

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Project Manager PD (System)

Duties & Responsibilities

(NOTE: ** denotes Essential Functions)

- ** Initiates, coordinates, and oversees capital improvement projects under the Design-Bid-Build and Design-Build Program to ensure successful completion.
 - ** Exercises an appropriate level of leadership, direction, authority, and control specifically over the construction and delivery of design-bid-build and design-build projects.
 - ** Assists the Design Manager in the development and implementation of policies and procedures for Design-Bid-Build and Design-Build activities that support the University's mission and goals.
 - ** Assists the Design Build Manager in the implementation of innovative and alternative project delivery mechanisms and strategies to improve the quality, timeliness, and cost effectiveness of capital improvement projects for the University.
 - ** Assists the Design Manager in the execution of the Design-Bid-Build and Design-Build Program, including overseeing programming and development of documents, serving as technical lead through the RFP development and procurement process, negotiating contract terms and deliverables, conduct appropriate on-site inspections and supervision of construction activities.
 - ** Anticipates issues and problems and proactively addresses and resolves these issues to mitigate any impacts to the quality or timeliness of the project.
 - ** Effectively and consistently communicates in a timely manner with all stakeholders, both internal and external, including end-users, to manage project expectations in a way that avoids costly errors or delays.
 - ** Makes sound, justifiable field and project decisions that advance the best interests of the University while ensuring that projects are kept within deadlines and budget.
 - ** Manages projects development to project acceptance. Ensures the coordination of multiple disciplines necessary for timely design and construction under the design-build method.
 - ** Ensures projects are commissioned properly and LEED goals are achieved.
 - ** Reviews and interprets all contract documents including RFP, design drawings, specifications, amendments, post contract documents, schedules of values, and detailed cost breakdowns.
 - ** Responds to technical problems and contractor questions in the field in a timely and effective manner.
 - ** Coordinates and facilitates timely communication between design-build team, campus engineering/facilities offices, University departments, and all other key stakeholders.
 - ** Responsible for the timeliness, fairness, and cost reasonableness of all change orders. Validates reasonableness of change order proposals.
 - ** Responsible to document project issues to hold the appropriate entity (design-build team) liable for any additional costs due to design errors and omissions and/or non-compliance with plans, and specifications, including quality of the final product, by the contractor.
- Travels to and works in construction sites statewide for extended periods of time for project oversight and ongoing meetings, which may include nights, weekends and holidays.
- Other Duties As Assigned

Judgment Exercised

Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.

Judgments are recognized as sound, accurate, and knowledgeable and are generally accepted and followed after general review.

Efforts have impact on direction, accomplishment of goals, and schedules of projects.

Work is expected to be technically thorough, creative, correct, and reliable, and result in the development of technically sound products, judgments, studies, recommendations, and documentation.

Originality

Recommends constructive ideas to increase the efficiency, effectiveness, and productivity within a specialty area. Develops, defines, and applies new and improved techniques, strategies, and original methods to the solution of important problems in the specialty area.

Controls Over Position

The incumbent works independently without close supervision and performs most assignments with instructions as to the general results expected.

Guidance is given on unusual or complex problems and procedures as needed.

The incumbent's supervisor is kept informed of general plans and progress of work.

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Supervision Exercised

Not applicable to this position.

Basic Minimum Qualifications:

Education and Professional Work Experience

Possession of a baccalaureate degree in architecture, engineering, urban planning, public or business administration, technology, or other related field and 3 year(s) of progressively responsible professional experience with responsibilities for project experience specific to IFB and RFP requirements, design specifications, construction compliance, and overall contract administration; or equivalent education/training or experience.

Knowledge, Skills and Abilities

Considerable working knowledge of principles, practices and techniques in the assigned area of project management and project delivery as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.

Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with project delivery.

Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.

Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.

Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.

Demonstrated ability to operate a personal computer and apply word processing software. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

Equivalencies

Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

Supplemental Minimum Qualifications

At least 3 years of established history of making field and project decisions that protect the best interest of the owner.

