

Addendum #2

April 17, 2024

General

1. See attached for sign-in sheet from the site tour on April 15, 2024, at 10:30 am.
2. Note that Miles Architecture anticipates issuing 90% Construction Documents for CM and Owner comment soon after the Construction Manager is selected, with 100% Construction Documents (Issue for GMP) issued 2-4 weeks after the review.
3. Please see attached OMRF Contractor's Rules and Regulations.

Revisions to the RFP:

4. Revise page 1, project description to include the following: "Scope of Work also includes two (2) new Air Handling Units: 1) A new AHU and associated ductwork in the penthouse space above the fourth floor of the Center Wing, which will serve the third floor of the Center Wing only, and 2) the addition of a redundant roof-top AHU, which will serve the fourth-floor laboratory. The scope of work also includes roof replacement over the Center Wing and Milligan Center.
5. Add the following information to page 1 project description: "For purposes of preparing your proposal, please assume OMRF will provide up to twenty-five (25) parking spaces on-site for construction staff, and restrooms for construction staff will be available on the first floor of the Center Wing."

Questions and Answers:

6. Question: Will the FEE PROPOSAL FORM be modified to include spaces for the insurance & bonding costs requested in section 8b or shall we just type that in?

Answer: No, we do not plan to modify the fee proposal form; please provide that information in whatever manner you see fit.

7. Question: Will the addendum delineating the additional scope for AHU and roof replacement be issued by [Wednesday] morning? General Conditions cost are mostly duration based, so a full description of the scope will influence project duration and therefore cost.

Answer: Please see Addendum #2, Item #4. Note that the \$3,000,000 construction budget includes added scope of work items listed in Item #4 above.

SITE TOUR SIGN-IN

PROJECT: OMRF Center Wing Third Floor

DATE: April 15, 2024

TIME: 10:30 AM

Name	Company	Email Address
Rachel White	Miles	
Jorge Charnew	Miles	
Justin Woolverton	Nabholz	Justin.Woolverton@Nabholz.com
Eric Schiess	Nabholz	Eric.Schiess@nabholz.com
John Waldrop	GJW ASSOCIATES	jwaldrop@gjwassociates.com
MATT THOMAS	QUAD	matt.thomas@quad.build
RUSTY CASTON	GROTE CASTON	rusty@grotecaston.com
Lance Nauman	lingo	LNauman@buildwithlingo.com
JP Craig	"	jpccraig@buildwithlingo.com
Devin Curran	"	dcurran@buildwithlingo.com
ERIC GROTE	GROTE CASTON	ERIC@GROTECASTON.COM
Chris Holmes	Boldt	chris.holmes@boldt.com
melanie		
Jared		

Contractor Rules and Regulations



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Introduction

The Oklahoma Medical Research Foundation (OMRF) is a non-profit medical research facility, designed and constructed for the mission of conducting basic biomedical research to help people live longer, healthier lives. The Contractor Rules and Regulations have been developed to provide guidelines for scheduling and performing work at the Foundation (Exhibit A).

Contractor's strict adherence to the Rules and Regulations is required to ensure the well-ordered coordination of Contractor's services and work, that building operations continue unhindered, and that the security of the Foundation and onsite personnel are maintained at all times. Violation of the rules will result in Contractor's removal from the property.

Section I

A. Address and Contact Information

Property Address: Oklahoma Medical Research Foundation
825 NE 13th Street
Oklahoma City, OK 73104

Facility Services Office: 405-271-7275 Main
405-271-7272 After Hours
facility-services@omrf.org

Security: 405-271-7344
405-271-4911 Emergencies

Safety Office: 405-823-5120

B. Building Hours of Operation

Normal Business Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Loading Dock Hours: Monday through Friday 7:00 a.m. to 4:00 p.m.

The Foundation reserves the right to specify and require work to be performed at its preferred dates and times to avoid disruption to normal business operations.

Section II: Insurance

Contractor must obtain and maintain insurance prior to the commencement of its work. All contractors are required to carry workmen's compensation insurance with coverage limits of no less than \$1 million. All contractors are also required to carry general liability insurance with coverage limits of no less than \$1 million/occurrence and \$1 million/aggregate, although specific projects may require higher limits. All general liability policies must name OMRF as an additional insured party, and certificates of insurance must be provided to the facility services office.

