

PROJECT INFORMATION AND PROCEDURES

FOR

(Job #)

(Job Name)

(City, State)



NASHVILLE, TENNESSEE

INTRODUCTION

BACAR Constructors, Inc. has prepared this *Project Information and Procedures Manual* to assist in expediting the required paperwork associated with administration of the Contract and in preparing your work at the **Jobsite Name** job.

Please review this information and maintain this manual in your project file for future reference.

Please advise us should there be any questions or if additional information required.

**ANY REPRODUCTION OF THIS MANUAL OR A PORTION THEREOF
IS PROHIBITED WITHOUT PRIOR WRITTEN PERMISSION.**

ITEM NO. 1

PERSONNEL ROSTER

BACAR Constructors, Inc.

Home Office – Nashville, Tennessee

NAME

TITLE

(PM)Project Manager

Dianne Gillespie.....Financial Officer

Sunny Huggins Assistant Financial Officer

Jobsite

NAME

TITLE

(Superintendents Name).....Project Superintendent

ITEM NO. 2

BCI ADDRESSES AND TELEPHONE NUMBERS

BACAR Constructors, Inc.

MAIN OFFICE

Mailing	BACAR Constructors, Inc. Attn: (PM) 912 8 th Avenue South Nashville, TN 37103
Shipping	BACAR Constructors, Inc. Attn: (PM) 912 8 th Avenue South Nashville, TN 37103
Phone Number	(615) 259-1516
Fax Number	(615) 259-9111

JOBSITE

Mailing	BACAR Constructors, Inc. c/o Jobsite Name Attn: Superintendent Name Jobsite Address
Shipping	BACAR Constructors, Inc. c/o Jobsite Name Attn: Superintendents Name Jobsite Address

Mobile Number

Superintendent Mobile Number

Fax Number

Jobsite Fax Number

Jobsite Phone Number

Jobsite Phone Number

Quarters at Beaver Creek

OWNER/ARCHITECT/ENGINEER CONTACT LIST

Date

OWNER

Owner Name
Owner Address
Owner's City, State & Zipcode

ARCHITECT

Architects Company Name
Architects Address
Architects City, State & Zipcode
Architects Phone Number

STRUCTURAL ENGINEER

Structural Engineer Company Name
Structural Engineer Address
Structural Engineer City, State & Zipcode
Structural Engineer Name
Structural Engineer Phone Number

ITEM NO. 4

DIRECTION OF CORRESPONDENCE FLOW

BACAR CONSTRUCTORS, INC.

- | | |
|---|----------------------------------|
| 1) Terms of Contract, Bond, Etc.
Insurance | Project Manager
Sunny Huggins |
| 2) Monthly Payment Requests or Invoices | Project Manager/Sunny Huggins |
| 3) Status of Payment Requests or Invoices | Project Manager/Sunny Huggins |
| 4) Submittal Data / MSDS Information | Project Manager/Superintendent |
| 5) General Correspondence and Changes | Project Manager/Superintendent |
| 6) Clarification of Contract Documents | Project Manager/Superintendent |
| 7) Project Schedule, Delivery Dates, Job Coordination | Superintendent |

NOTE:

All correspondence and/or communications must be channeled through BACAR Constructors, Inc.
Do not contact the Owner or Architect directly without our knowledge.

ITEM NO. 5

SUBMITTAL INFORMATION

BACAR CONSTRUCTORS, INC.

By **Date** (*unless noted otherwise in your subcontract*), all submittals must be submitted, including: Shop drawings, brochures, samples, and other submittals as required by the Contract Documents to the BACAR Constructors, Inc. home office as follows:

1. Prepare a list of the major materials items and their manufacturers that you plan to use on this project.

2. Submittal quantities are as follows:
 - a. Shop Drawings 6 Prints
 - b. Manufacturer's Literature or Brochures 6 Copies
 - c. Product Samples/Color Samples 6 Each

3. Each submittal shall *note the specification section* that applies.
4. The submittal should include a complete list of the products proposed with name of manufacturer, trade name, and model number of each product.
5. All items submitted for approval are to be exactly as specified in the contract documents.
6. Any deviations from the Contract Documents or assumptions/interpretations shall be clearly identified on each submittal.
7. Subcontractor/Vendor shall review and stamp approved all of his submittals prior to forwarding to BACAR Constructors, Inc.
8. Upon receipt of approval shop drawings from the Design Team, all corrections noted shall be promptly incorporated into "Final Field Use" documents. A minimum of three (3)-corrected sets shall be forwarded to BCI.