At least 5 years of interpreting contract documents, plans & drawings; performing construction cost estimates; conducting on-site inspections & providing supervision of construction activity on a daily or regular basis; and ensuring construction progress is w/in plans, specifications & schedules.

Demonstrated ability to solve day-to-day problems through effective working relationships with team, owners, and regulatory/governmental agencies; proficient at negotiating contract terms, change orders, and deliverables; and skilled at developing vital communication networks with internal and external stakeholders to provide information and results in a timely manner.

Ability to effectively work with all stakeholders including Board of Regents, administration, governmental agencies, consultants, contractors, University faculty and staff, and the general public.

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Ability to travel to and work in construction sites for extended periods of time requiring project oversight and ongoing meetings, which may include nights, weekends and holidays, and prolonged periods of standing. Knowledge of public sector capital improvement project development, permitting, planning, procurement, and construction codes, regulations and processes used in Hawaii.

Knowledge of changing standards and best practices in the capital improvements industry, especially construction management.

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Registered Architect PD (System)

Duties and Responsibilities

1. Coordinates design and construction activities with University departments.
2. Reviews designs, drawings, plans, and specifications of complex projects prepared by professional licensed contract architects for compliance with Federal, State, and University standards, codes, and regulations.
3. Confers with registered engineers engaged in the preparation of structural, electrical and mechanical plans to ensure compliance with architectural designs.
4. Prepares and/or reviews the preparation of architectural designs, specifications, sketches and studies of major and complex buildings and structures for remodeling, alteration or major repairs.
5. Coordinates construction activities with professional licensed contracted consultants during construction.
6. Evaluates and negotiates as required, all change orders submitted by the general contractor.
7. Prepares and/or reviews cost and quantity estimates for projects.
8. Prepares, analyzes, and furnishes complete comprehensive appraisal of buildings and other structures.
9. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in Architecture or Architectural Engineering and 3 year(s) of progressively responsible experience with responsibilities for a professional architect of which one year as a registered architect involving the application of professional architectural principles and practices; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the architecture as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with architecture.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Any equivalent combination of education and/or professional work experience which provides the required education, knowledges, skills and abilities as indicated.
10. Registration as a professional architect in the State of Hawaii.
11. Thorough and extensive knowledge of the principles and practices of the standard sources of

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Sample Registered Architect PD (System)

- architectural and engineering information, building construction and principles and practices and legal requirements of building, plumbing and electrical codes.
12. Thorough and extensive knowledge of the principles of engineering mathematics sufficient to analyze stresses in structural members, prepare architectural and structural details and in relating field notes to prepare architectural plans.
 13. Knowledge of bid document production processes and activities, including production of plans, specifications, and cost estimates.
 14. Ability to design, detail and draw architectural and engineering features of various buildings, structures and installations which are pleasing and are adapted to the functions they must perform.
 15. Ability to inspect and check the construction or alteration of buildings, structures and installations as to architectural requirements.
 16. Ability to prepare building specifications, estimates and qualities of materials and prepare reports.

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Architect PD (Mānoa)

Duties and Responsibilities

1. Manage projects of various sizes and budgets through planning, design, procurement and construction.
2. Design small remediation projects in-house, as well as manage and coordinate various third party consultants to facilitate remediation projects of all sizes.
3. Review designs, drawings, plans, and specifications of complex projects prepared by professional licensed contract architects for compliance with federal, state, and university standards, codes, and regulations.
4. Provide technical expertise and oversight during all phases of Projects. Includes preparing and/or reviewing cost and quantity estimates for projects.
5. Ensure projects comply with UH's Design Guide, identify value-engineering ideas, actively observe construction and commissioning activities, visit construction sites and write observation reports, and confirm delivery of turnover-to-operation deliverables
6. For small remediation projects, work with in-house trades to design and oversee the work
7. Provide technical assistance, recommendations, and architectural solutions to campus planning, operation, maintenance, and other department units. Troubleshoot and recommend solutions to resolve major operational and maintenance problems.
8. Coordinate with shop personnel and other internal departments for building renewal projects and assessments, corrective engineering, preventative and deferred maintenance.
9. Work with Facilities in-house trade shops and UH's Environmental Health and Safety Office (EHSO) in efforts to make the Campus a safe work environment
10. Work and communicate with various departments to identify building issues and its resolution/remediation. Establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
11. Participate in facilities operations planning and emergency response efforts.
12. Contribute to the development and update of UH's Design Guide. The Design Guide guides project teams to implement design consistency, maintainability, future flexibility and lowest life cycle costs of new building construction and renovations
13. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in Architecture or Architectural Engineering and 3 year(s) of progressively responsible professional experience with responsibilities for professional architectural work involving the application of professional architectural principles and practices; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the field of architecture as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with architecture.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in

