

## **INSTRUCTIONS FOR COMPLETION OF UNIVERSAL CONSTRUCTION PACKAGE (UCP)**

The UCP is a document that should represent the design information necessary for construction or modifications of facilities.

Following are line by line instructions for completing the UCP form. Additional sheets may be attached to the UCP if necessary.

### **DESIGN INFORMATION**

1. Project date and purchase requisition number.
  - A. The date the UCP is completed. This should match the date on page 1 of the Master List.
  - B. Purchase requisition number associated with UCP.
  - C. Purchase Order Number on Contract.
  
2. Service order and building number(s).
  - A. Include Service Order Number.
  - B. Project number.
  - C. Task number.
  - D. Buildings and/or areas affected by construction. Check yes if the work is inside a limited area and contractors with clearances may do the work.
  
3. Title and Statement of Work.
  - A. Brief title of project describing the required construction.
  - B. Brief statement of work to be accomplished using "active" construction terminology. This will be typed on the P.O. and go out to bid. Attach a copy of the typed Statement of Work given to the customer to the Internal Notes for SDR/PM reference.
  
4. Quality-Significant
  - A. Check yes if quality-significant
  
5. Estimated costs.
  - A. Total marked-up Contract Cost Estimate. (rounded up to nearest \$100)
  - B. Best estimate of total Sandia Furnished Material cost. (This is the sum of JIT, P/R#, value of relocated equipment, etc).
  - C. Total project costs (material, labor, SFM). Sum all project costs, entered under Total. Continuation pages should be attached if multiple service orders or multiple Project/Task Numbers.
  - D. Maximum Award Amount. This is the maximum for which the contract may be awarded without reconsideration by the project team. The PM should complete this line.

6. Customer, Project Management, Building Management Team, and Construction Inspection Team information.
  - A. Responsible Customer's printed name.
  - B. Responsible Building Manager's printed name.
  - C. Responsible Project Manager/CME's printed name.
  - D. Responsible Office Administrative Assistant's printed name.
  - E. Responsible Architectural/Civil/Structural Designer's printed names.
  - F. Responsible Mechanical Designer's printed name.
  - G. Responsible Electrical Designer's printed name.
  - H. Responsible Fire Protection Designer's printed name.
  - I. Responsible Telecommunication Designer's printed name.
  - J. Responsible Security Designer's printed name.
  - K. Responsible Architectural/Civil/Structural Inspector's printed name.
  - L. Responsible Roof Inspector's printed name.
  - M. Responsible Mechanical Inspectors' printed name.
  - N. Responsible Electrical Inspector's printed name.
  - O. Responsible Architectural/Engineering Firm Contact's printed name.
  - P. Responsible Sandia Purchaser's (SCR) printed name.
  
7. Project review and approval.
  - A. Project Manager initials.
  - B. Department Manager's initials and date.

**Standard Provisions -** These apply to all construction projects.

**Special Provisions -** Check all special provisions that apply to this construction project.

**Other Conditions -** List any provisions not stated in "Special Provisions" or "Standard Provisions." Delineate non-standard work hours, phasing of work, deviated work schedules, ES&H precautions, etc.

### **Internal Notes**

1. Indicate any anomalies concerning service order numbers or authorized amounts, i.e. - Authorized project amount differs from total authorized amount. Notification on this line will alert SDR/PM.
2. Indicate whether Test and Balance work is required by the Sandia Time and Materials contractor.
3. Indicate any roof work that will impact roofing material. This will notify Construction Inspection that roofing inspector will be needed on project.
4. Indicate any Facilities Control Systems work or coordination for project.

5. Indicate if any material needed (SFM or CFM) will take substantial time to procure and the duration or lead time.
6. Indicate date that Sandia Furnished Material (PR# or JIT#) will be available. If date is not known, make note.
7. List types of specialty contractors that should be included on the bid list e.g. - fire alarm, etc.
8. If you believe a pre-bid conference would be beneficial for bidders, confer with SDR/PM and Buyer.
9. Indicate in appropriate space any information not covered above, i.e., project in need of fast response, this will alert SDR/PM to fast track project through system: incomplete package, i.e., - drawings and specifications arriving at a later date.
10. Enter information describing any special skill required of the General Contractor or one of the subcontracts. Include the name of any recommended General Contractor.

#### MASTER LIST

1. PO# same as first page of UCP. This will be the Purchase Requisition number. (Enter on each page of Master List.) The date should match the date on the first page of the UCP. Check the appropriate block(s).
2. If descriptive submittal information is required, complete appropriate sheets. Indicate date and number of descriptive submittal sheets.
3. If a move-in equipment list is included, list total number of page and date.
4. If work includes installation or modifications of electrical panels, list panel schedules if not on job drawings.

BLDG: Buildings where panel is located  
 PANEL: Panel ID, i.e. - "MPA"  
 ISSUE: Revision number or letter  
 DATE: Date issued

5. List any special specifications that are included.

SECTION: Section number  
 DATE: Issue date of specification  
 TITLE: Title of specification

6. List any items that are furnished by Sandia (PR# or JIT#).

QTY: Number of items

PR/STOCK #: PR or JIT number

MATERIAL: Description of material

CONTACT: Person who posses material to be picked up by contractor

DELIVERY DATE: Expected delivery date of material

7. Check box for all standard specifications applicable to this construction project.

8. PO# as per page 1 of Master List.

9. List all job drawings used or the title sheet. Include dates.

DWG NO.: Drawing number

SHT: Sheet number, if any

REV: Current drawing revision

DATE: Date drafted