ITEM NO. 6

SUBCONTRACTOR APPLICATIONS FOR PAYMENT

BACAR Constructors, Inc. is interested in seeing that your company gets paid promptly, provided you have performed in accordance with the terms of our Subcontract Agreement and all required documentation is correct. Please comply with the following procedures in order to avoid any unnecessary delay in processing your payment:

1. Prior to Application No. 1, a Schedule of Values shall be submitted to BACAR Constructors, Inc. for approval using the AIA G703 form.
2. All Requisitions for Payment shall be submitted on the BACAR Constructors, Inc. standard Requisition for Payment form and must be notarized. The original executed and notarized Requisition for Payment form, Schedule of Values, and applicable stored materials documentation should be forwarded to BACAR Constructors, Inc. home office for processing. The notarized Requisition for Payment form certifies that you have paid for all labor, materials, and equipment in connection with performance of your Subcontract for this project through all months preceding the month you are currently billing.
3. Materials stored on-site shall be identified in the column provided on the Schedule of Values form. Invoices shall be provided to substantiate the quantity and value of on-site stored materials. No materials can be billed for unless they are on the jobsite. Not at the property near job trailer.
4. BACAR will bill our clients on the twenty-fifth day of the month for the previous month's work, and we must receive your properly executed Requisition for Payment form in our main office (and a copy to the jobsite) on or before the **twentieth** day of each month in order for you to be included in our progress billing. *Payment requests that are received after the twentieth will not be included in our billing, and therefore, payment both to you and to BACAR Constructors, Inc. will be delayed until the following month.*
5. Prior to final payment (retainage) to the Subcontractor, the requirements of Project Closeout must be satisfactorily completed.
6. It is the **Subcontractor's responsibility** to ensure all Performance Bonds, Insurance Certificates, etc. are kept current. Failure to do so could delay your payment. A fully executed Subcontract/Purchase Order Agreement must be on file or no payment will be made.
7. Retainage of ten percent (10%) will be held on the entire invoice per HUD.
8. No monthly draw checks will be released until it is confirmed that your HUD documentation/certified payrolls are current with our office.

ITEM NO. 7

CONTRACT CHANGES

BACAR CONSTRUCTORS, INC.

Changes in the work form the Drawings and Specifications of the Contract Documents occur on most construction projects. Contract changes will be administered in accordance with Article 7 of the General Conditions and as follows:

1. All changes are to be directed by BACAR Constructors, Inc. in writing.
2. If a proposed Contract Change impacts the cost of your work, either additive or deductive, you must submit a proposal letter accompanied by an itemized **cost breakdown** for each change to BACAR Constructors, Inc. The breakdown must identify all labor, materials, equipment, and subcontract costs associated with the change. Changes to the duration to perform your work must also be identified.
3. The extent of back up required will be based on a case by case situation.
4. Response to a Proposed Contract Change needs to be timely. Your proposal is due to BACAR Constructors, Inc. within seven (7) days after receipt, unless otherwise noted.
5. Failure to respond to a proposed contract change will be interpreted as a no-cost change, unless it is determined to be a deductive cost change. In this case, BACAR Constructors, Inc. will estimate the credit due and deduct from your Subcontract Agreement.
6. A formal Change Order will be issued to the Subcontract/Purchase Order Agreement upon receipt of the same from the Owner. Therefore do not bill for change order work until you have received a Change Order from BACAR Constructors, Inc.
7. Request for Change Order must occur within a month for which the work was authorized or completed. **Failure to do so will result in loss of compensation for your work.**

ITEM NO. 8

REQUEST FOR INFORMATION

BACAR CONSTRUCTORS, INC.

BACAR Constructors, Inc. uses a Request for Information form (RFI) to initiate and monitor requests for information, clarifications, etc. associated with the Contract Documents from the Architect and Engineering Design Team. Subcontractors will submit an RFI to BACAR Constructors, Inc. for processing.