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Sample Architect PD (Mānoa)

- writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
 7. Demonstrated ability to operate a personal computer and apply word processing software.
 8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
 9. Considerable working knowledge of the principles and practices of the standard sources of architectural and engineering information, building construction and principles and practices and legal requirements of building, plumbing and electrical codes.
 10. Considerable working knowledge of the principles of engineering mathematics sufficient to analyze stresses in structural members, prepare architectural and structural details and in relating field notes to prepare architectural plans.
 11. Ability to design, detail and draw architectural and engineering features of various buildings, structures and installations which are pleasing and are adapted to the functions they must perform.
 12. Knowledge of bid document production processes and activities, including production of plans, specifications, and cost estimates.
 13. Ability to inspect and check the construction or alteration of buildings, structures and installations as to architectural requirements.
 14. Ability to prepare building specifications, estimates and quantities of materials and prepare reports.

Desirable Qualifications

1. Registration as a professional architect in the State of Hawaii.
2. Additional certifications in the field of energy conservation design, historic preservation, accessibility for the disabled and worker safety are encouraged. (i.e. LEED).
3. Be familiar with testing procedures of applicable building codes.
4. Hands-on forensic investigation of building enclosure failure in pursuit of remediation.
5. Experience with existing condition analysis for compliance with accessibility regulation.
6. Working knowledge of Hawaii regulations related to worker safety, including worker safety in high places.

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Sample Registered Architect PD (Mānoa)

Duties and Responsibilities

1. Coordinates design and construction activities with University departments.
2. Reviews designs, drawings, plans, and specifications of complex projects prepared by professional licensed contract architects for compliance with federal, state, and university standards, codes, and regulations.
3. Confers with registered engineers engaged in the preparation of structural, electrical and mechanical plans to ensure compliance with architectural designs.
4. Prepares and/or reviews the preparation of architectural designs, specifications, sketches and studies of major and complex buildings and structures for remodeling, alteration or major repairs.
5. Coordinates construction activities with professional licensed contracted consultants during construction.
6. Evaluates and negotiates as required, all modifications to contract submitted by contracted consultants.
7. Prepares and/or reviews cost and quantity estimates for projects.
8. Prepares, analyzes, and furnishes complete comprehensive appraisal of buildings and other structures.
9. Coordinates at initial project scoping with the Facilities Management Office's Engineering Division on design and technical review on all projects.
10. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in Architecture or Architectural Engineering and 3 year(s) of progressively responsible professional experience with responsibilities for a professional architect of which one year as a registered architect involving the application of professional architectural principles and practices; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the field of architecture as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with architecture.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Registration as a professional architect in the State of Hawaii.
10. Thorough and extensive knowledge of the principles and practices of the standard sources of

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- architectural and engineering information, building construction and principles and practices and legal requirements of building, plumbing and electrical codes.
11. Thorough and extensive knowledge of the principles of engineering mathematics sufficient to analyze stresses in structural members, prepare architectural and structural details and in relating field notes to prepare architectural plans.
 12. Ability to design, detail and draw architectural and engineering features of various buildings, structures and installations which are pleasing and are adapted to the functions they must perform.
 13. Knowledge of bid document production processes and activities, including production of plans, specifications, and cost estimates.
 14. Ability to inspect and check the construction or alteration of buildings, structures and installations as to architectural requirements.
 15. Ability to prepare building specifications, estimates and quantities of materials and prepare reports.