Section III: Operations and Access Protocols

A. Vendor Access Process

Contractor must pre-register itself and its personnel with the Human Resource office by completing a Request for Non-Employee Appointment available via the Human Resources department. This form must be completed, submitted, and approved prior to the commencement of work. Contact your OMRF sponsor to begin the process. Information provided must be consistent with the information shown on its government issued ID. All badges are the responsibility of the contractor and are subject to a fee if lost or stolen.

B. Work Request Process

Contractor must submit a Work Request (Exhibit B) to the facility services office prior to the commencement of work so that activities and access can be coordinated in a way that prevents disruption to Owner's business operations. Work requests must be received at the facility services office prior to the date the work is to be performed.

The work request must include Date(s) work is to be performed; OMRF Sponsor; Contractor name (including any sub-contractors), Contractor on-site Supervisor and contact number; Location(s) of work to be performed; Start and End times; Dock access as needed. Once this process is completed, a badge will be signed out for the designated work period.

C. Building Access

Upon arrival, the contractor will proceed to the facility services office on the P2 level of the Massman building to obtain their access badge(s). All contractors must comply with the Access Control Protocol. It is required that the badge is always displayed while on the property. All access badges must be returned at the end of each work day unless otherwise directed.

D. Access Keys & Locks

Keys shall be checked out from the Security office. All keys must be returned to the Security office at the completion of work each day unless otherwise specified. Locks and cylinders are cored to a base building standard and shall not be changed or tampered with. Any required changes for construction projects shall be coordinated through facility services. No door shall be left unsecure, propped open, or manipulated in any way.

Any lost access badge or key must immediately be reported to Security, or by calling the Security Office at 405-271-7344.

E. Restricted / Non-Restricted Floors and Security Escorts

All vivarium spaces are restricted and require an escort. Escorts will be coordinated by OMRF and Contractor shall submit escort requests prior to the commencement of work.

Non-restricted floors can be accessed with approved work request and vendor access badges.

F. Building Parking and Parking Options

Contractors with approved work permits are permitted to park in visitor parking around the Foundation (Exhibit A).

Contractors may also park in surrounding garages and surface lots when visitor parking is unavailable. Please visit OU Parking and Transportation Services website <https://parking.ouhsc.edu> or their local office located at 840 Research Parkway Suite 150, in the complex of buildings on the SW corner of NE 8th and Lincoln.

Section IV Contractor Requirements

A. Contractor Rules

1. Plans and Specifications

For construction projects and/or reconfiguration of spaces within the Foundation, all plans and specifications must be reviewed and approved in writing by Owner prior to the submission of work permits and commencement of work.

2. Permits

All building / construction permits and licenses necessary for each project must be pre-approved by the facility services office before work can proceed.

3. Fire Life Safety Impairments

Any work activities that may require placing the building's fire life safety system into a supervisory mode shall be noted on the Work Permit and must be coordinated through the facilities department. This may include, but not be limited to, work activities such as grinding, sanding and/or painting, which may set off the building's fire alarm system.

At the completion of each workday, the building's fire life safety system shall be left "trouble and alarm free" by contractor. If the system has been placed into supervisory mode, the contractor must notify the facilities department before leaving the property. The building's fire panel cannot be left in supervisory mode overnight and must be cleared at the end of each workday.

4. Base Building Systems

Contractor must submit plans and specifications for Foundation approval prior to the commencement of any work on the base building systems (MEP, HVAC, Controls, Fire Life Safety, Structural, Architectural). Any work that may temporarily or permanently impact base building systems must be coordinated with the facilities department.

5. Project Coordination

Any questions or concerns about work or the base building systems should be directed to:

Mr. Donald Ballew, Facility Manager
405-517-0136
donald-ballew@omrf.org

Mr. Jared Catalano, Facility Director
405-219-6509
jared-catalano@omrf.org

Ms. Melanee Clark, Associate VP Operations
405-271-5434
melanee-clark@omrf.org

6. Safety Data Sheets (SDS)

Contractor is required to provide SDS for all hazardous and non- hazardous products used at the Foundation.