The RFI request should be specific and reference drawing numbers, sketches, etc. to help in clarifying the request. Multiple items may be addressed on one RFI and listed on an attachment to the RFI.

Anticipated impact to the project should be identified in the space provided. A required response date also needs to be identified, indicating potential impact to the Schedule.

Wherever possible, please propose a possible solution in order to help expedite a decision. However, any ideas are considered just that and will be approved by the architect before proceeding.

Please submit RFI's in writing to **Project Manager** by fax or email.

ITEM NO. 9

QUALITY CONTROL PROGRAM

BACAR CONSTRUCTORS, INC.

BACAR Constructors, Inc. has built its reputation as an outstanding Contractor from its philosophy of providing the Owner with a quality project, in a timely manner, and within the Owner's budget. With an emphasis on quality, the direct result will be a timely and cost-effective project.

Our Quality Control Program is based on four items: selecting qualified subcontractors; coordination of the trades; quality supervision; and inspection of the work.

Qualified Subcontractors

The quality of the work installed will only be as good as the worker performing the work. Therefore, BACAR Constructors, Inc. uses only qualified subcontractors that employ workers that will perform their work correctly the first time while maintaining the highest industry standards.

Quality Supervision

The quality of Subcontractor's work is heavily dependent on the presence of an experienced and capable on-site supervisor. Each subcontractor is expected to have a supervisor approved by BACAR Constructors, Inc. on site during its daily operations and is a fluent English speaking person. This individual should not leave the site or be transferred to another project without first obtaining BACAR Constructors, Inc. approval.

Coordination

The coordination between trades is essential for a quality project. Coordination is reviewed daily by BACAR Constructors, Inc. In addition, a scheduled Superintendent's Meeting is held with the Subcontractor Superintendents every week to review upcoming work and coordination between the trades. BACAR Constructors, Inc. also conducts a scheduled monthly Project Coordination Meeting for the Project Managers, Owner, and Design Team to review the project.

Inspection

The inspection of the work being installed, to ensure it is in compliance with the requirements of the Contract Documents, is the responsibility of the Subcontractor. A daily inspection of the work by the Subcontractor's Superintendent is required. This effort is supplemented by the Subcontractor's Project Manager during regularly scheduled visits with a written inspection report.

BACAR Constructors, Inc. supplements the Subcontractor's effort with the following activities:

1. Conduct an initial meeting with each Subcontractor at the jobsite, prior to starting their work, to review the requirements of the Contract Documents.

Inspection (Continued)

2. Conduct periodic inspection of materials being used and work in place. A written punchlist of typical deficiencies will be prepared and distributed to the Subcontractor for immediate corrective action. A written confirmation for correction of each item will be prepared by the Subcontractor's Project Manager and submitted to BACAR Constructors, Inc.
3. Conduct a Stage I inspection of work that will be concealed prior to closing in. this will include installation of exterior wall insulation; framing of priority walls; in-wall rough-ins of mechanical, plumbing, electrical items; in-wall wood blocking; M/P/E work above drywall ceilings, etc.
4. Conduct a Stage II inspection to ensure that drywall work and all work above the ceiling line is complete, of good quality, and complies with the requirements of the Contract Documents prior to the finish work beginning. An itemized punch list of deficiencies will be prepared and distributed to the Subcontractor for immediate corrective action. A written confirmation for correction of each item will be prepared by the Subcontractor's Project Manager and submitted to BACAR Constructors, Inc. The following items should be completed prior to Stage II inspection:
 - a. Drywall work 100% complete with all penetrations sealed, rated walls stenciled, and partitions sealed tightly to the deck.
 - b. Ducts and piping installed, sealed, tested, insulated, duct access doors installed, perimeter angles installed at all dampers.
 - c. Fire protection piping installed with drops and monitoring devices and the water to the risers is on.
 - d. Controls complete above the ceiling along with thermostat rough-ins.
 - e. All conduit installed with wire pulled, ceiling lights installed, and operating.
 - f. Panel cans and wall devices installed.
5. Conduct a Building 80% Completion Inspection to confirm the Stage II punchlist items are complete and allow the Local and State Agencies to inspect the above-ceiling work prior to the ceilings being closed and work finished.
6. Conduct a Stage III Inspection and Systems Checklist to ensure all work is 100% complete. An itemized punchlist of deficiencies will be prepared and distributed to the Subcontractor for immediate corrective action. A written confirmation for correction of each items will be prepared by the Subcontractor's Project Manager and submitted to BACAR Constructors, Inc. The operations of the mechanical, plumbing, and electrical systems and equipment will be observed. The requirements of Project Closeout will be reviewed. The date for Final Inspection by the Owner, Architect, Engineers, Local, and State Agencies will be established at the conclusion of this inspection.
7. Conduct a BACAR Constructors, Inc. Final Inspection to confirm all Stage III punchlist deficiencies have been corrected, the building is clean, and ready for Owner occupancy and operation. All requirements for Project Closeout will be submitted to BACAR Constructors, Inc. at this time.
8. Coordinate and assist in the Final Inspections by the Owner, Architect, Engineer, Local and State Agencies.