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Project Manager PD (Hilo)

Duties and Responsibilities

1. Advises and makes recommendations on all matters relating to the LRDP, CIP and deferred maintenance projects.
2. Provides engineering services on repair and maintenance and CIP projects, and the operation of facilities, to include design of plans, preparation of specifications and cost estimates, project management and site investigation.
3. Provides professional building construction support during the initial planning phase of a project. Meets with user agency and consultants to determine the scope of work that need to be accomplished.
4. Reviews, and evaluates engineering and architectural plans, specifications, proposals, investigations, studies, and reports.
5. Prepares and reviews the engineering design, sketches and studies of major and complex buildings and structures for renovation, major repairs or CIP construction.
6. Prepares, analyzes and reviews the preliminary plans and elevations, renderings and scaled details. Prepares and reviews the cost and quantity estimates for projects.
7. Prepares and reviews the preliminary and final working drawings and specifications.
8. Confers with various Federal, State and County agencies on matters relating to planning design and construction.
9. Reviews and approves commencement requirement submittals for construction contracts.
10. Reviews and recommends approval or disapproval of shop drawings, equipment submittals, details and test reports and approval materials. Inspects construction to ensure compliance with design, contract and code requirements.
11. Reviews and recommends changes or additions to the plans, specifications, and contracts. Reviews justifications and accuracy of substantiating data for changes and additions that become advisable during construction.
12. Conducts investigations and takes appropriate actions on complaints, suggestions, requests for changes, and reports from user agencies, architects, engineers, etc.
13. Makes recommendations to settle disputes and claims from contractors and other parties to the supervisor.
14. Responds to emergencies related to construction or other projects to minimize the adverse effect on the project's progress. Reports findings to the supervisor.
15. Negotiates terms, conditions, and fees with the consultant/contractor requesting the change order. Recommends approval or disapproval of change order proposals to the supervisor.
16. Prepares and processes contract modifications/change orders for the contractor to proceed with the revision of the contract item. Evaluates requests for time extensions from contractors and recommends approval or disapproval of the request.
17. Prepares administrative reports and correspondences as required.
18. Reviews payment requests to ensure that the contractor will be paid for only the amount of labor and materials incorporated into projects. Reviews project availability of funds and initiates requests to obtain adequate funds to cover change orders.
19. Provide technical support to other UH departments on CIP and renovation projects.
20. Other duties as assigned

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Sample Project Manager PD (Hilo)

Minimum Qualifications

1. Possession of a baccalaureate degree in civil engineering, electrical engineering, or mechanical engineering and 6 year(s) of progressively responsible professional experience with responsibilities for project management; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the areas of engineering and project management as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with planning, design, construction, renovation, repair, maintenance and inspection of buildings and related facilities.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Demonstrated ability to interpret design sketches and working drawings and visualize the character and quality of finish appropriate for the project.
10. Demonstrated ability to define, design, plan, organize and manage complex projects, design details and prepare various engineering drawings.
11. Demonstrated ability to utilize project management software programs to manage construction projects from design through construction.
12. Demonstrated ability to research departmental publications and timely reference specific policy and procedures to formulate decisions and determinations based on specialized knowledge and the interpretation of policies, rules and regulations.

Desirable Qualifications

1. Advance degree in engineering.
2. Knowledge of CAD operation.
3. Knowledge of the University of Hawaii system construction procurement and contract administration procedures and practices.
4. Possess a Hawaii State certificate of registration as a professional engineer.
5. Knowledge of the eBuilder project management system.
6. Knowledge of the HEPS construction procurement system.