7. Tools / Equipment / Lifts

Contractor is required to provide all tools and equipment to perform the scope of work. Property (tools and equipment) of the Foundation will not be issued to the vendors. Lifts can be used with submission of an approved work permit, property protection plan and certification of trained operator.

8. Water and Electricity Sources

Water can be obtained through various locations around the foundation and will be made available upon request. There are no slop sinks available for Contractor use throughout the building. Contractor shall not use restrooms sinks for disposal of liquids.

Electricity can be obtained via coordination with facility services.

9. Welding or Hot Work

All welding or hot work must be approved through a Hot Work Permit (Exhibit C). Hot work must be in an approved location and Contractor must adhere to all safety precautions.

B. Contractor Conduct

1. Employee's Behavior and Conduct / Background Checks

Contractor will ensure that employees conduct themselves in a courteous and professional manner. Rude or offensive behavior, including foul language, will not be tolerated. Offenders will be asked to leave the premises.

Contractor is required to obtain a background check on all personnel prior to accessing and working at the Foundation. All employees shall be citizens of the United States of America or have other legal work permit identification.

2. Media / Social Media

Contractor and its employees shall refrain from commenting or providing information, photos, comments, etc. related to OMRF to any media outlet.

Contractor will ensure all employees refrain from posting any OMRF related information, photos, comments, etc. on any social media sites.

3. Prevention of Damage

Contractor shall take measures to prevent damage to the building. Floor protection shall be used in any area where heavy hand tools, equipment, lifts are used for work. Contractor is solely responsible for the restoration of any damage caused by Contractor and all associated costs.

4. Restrooms for Personal Use

Contractor and its employees shall use the public restrooms on the first floor. All other restrooms are prohibited.

5. Trash Removal / Clean Up

Contractor will keep all work areas clean and initiate preventative measures to control dust and overspray when necessary. Contractor is responsible for removing all trash and debris from the work site at the end of each work day. Larger projects may require an additional dumpster in the dock area. To coordinate delivery, contact the facilities office at 405-271-7275.

6. Safety / Personal Protection Equipment (PPE)

All Contractors must perform their work and services in accordance with all local, state, and federal work laws, rules and regulations. Contractor shall be responsible for performance of a hazard assessment of the worksite and Contractor will organize and analyze the risks and hazards that the worksite and the work present so that it may provide to its employees and enforce the use of the appropriate types of PPE (e.g., Eye/Face Protection, Masks, Head Protection, Hand/Arm Protection, Body Protection, Hearing Protection, Fall Protection).

All contractors bringing employees on site are responsible for training their employees in safe chemical handling. All contractors performing work at OMRF are responsible for providing a training and education program for their employees which meets the requirements of the Federal Hazard Communication Standard. Contract documents for such contractors will contain requirements for the contractor to inquire as to the location of hazardous chemicals at OMRF that may be encountered during their work and as to any safety precautions that should be taken while at the facility. Contractor's employees shall not disturb or handle any hazardous chemicals belonging to OMRF encountered in the course of their duties and shall report immediately the existence of any hazardous chemicals belonging to OMRF in their work area that may be disturbed or handled so that the OMRF Safety Office may determine how best to proceed. Service contractors whose work or materials pose a health hazard to OMRF employees in their assigned departments or work areas must have evidence of compliance with the Hazard Communication regulation. All such work must be coordinated in advance with the Safety Office.

7. Smoking Policy

OMRF is a tobacco free facility, and Contractor shall not use cigarettes, cigars, pipes, e-cigarettes/vape pens, smokeless tobacco/chew/snuff or marijuana while onsite.

8. Drug and Alcohol Policy and Program

Contractors must maintain and implement an Alcohol and Drug-Free workplace policy in order to provide services at and to comply with the access control policies of the Foundation.

9. Non-Compliance

Any contractor or personnel found violating any of these rules and regulations will be directed to immediately vacate the premises. Such violation will constitute a termination of work and restriction of future property access.

C. Compliance

OMRF reserves the right to change or modify these Contractor Rules and Regulations at any time. Contractor shall acknowledge its understanding and willingness to comply by signing the Contractor's Acknowledgement on the following page.