ITEM NO. 10
SAFETY PROGRAM

BACAR CONSTRUCTORS, INC.

STATEMENT OF POLICY

Your safety and the safety of others who come in contact with our projects is of primary interest to BACAR Constructors, Inc. The safe environment of the project and of your individual work assignment is more important than time, money or any other job factor.

All of our employees, and the employees of Subcontractors and Suppliers, are required to comply with our Safety Program, and with all local, state and federal regulations.

We urge your mature cooperation in maintaining a safe project. Furthermore, we invite your suggestions for improvement of our Safety Program.

BACAR Constructors, Inc.

J. David Baker
President

GOOD HOUSEKEEPING

1. Good housekeeping is one of the most important factors in job safety. It is everyone's responsibility. Good housekeeping is not maintained by cleaning up once a week or even once a day, but by keeping cleaned up *all of the time*.
2. Thousands of construction workers are injured each year by tripping, stumbling, or stepping on objects in their way. Such accidents are often blamed on the worker for not looking, or being some place he had no business being. Actually, these accidents are the direct result of poor housekeeping.
3. Good housekeeping is very important in fire protection – oily rags and other combustible materials are responsible for starting or spreading fires. Also, scrap paper, old rope, etc. present a fire hazard. This causes loss in property and also tragic loss of lives. Good housekeeping prevents accidents and fires, conserves space, time and material.
4. Scattered material on floors takes up a lot of space and also causes traps. It also makes it necessary to spend time hunting for tools. If orderly arranged, it will not be a trap and will save time.
5. Material storage and scrap disposal are most important. Scrap material should never be stored with useable material. In the first place, it will be untidy and will be kicked around for someone to trip over. Keep scrap where it can be picked up. Workbenches and toolboxes should be kept orderly. Keep toolboxes arranged for easy and safe selection.
6. When possible, workbenches should be in line with building walls and free from scrap. Tools arranged properly make-work easier.
7. Good housekeeping is a job morale builder. A man feels better if he steps into an orderly place to work.
8. A visitor will judge a man's work by his housekeeping.
9. An orderly job is a safe job and a safe job is an efficient job.
10. You can tell a person's attitude about safety by looking at the housekeeping around their job.
11. One protruding nail or slick spot is poor housekeeping.
12. Housekeeping is a job that can't be put off. We have to clean up as we go. After all, good housekeeping may be the difference between looking and seeing.
13. If a new person comes on the job, it is up to all of us to tell them about good housekeeping and keep after them until they do it willingly.
14. Please refer to your contract for back charges that you will be assessed if your work is not cleaned up in the required time which is one 24 hour notice. Bacar Constructors will perform this clean up with our own forces and back charge at the rate of \$50 per hour per man.

NOW LET'S SUMMARIZE

1. There's nothing extraordinary about housekeeping – it's a work place or jobsite clean and orderly.
2. Be sure not to overlook some little thing that may cause an accident.
3. Put all scrap in its place.
4. Secure materials to prevent shifting or rolling.
5. Keep toolboxes clean and orderly.
6. Put lunch bags, scraps discarded cloths in waste cans.
7. Get the habit – keep it clean, keep it neat, keep it orderly. It makes work easier, smoother, quicker and safer.