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Sample Project Manager PD (Hilo)

Duties and Responsibilities

1. Advises and makes recommendations on all matters relating to the LRDP, CIP and deferred maintenance projects
2. Checks shop drawings, details and test reports and approval materials. Inspects construction to insure compliance with design, contract and code requirements.
3. Confers with various Federal, State and County agencies on matters relating to planning design and construction.
4. Provide technical support to other UH departments on CIP and renovation projects.
5. Reviews the architectural design, sketches and studies of major and complex buildings and structures for renovation, major repairs or CIP construction.
6. Analyzes and reviews the preliminary plans and elevations, renderings and scaled details. Prepares and reviews the cost and quantity estimates for projects.
7. Reviews the preliminary and final working drawings and specifications.
8. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in architecture or engineering and 6 year(s) of progressively responsible professional experience with responsibilities for project management; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the field of architecture, engineering or project management as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with building design and construction.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Ability to interpret design sketches and working drawings and visualize the character and quality of finish appropriate for the project.
10. Ability to review, analyze, define, plan, organize and manage complex projects, design details and various architectural drawings.

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Sample Project Manager PD (Hilo)

Desirable Qualifications

1. Advance degree in architecture or architectural engineering.
2. Knowledge of CAD operation
3. Extensive knowledge of University of Hawaii system procurement and contract administration procedures and practices.
4. Ten years of professional architectural work experience of which five years shall have been a registered architect.
5. Possess a Hawaii State certificate of registration as a professional architect or engineer.

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Registered Architect PD (West O'ahu)

Duties and Responsibilities

1. Coordinates design and construction activities with University departments. Develops project schedules to coincide with the instructional programs of the campus.
2. Reviews designs, drawings, plans, and specifications of complex projects prepared by professional licensed contract architects for compliance with Federal, State, and University standards, codes, and regulations.
3. Prepares or coordinates the preparation of the Educational Specifications outlining planning objectives, space standards and design criteria for the preparation of long range and incremental physical development plans for the campus.
4. Confers with registered engineers engaged in the preparation of civil, structural, electrical and mechanical plans to ensure compliance with architectural designs.
5. Prepares and/or reviews the preparation of architectural designs, specifications, sketches and studies of major and complex buildings and structures for remodeling, alteration or major repairs.
6. Coordinates and inspects construction activities with professional licensed contracted consultants during construction.
7. Develops project scope of work in partnership with the selected consultants.
8. Evaluates and negotiates as required, all modifications to contracts submitted by contracted consultants.
9. Prepares and/or reviews cost and quantity estimates for projects.
10. Prepares, analyzes, and furnishes complete comprehensive appraisal of buildings and other structures.
11. Coordinates at initial project scoping with other project engineers on design and technical review on all projects.
12. Serves as spokesperson, interpreter and dispatcher of information amongst consultants, contractors and the University community.
13. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in Architecture or Architectural Engineering and 5 year(s) of progressively responsible professional experience with responsibilities for professional architect of which three years as a registered architect involving the application of professional architectural principles and practices; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the field of architecture as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with architecture.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.

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Sample Registered Architect PD (West O'ahu)

5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Considerable working knowledge of basic and emerging land planning principles.
10. Registration as a professional architect in the State of Hawaii.
11. Thorough and extensive knowledge of the principles and practices of the standard sources of architectural and engineering information; building construction; principles, practices and legal requirements of zoning, building, plumbing & electrical codes.
12. Thorough knowledge of land use policies and planning, including long-range and master plans, urban design, and transit-oriented development.
13. Thorough knowledge of land use permit approval processes, including plan review use, and zone changes.
14. Thorough and extensive knowledge of the principles of engineering mathematics sufficient to analyze stresses in structural members, prepare architectural and structural details and in relating field notes to prepare architectural plans.
15. Ability to design, detail and draw architectural and engineering features of various buildings, structures and installations which are pleasing and are adapted to the functions they must perform.
16. Knowledge of bid document production processes and activities, including production of plans, specifications, and cost estimates.
17. Ability to inspect and check the construction or alteration of buildings, structures and installations as to architectural requirements.
18. Ability to prepare building specifications, estimates and qualities of materials and prepare reports.