Contractor's Acknowledgement

CONTRACTOR ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE "CONTRACTOR RULES AND REGULATIONS" AND AGREES TO FOLLOW AND OBEY SAID RULES AND REGULATIONS.

Company Name

By: _____
Signature

Printed Name

Title

Date

Supervisor Signature

I hereby affirm that the above employee has met all the criteria in the Contractor Rules and Regulation for work at the Oklahoma Medical Research Foundation.

Signature

Printed Name

Title

Date

Exhibit A OMRF Site Plan

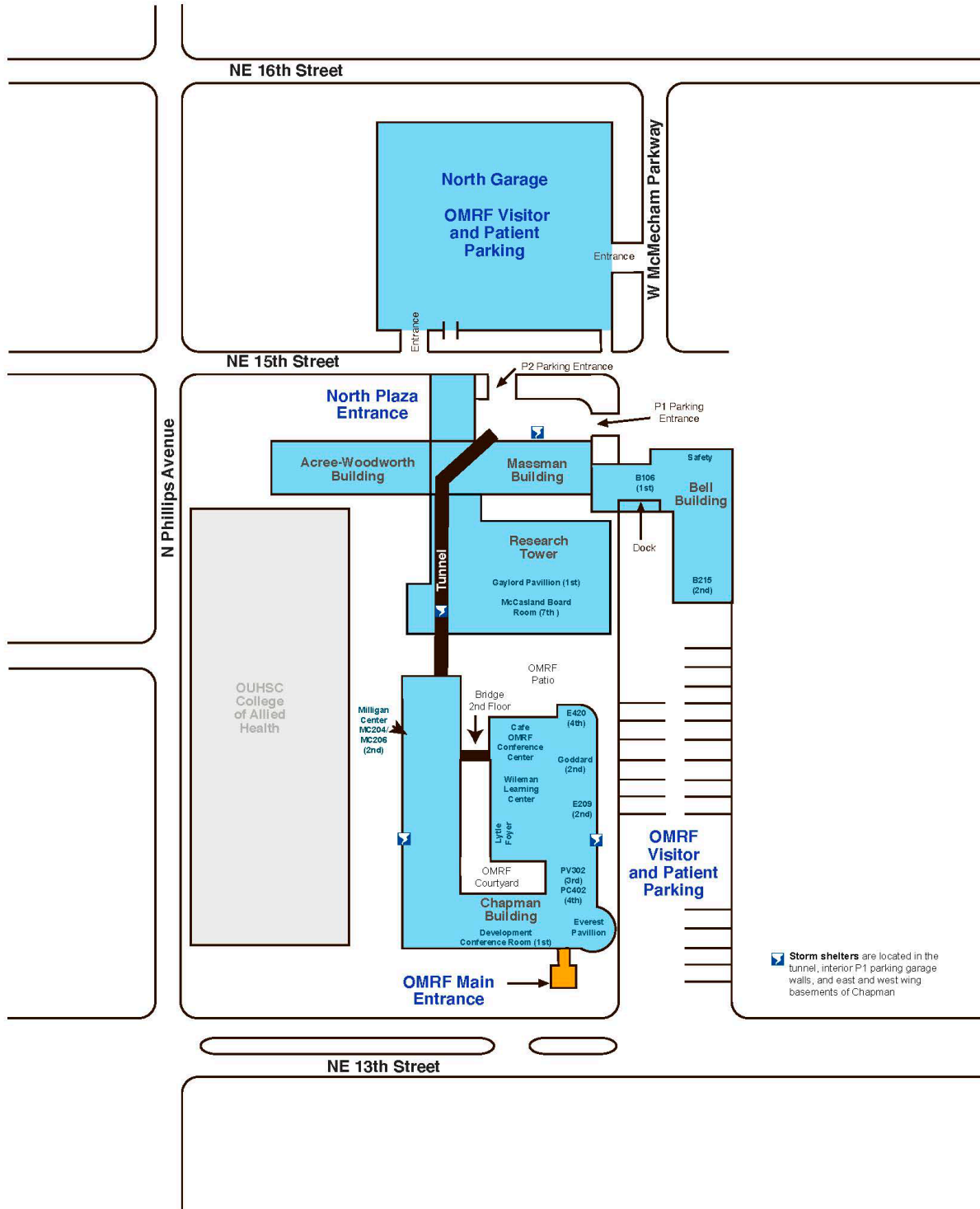


Exhibit B

Work Request Template

Provide the following information via email to facility-services@omrf.org to receive an approved work request: All requests to be received prior to the date the work is to be performed.