GOOD HOUSEKEEPING DEFINITION:

Housekeeping is the relation of tools and materials to each other, to the man doing the work, and to the manner in which they add to or distract from safety.

ITEM NO. 11

HAZARD COMMUNICATION PROGRAM

BACAR CONSTRUCTORS, INC.

On May 23, 1985, the General Assembly of the State of Tennessee passed the "Hazardous Chemical Right to Know Law". This law requires all employers who use or produce hazardous chemicals to establish training and education programs for their employees in the proper use, handling, and storage of the hazardous chemicals to which they are exposed. It is the intent of this Hazard Communication Program to provide all Superintendents and Project Managers with the necessary guidelines whereby all employees of BACAR Constructors, Inc. will receive the information and training they need to perform their jobs in a safe manner without endangering their health.

This Hazard Communication Program will be incorporated as part of the Safety Manual and will be coordinated by the Safety Director. The Superintendent will be responsible for coordinating the program at the jobsite level.

The contents of the Hazard Communication Program are summarized below:

1. Hazard Determination
2. Material Safety Data Sheets
3. Container Labels and Other Forms of Warning
4. Employee Training and Education
5. Subcontractor Requirements
6. Non-Routing Tasks
7. Firefighter Notification

HAZARD DETERMINATION

All chemicals must be evaluated to determine if they are hazardous. This will normally be done by the Safety Director, using the Material Safety Data Sheets (MSDS). When questions or problems arise in determining if a chemical is hazardous, the Tennessee Occupational Safety and Health Administration (OSHA) will be consulted. OSHA will also assist and provide information on hazardous chemicals produced as by-products at the jobsite, such as wood dust, welding fumes, and carbon monoxide.

MATERIAL SAFETY DATA SHEET

A Material Safety Data Sheet (MSDS) is an information sheet supplied by the manufacturer or supplier to the consumer, providing technical data about the chemical or product in great detail. This data includes label name, chemical name and make-up, hazardous ingredients, fire and explosion data, spill containment and clean-up procedures, toxic effects, personal protective measures, special precautions, etc.

An MSDS will be obtained for each hazardous chemical used or generated at all BACAR Constructors, Inc.'s jobsites. Copies of all MSDS's will be included as part of the Hazard Communication Program and are available for employee use and review at all times.

CONTAINER LABELS AND OTHERS FORMS OF WARNING

Container Labels

Every container of hazardous chemicals shall be labeled, tagged, or otherwise marked with:

1. The name of the chemical, and
2. The appropriate hazard warnings

Container labels shall be kept in place at all times. Employees are not allowed to work with chemicals from unlabeled containers. Any unlabeled containers discovered are to be immediately removed from service until properly labeled or removed from the jobsite.

The Right to Know Law required all containers to be properly labeled at the time of delivery to the jobsite. It is the responsibility of the Superintendent to ensure that all hazardous chemicals are properly labeled upon receipt. Unlabeled containers are not to be accepted.

Hazardous chemicals are often transferred from the original container to smaller, portable containers. When this transfer occurs, the label information must be transferred. Again, employees are not allowed to work with chemicals from unlabeled containers. Labels must be legible, prominently displayed, and in English.

Exception – A portable container does not have to be labeled when the transfer is made by an employee who will use the chemical immediately. An example of this would be a laborer transferring curing compound from a 55-gallon drum to a 5-gallon bucket. The 5-gallon bucket would not have to be labeled as long as two conditions are met:

1. The contents of the unlabeled container are used only by the employee who made the transfer, and
2. The contents of the unlabeled container must be used immediately.

Warning Signs

Warning signs will be posted for all hazardous chemicals or by-products generated at the jobsite. Examples of such by-products are wood dust, carbon monoxide from combustion engines and space heaters, welding fumes, and the like. The appropriated warning signs will normally be posted on the jobsite bulletin board.

OSHA Signage

Each jobsite shall post the “Hazardous Chemical Right to Know Poster” alongside the “OSHA Law Poster” on the jobsite bulletin board. This poster informs employees of their rights and the protection provided under the Hazardous Chemical Right to Know Law.