Desirable Qualifications

1. Knowledge of state procurement practices related to the consultant selection and contracting processes, and construction.
2. Design experience in urban design and place-making, including the shaping of communities, blocks, streetscapes and other public spaces.
3. Working knowledge of the Leadership in Energy and Environmental Design (LEED) Green Building Rating System for design, construction, and operations of high performance green building.
4. Working knowledge of CAD and BIM software operation.
5. Knowledge of HVAC and/or electrical systems, and evolving concepts, principles and methodologies.

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Sample Registered Architect PD (West O'ahu)

Duties and Responsibilities

1. Coordinates design and construction activities with University departments. Develops project schedules to coincide with the instructional programs of the campus.
2. Reviews designs, drawings, plans, and specifications of complex projects prepared by professional licensed contract architects for compliance with Federal, State, and University standards, codes, and regulations.
3. Prepares or coordinates the preparation of the Educational Specifications outlining planning objectives, space standards and design criteria for the preparation of long range and incremental physical development plans for the campus.
4. Confers with registered engineers engaged in the preparation of structural, electrical and mechanical plans to ensure compliance with architectural designs.
5. Prepares and/or reviews the preparation of architectural designs, specifications, sketches and studies of major and complex buildings and structures for remodeling, alteration or major repairs.
6. Coordinates and inspects construction activities with professional licensed contracted consultants during construction.
7. Evaluates and negotiates as required, all modifications to contract submitted by contracted consultants.
8. Prepares and/or reviews cost and quantity estimates for projects.
9. Prepares, analyzes, and furnishes complete comprehensive appraisal of buildings and other structures.
10. Coordinates at initial project scoping with other project engineers on design and technical review on all projects.
11. Serves as spokesperson, interpreter and dispatcher of information amongst consultants, contractors and the University community.
12. This position will provide the leadership and direction in coordinating design and construction activities for the University of Hawaii – West Oahu.
13. Develops, maintains, and updates campus design guidelines and standards for all facilities.
14. Ensures that any construction or installation on UHWO lands is in concert with the campus design aesthetics
15. Responsible for the development, scheduling, design, and construction of all UHWO facilities renovation, and rehabilitation projects.
16. Manages the allocation and reallocation of space on campus to the various operating units.
17. Monitor, track and provide advice on all designs, reconfigurations, and construction for the space needs at the UHWO campus.
18. Maintains a database/inventory system with information supporting the space and physical assignment and utilization of all space under the control of UHWO.
19. Provides data analysis and conduct space utilization studies in support of the space allocation and physical planning functions of the campus.
20. Other duties as assigned

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Registered Architect PD (West O'ahu)

Minimum Qualifications

1. Possession of a baccalaureate degree in Architecture or Architectural Engineering and 5 year(s) of progressively responsible professional experience with responsibilities for a professional architect of which three (3) years as a registered architect involving the application of professional architectural principles and practices; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the field of architecture as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with architecture.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Registration as a professional architect in the State of Hawaii.
10. Thorough and extensive knowledge of the principles and practices of the standard sources of architectural and engineering information, building construction and principles and practices and legal requirements of building, plumbing and electrical codes.
11. Thorough and extensive knowledge of the principles of engineering mathematics sufficient to analyze stresses in structural members, prepare architectural and structural details and in relating field notes to prepare architectural plans.
12. Ability to design, detail and draw architectural and engineering features of various buildings, structures and installations which are pleasing and are adapted to the functions they must perform.
13. Knowledge of bid document production processes and activities, including production of plans, specifications, and cost estimates.
14. Ability to inspect and check the construction or alteration of buildings, structures and installations as to architectural requirements.
15. Ability to prepare building specifications, estimates and qualities of materials and prepare reports.