1. Date(s) work is to be performed.
2. OMRF sponsor
3. Contractor/Vendor name (include any sub-contractors)
4. Contractor/Vendor on-site supervisor with contact number
5. Employees names that will be working on site
6. Location(s) of work to be performed.
7. Start and End work times.
8. Dock Access if needed.

Exhibit C

Sample Hot Work Permit

HOT WORK PERMIT



**BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED?
IS THERE A SAFER WAY?**

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Grinding, Soldering, Torch Applied Roofing and Welding.

INSTRUCTIONS	REQUIRED PRECAUTIONS CHECKLIST										
<ol style="list-style-type: none"> 1. Firesafety Supervisor: (A) Verify precautions listed at right (or do not proceed with the work). (B) Complete and retain white copy. (C). Issue yellow and pink copies to person doing job. 2. Person doing Hot Work: (A) Indicate time started on yellow and pink copies and post pink copy at Hot Work location. (B). After Hot Work completed, indicate time completed and leave Permit posted for Fire Watch. 3. Fire Watch: Prior to leaving area, do final inspection, sign, leave Permit (pink copy) posted and notify Holder Safety. 4. Monitor: After one hour, do final inspection, sign Permit (pink copy) and return to Holder Safety. 	<ul style="list-style-type: none"> <input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable. <input type="checkbox"/> Hot Work equipment in good repair. <p>Requirements within 20 feet of work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed. <input type="checkbox"/> Explosive atmosphere in area eliminated. <input type="checkbox"/> Floors swept clean. <input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistive sheets. <input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire-resistive tarpaulins or metal shields. <ul style="list-style-type: none"> <input type="checkbox"/> All wall and floor openings covered. <input type="checkbox"/> Fire-resistive tarpaulins suspended beneath work. <input type="checkbox"/> Protect or shut down ducts and conveyors that might carry sparks to distant combustibles. <p>Work on walls, ceilings or roofs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation. <input type="checkbox"/> Combustibles on other side of walls, ceilings or roofs are moved away. <p>Work on enclosed equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enclosed equipment cleaned of all combustibles. <input type="checkbox"/> Containers purged of flammable liquids/vapors. <input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented. <p>Fire watch/Hot Work area monitoring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks. <input type="checkbox"/> Fire watch is supplied with suitable extinguishers, and where practical, a charged small hose. <input type="checkbox"/> Fire watch is trained in use of equipment and sounding alarm. <input type="checkbox"/> Fire watch may be required in adjoining areas, above and below. <input type="checkbox"/> Monitor Hot Work area for 1 hour after job is completed. <p>Other Precautions Taken: _____</p>										
<p>HOT WORK BEING DONE BY</p> <p><input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SUBCONTRACTOR</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DATE</td> <td style="width: 50%;">JOB NUMBER</td> </tr> </table> <p>LOCATION/BUILDING AND FLOOR</p> <p>NATURE OF JOB</p> <p>NAME OF PERSON DOING HOT WORK</p> <p>I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</p> <p>SIGNED _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">TIME STARTED</td> <td style="width: 50%;">TIME FINISHED</td> </tr> <tr> <td style="text-align: center;"> <input type="checkbox"/> AM <input type="checkbox"/> PM </td> <td style="text-align: center;"> <input type="checkbox"/> AM <input type="checkbox"/> PM </td> </tr> </table> <p>PERMIT EXPIRES</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">DATE</td> <td style="width: 50%;">TIME</td> </tr> <tr> <td></td> <td style="text-align: center;">AM PM</td> </tr> </table> <p>FIRE WATCH SIGNED OFF: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period and found fire safe.</p> <p>Signed: _____</p> <p>FINAL CHECKUP: Work area was monitored for 1 hour following Hot Work and found fire safe.</p> <p>Signed: _____</p>	DATE	JOB NUMBER	TIME STARTED	TIME FINISHED	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	DATE	TIME		AM PM	
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