EMPLOYEE TRAINING AND EDUCATION

An ongoing training and education program will be established to ensure that all employees who are exposed to hazardous chemicals are instructed in their use. Formal training will be provided to all employees at the following times:

1. Upon employment, before any work assignments are made (see Hiring Procedures).
2. Information on interpreting container labels and MSDS.
3. All operations in the work area where hazardous chemicals are present.
4. The physical and health hazards of the hazardous chemicals in the work area.
5. Protective measures that employees may use to prevent themselves from these hazards, including appropriate work practices, emergency procedures, and personal protective equipment.
6. General safety instructions on the handling, clean up and disposal of any hazardous chemicals.
7. Frequency of training.

Records of training conducted will be maintained for all employees including names, dates and a brief description of the training given. Training records will be maintained at the main office for the period an employee is employed plus five years.

SUBCONTRACTOR REQUIREMENTS

All subcontractors on BACAR Constructors, Inc.'s projects must meet the requirements of the Hazardous Chemical Right to Know Law. The following information must be submitted to the Safety Director at the main office before any work can be initiated or before any hazardous chemicals may be introduced at the jobsite:

1. Copy of the Hazard Communication Program
2. Appropriate MSDS

This information will be forwarded to the jobsite, where it will be kept on file and available to all employees.

NON-ROUTINE TASKS

From time to time, BACAR Constructors, Inc. will be asked to perform non-routine tasks. Examples of non-routine tasks might be tank cleaning, confined space entry, maintenance operations, etc. The Project Manager, Superintendent, and Safety Director will work together to pre-plan all activities that may be considered non-routine. Special training sessions will be conducted to inform employees of the specialized hazards involved. Employees will not be allowed to engage in non-routine tasks without signing a written statement that he has been advised of the specialized hazard and is aware of the necessary precautions required to perform the work in a safe manner.

ITEM NO. 12

GENERAL INFORMATION

BACAR CONSTRUCTORS, INC.

1. Hard hats must be worn at all times while on the jobsite.
2. Protective clothing and shoes must be worn at all times.
3. Employees are not to park on the jobsite. Superintendents can have one vehicle per company on site and other vehicles to be parked as directed by BACAR superintendent. There will be no parking in front of the segmental retaining walls.
4. All visitors to the jobsite shall sign the Visitor Log located in the BACAR Constructors, Inc. field office prior to going on site. *All* visitors are required to wear a hard hat while on the jobsite. This includes delivery drivers.
5. Keep all areas clean of debris. Pick up trash after breaks and lunch and deposit in trash cans provided on site.
6. BACAR Constructors, Inc. will provide and maintain a trash dumpster on the jobsite for use by the Subcontractors for “everyday” trash. Large or excessive trash generated during certain portions of the work must be handled by Subcontractor.
7. Storage space is limited on this jobsite. All on-site storage of equipment and materials will be at the direction of the Project Superintendent. No material shall be delivered to the jobsite without prior knowledge of I coming. Contact BACAR superintendent Charlie Liptok
8. BACAR Constructors, Inc. will furnish temporary toilets for the jobsite.
9. All jobsite personnel *will* attend a brief ***Safety Meeting (as scheduled by the Project Superintendent)***.
10. A ***Coordination Meeting*** will be conducted ***bi-weekly*** (or more often if necessary) at the BACAR Constructors, Inc. field office. These meetings will be every other Tuesday at 10:00 AM. If you have any work that is currently going on or any work that is about to start, it is **mandatory** that a **competent** person from your company attend these meetings.
11. A ***Superintendent Job Coordination Meeting*** will be held on the weeks in between.
12. This jobsite will be accessible from 7:00 a.m. till 7:00 p.m. ET, Monday through Saturday, unless otherwise noted. Special provisions can be made by coordinating with Charlie Liptok.
13. No radios (other than authorized for communications) will be allowed on the jobsite.
14. All work in the existing facility will be coordinated and scheduled in advance through **Superintendent**, Project Superintendent. This includes any tie-in work, renovation work, and after hours work.
15. As-builts/record documents must be kept current on a weekly basis; failure to do so could delay payment (See Spec. Section 01705).
16. Pre-installation meetings must be held as specified. It is the Subcontractor’s responsibility to schedule/coordinate this meeting well in advance. Any delays due to failure to schedule this meeting will be Subcontractor’s responsibility to overcome.