PART 2

Scope of Work For: Notice to Proceed

Contractor shall provide all labor and materials required to complete the work described below per the Contract Documents. Should Contractor find any conflict between the Contract Documents and the scope described below, Contractor shall provide Owner with an RFI sufficiently detailing such conflict.

- | | |
|---|---------------------------------------|
| 1 | Hazmat Report |
| 2 | JOC Abatement Design Scope |
| 3 | Scope of Work for dated |
| 4 | ICRA (required for all UWMC projects) |
| 5 | |
| 6 | |
| 7 | |

Notes:

Submittals:



JOC - WORK ORDER AUTHORIZATION

Job Order Contract Number:

Project Title:

Project No.:

Location:

Part:

2

Project
Description:

Issued to:

A/E:

Section 1: REQUEST FOR WORK ORDER PROPOSAL (REQUEST FOR PRICING)

Date of Request:

Date Required:

1/13/1900

Description of work: See attached RFP Scope of Work dated:

1/0/1900

Tentative construction dates for pricing purposes:

NTP:

mm/dd/yy

Substantial Completion: mm/dd/yy

Issued by:

Name

Organization

e-mail

Phone number

UW Project Manager:

PDG

Section 2: AUTHORIZATION TO PROCEED WITH CONSTRUCTION

Description of Work: See attached NTP Scope of Work dated:

1/0/1900

Contractual construction dates:

NTP:

mm/dd/yy

Substantial Completion: mm/dd/yy

Part 1: Previous Pricing:

\$0.00

Part 1: Previous Non-Prepriced Work:

\$0.00

Part 1: Previous Total:

\$0.00

Pricing Provided by Centennial Contractors dated:

0

Part 2: Pricing, Unit Price Book Spreadsheet Cost:

\$0.00

Non Pre-priced Work (Per Attached Vendor/Sub Quotes):

\$0.00

Price for Part 2:

\$0.00

Total Priced:

\$0.00

Total Non-Prepriced Work:

\$0.00

Total Price for Work Order to Date:

\$0.00

Contractor Self Performed Work:

\$0.00

Apprenticeship Requirements per RCW 39.10.450(8)

If total price for Part 1 and Part 2 of this Work Order is over \$350,000, excluding sales tax and use tax, JOC shall provide each trade anticipated to be used and hours associated with those trades as identified in the RS Means line item. Those single trades that have over 600 hours will be subject to apprenticeship utilization requirements.

Does this W.O. contain over 600 single trade hours? Yes

No

If yes, list the trades:

Notice to Proceed - Approval Signatures:

Date:

Project Manager:

Construction Manager:

Director:

Job Order Contractor:

Section	Section Name
024119	Selective Structure Demolition
032000	Concrete Reinforcing
033000	Cast-In-Place Concrete
034100	Precast Structural Concrete
034500	Precast Architectural Concrete
042000	Unit Masonry
051200	Structural Steel
052100	Steel Joists
053100	Steel Decking
054000	Cold-Formed Metal Framing
055000	Metal Fabrications
055100	Metal Stairs
055213	Pipe & Tube Railings
061000	Rough Carpentry
062000	Finish Carpentry
064023	Interior Architectural Woodwork
070150	Preparation for Re-roofing
071113	Bituminous Dampproofing
071326	Sold-Adhering Sheet Waterproofing
071413	Hot Fluid-Applied Rubberized Asphalt Waterproofing
071700	Bentonite Waterproofing
071900	Water Repellants
072100	Thermal Insulation
075113	Built-up Asphalt Roofing
075323	Ethylene-Propylene-Diene-Monomer (EPDM) Roofing
07610	Sheet Metal Roofing
076200	Sheet Metal Flashing & Trim
077200	Roof Accessories
078413	Penetration Firestopping
078446	Fire-Resistive Joint Systems
079005	Joint Sealers
079200	Joint Sealants
081113	Hollow Metal Doors & Frames
081416	Flush Wood Doors
082113	Access Doors & Frames
083323	Overhead Coiling Doors
083613	Sectional Doors
084113	Aluminum-Framed Entrances & Storefronts
084113	Glazed Aluminum Curtain Walls
085113	Aluminum Windows
086200	Unit Skylights
087100	Door Hardware
088000	Glazing
092116	Gypsum Board
092216	Non-Structural Metal Framing
092400	Portland Cement Plastering
092900	Gypsum Board
093000	Tiling
095113	Acoustical Panel Ceilings
096500	Resilient Flooring
096513	Resilient Base & Accessories
096516	Resilient Sheet Flooring
096519	Resilient Tile Flooring
096623	Resinous Matrix Terrazzo Flooring
096800	Carpeting
096816	Sheet Carpeting
096813	Tile Carpeting
096900	Access Flooring
097200	Wall Coverings
099000	Paint & Coatings
099100	Painting
099113	Exterior Painting
099123	Interior Painting
099600	High-Performance Coatings
101100	Visual Display Surfaces
101400	Signage
102113	Toilet Compartments
102500	Wall & Door Protection
102800	Toilet, Bath, & Laundry Accessories
104400	Fire Protection Specialties
104413	Fire Extinguisher Cabinets
104416	Fire Extinguishers
105113	Metal Lockers
115213	Projection Screens
122113	Horizontal Louver Blinds
122413	Roller Window Shades
123553	Laboratory Casework
123553	Alternate Health Sciences Lab Casework
124813	Entrance Floor Mats & Frames
142400	Hydraulic Elevators
210500	Common Work Results For Fire Suppression
211000	Fire Sprinklers & Standpipes
211313	Sprinkler Systems
220500	Common Work Results for Plumbing
220516	Expansion Fittings & Loops for Plumbing Piping
220519	Meters & Gages for Plumbing Piping
220523	General-Duty Valves for Plumbing Piping
220529	Hangers & Supports for Plumbing Piping & Equipment
220553	Identification for Plumbing Piping & Equipment
220700	Plumbing Insulation
221116	Domestic Water Piping
221119	Domestic Water Piping Specialties
221123	Domestic Water Pumps
221316	Sanitary Waste & Vent Piping
221319	Sanitary Waste Piping Specialties
221319	Sanitary Sewage Pumps
221413	Facility Storm Drainage Piping
221423	Storm Drainage Piping Specialties
221429	Sump Pumps
223300	Electric Domestic Water Heaters
223500	Steam Semi-Instantaneous Dome Water Heaters
223400	Fuel-Fired, Domestic-Water Heaters
224000	Plumbing Fixtures
224500	Emergency Plumbing Fixtures
224700	Drinking Fountains & Water Coolers
226113	Laboratory and Healthcare Compressed Air
226600	Laboratory and Healthcare Chem-Waste Systems
230500	Common Work Results for HVAC
230513	Common Motor Requirements for HVAC Equipment
230516	Expansion Fittings & Loops for HVAC Piping
230519	Meters & Gages for HVAC Piping
230523	General-Duty Valves for HVAC Piping
230529	Hangers & Supports for HVAC Piping & Equipment
230548	Vibration & Seismic Controls for HVAC Piping & Equipment
230553	Identification for HVAC Piping & Equipment
230593	Testing, Adjusting, & Balancing for HVAC
230700	HVAC Insulation
230713	Ductwork Insulation
230800	Commissioning - General Requirements
230810	Commissioning - Functional Performance Testing
230820	Commissioning - Facility Start-up
230900	Direct Digital Control (DDC) System
230915	Variable Frequency Drives
231123	Facility Natural Gas Piping
232113	Hydronic Piping
232123	Hydronic Pumps
232213	Steam and Condensate Heating Piping
232300	Refrigerant Piping
232113	Metal Ducts
233300	Air Duct Accessories
233416	Centrifugal HVAC Fans
233423	HVAC Power Ventilators
233600	Air Terminal Units
233713	Diffusers, Registers, & Grilles
233723	Gravity Roof Ventilators
234100	Filters Used in HVAC Systems
235700	Heat Exchangers for HVAC
236200	Packaged Compressor and Condensor Units
236419	Reciprocating Water Chillers
236423	Scroll Water Chillers
236500	Cooling Towers
237313	Modular Indoor Central Station Air-Handling Units
237413	Packaged, Outdoor, Central-Station Air-Handling Units
238123	Computer Room Air Conditioners
238126	Split-System Air-Conditioners
238219	Fan Coil Units
238239	Unit Heaters
260500	Common Work Results for Electrical
260519	Low-Voltage Electrical Power Conductors & Cables
260526	Grounding & Bonding for Electrical Systems
260529	Hangers & Supports for Electrical Systems
260533	Raceway & Boxes for Electrical Systems
260536	Cable Trays and Surface Raceways for Electrical Systems
260548	Vibration and Seismic Controls for Electrical Systems
260553	Identification for Electrical Systems
260573	Overcurrent Protective Device Coordination Study
260593	Electrical Testing
260800	Commissioning Support
260923	Lighting Control Devices
262200	Low-Voltage Transformers
262413	Switchboards
262416	Panelboards
262419	Motor-Control Centers
262500	Enclosed Bus Assemblies
262726	Wiring Devices
262813	Fuses
262816	Enclosed Switches & Circuit Breakers
262818	Enclosed Switches
262913	Enclosed Controllers
263600	Automatic Transfer Switches
264313	Transient-Voltage Surge Suppression
265100	Interior Lighting
265600	Exterior Lighting
270500	Common Work Results for Communications
271300	Communications Infrastructure
271500	Communications Cable Plant
280500	Common Work Results For Electronic Safety and Security
281300	Access Control
282300	Video Surveillance
283100	Fire Detection & Alarm
283111	Fire Alarm System
311000	Site Clearing
312000	Earth Moving
312323	Fill
321216	Asphalt Paving
321313	Concrete Paving
329200	Turf & Grasses
329300	Plants
334111	Storm Utility Drainage Piping
334600	Subdrainage