

UNIVERSAL CONSTRUCTION PACKAGE (UCP) COMPLETION INSTRUCTIONS

The UCP is a document that represents the design information necessary for facility construction or modification projects.

Design Information

1. Project Date and Purchase Requisition Number
 - a. The date the UCP is completed.
 - b. Purchase Requisition (PR) number associated with the UCP.
 - c. Project (Service Order) Number on Request for Site Services (RFSS) form.
2. Building Number(s)
 - a. Buildings and/or Areas Affected by Construction: Check inside or outside limited area for location of 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 information will be typed on the Purchase Order that is sent out for bid.
4. Quality-Significant Procurement
 - a. Check yes if quality-significant.
5. Construction Discipline and Number of Bidders
 - a. Indicate construction discipline (mechanical, electrical, etc.) and number of bidders.
6. Contact List
 - a. Customer, Project Lead, Operations Lead and Customer Operations Team information. This is the contact list and should be filled out completely for every project. The contacts listed may or may not be part of the project execution team. For projects that add square footage, an O&M Planner should be on the team. For other projects, the Operations Lead can act as the O&M Point-of-Contact.

Standard Provisions Standard Provisions are typical to all construction projects. Consult with Procurement if not applicable or if in need of change.

Special Provisions Check all special provisions that apply to this construction project. Special provisions can be modified to suit the project.

Other Conditions Use this section to describe specific site access rules, contract phasing, known non-standard hour work, required line organization coordination, specific worker training, and special ES&H considerations.

Safety & Health This section describes the specific hazards that the project may involve and the contractor specific safety plan (CSSP) requirements. The Project Team shall complete the Construction Hazards Checklist and the Job Site Hazard Evaluation (JSHE) and attach to the UCP.

SNL Permits Check all permits that apply to this construction project.

Notes

1. Indicate whether Test and Balance work is required by the Sandia T&B Service Contractor.
2. Indicate whether any soil, concrete, and/or welding test work is required by Sandia Service Contractors.
3. Indicate if any roof work will be required that will impact roofing material.
4. Indicate any Facilities Control Systems work or coordination for project.
5. Indicate if a pre-bid conference would be beneficial for bidders. Confer with PL and Buyer as needed.
6. Indicate if a pre-bid walkthrough is needed in addition to pre-bid conference.
7. Indicate if any material needed (SFM or CFM) will take substantial time to procure and the estimated duration or lead time.
8. Indicate that Sandia Furnished Material (PR# or JIT#) will be made available. If delivery date is not known, make note.
9. List types of specialty contractors that should be included on the bid list (e.g., fire alarm).
10. Indicate any information not covered above; i.e., project in need of fast response as this will alert all parties to fast track project through system; UCP is incomplete package with drawings and specifications arriving at a later date; special skills required of the General Contractor or one of the subcontracts.

Master List

1. All SNL Standard specifications are applicable unless noted otherwise.
2. List any special specifications that are included.
SECTION: Section number
DATE: Issue date of specification
TITLE: Title of specification
3. Attach the entire special specification(s) to the UCP. If the special specification is an edit of an existing standard specification, clearly identify the change(s) in the text.
4. Give the name of the title sheet on the design drawings including revision. Include date drafted and A/E of record.
5. Check the items that are attached to the UCP. Make sure the items have the minimum information.