Desirable Qualifications

1. Knowledge of state procurement practices related to construction.

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Project Manager PD (Community Colleges)

Duties and Responsibilities

1. Participates in the design, development and review of bid documents, including those from consultants and/or contract architects or engineers.
2. Under the direction of the Director, this position calls for a general understanding of architectural, engineering, and related contract administrative work.
3. Plans, directs, and reviews the work of private design consultants in the preparation of bid plans and specifications.
4. Manages the construction of various repair and maintenance and renovation projects.
5. Assists the Director in the preparation of project scope(s) of work and consultant contracts.
6. Coordinates construction projects with the various campuses; review/execute field and change orders; and coordinate and follow construction schedules.
7. Conducts pre-construction and final inspection meetings.
8. Maybe required to travel to the neighbor islands.
9. Communicates with campus administrators and provide site observations. Assess site conditions for potential hazards and to provide safe mitigation measures.
10. Recognize irregularities and prepare amendments to bid documents.
11. Assists in the evaluation of bids and makes recommendation of award.
12. Performs limited contract administration to assist and ensure that procurement of professional services and construction projects are in compliance with applicable State laws and University policies and procedures.
13. Prepares and incorporates contract language for RCUH and University of Hawaii contracts.
14. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in Architecture, Engineering, Business Administration, or related fields. and 5 year(s) of progressively responsible professional experience with responsibilities for design, construction, and/or contract administration related experience involving the application of industry principles and practices; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the construction management field as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with construction and contract management.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Project Manager PD (Community Colleges)

7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Any equivalent combination of education and/or professional work experience which provides the required education, knowledges, skills and abilities as indicated.
10. Able to define, plan, organize, and/or manage repair and maintenance projects.
11. Able to maintain cooperative relationships with private consultants, contractors, University personnel and the general public.
12. Able to prepare modifications to consultant and contractor contracts.
13. Able to work independently and prepare modifications to consultant and contractor contracts.
14. Demonstrated ability to resolve wide ranges of complex problems through the use of creative reasoning and logic.
15. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally, and by preparation of reports and other means.
16. Possess the ability to learn or has knowledge of contract administration procedures and policies of the University and State of Hawaii.

Desirable Qualifications

1. Self motivated, hard working, good attitude of the position.
2. Understanding of basic codes (building, fire safety, disability persons).

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Registered Architect PD (Community Colleges)

Duties and Responsibilities

1. Develops a phasing and scheduling plan for the timely execution of the master plan.
2. Assists campus in preparing the multi-year and biennial special R&M Program for each campus and the Community College System.
3. Conducts site visits to determine feasibility of repair and extent of work involved.
4. Designs, prepares plans and technical specifications, and performs other duties as required to obtain a building permit. Stamps plans with his/her authorized architect/engineer seal.
5. Develops project schedules to coincide with the instructional programs of the campus.
6. Prepares or coordinates the preparation of construction plans and specifications.
7. Evaluates contractor's proposals and recommends appropriate action.
8. Inspects construction.
9. Certifies the completion of the project.
10. Prepares or coordinates the preparation of the Educational Specifications outlining planning objectives, space standards and design criteria for the preparation of long-range and incremental physical development plans for Community College campuses.
11. Prepares or coordinates the preparation of the Complex Development Report based on the approved Educational Specifications. This also involves the developing of evaluation criteria for site utilization studies, and alternative development plans.
12. Prepares or coordinates the preparation of developmental schedules and cost estimates.
13. Prepares or coordinates the preparation of environmental assessments of proposed actions.
14. Prepares or coordinates the preparation of schematic floor plans, cost estimates, time schedules, and scope of work to implement projects.
15. Prepares or coordinates the preparation of and reviews construction plans and specifications for conformance with Educational Specifications.
16. Ascertain that assignable spaces, functional relationships and equipment needs are adequate. Reviews the design for aesthetic value and efficiency to keep project within budget.
17. Compiles the furniture and equipment needs for the project in consultation with the users and obtains approval from the Department of Budget and Finance.
18. Coordinates the preparation of and reviews the contract documents for conformance with the Educational Specifications.
19. Assists in problem solving during construction and performs periodic and final inspections of the project.
20. Assists in preparing the multi-year and biennial Capital Improvements Programs for each campus and the Community College System.
21. Prepares cost estimates for each project.
22. Serves as spokesperson, interpreter and dispatcher of information amongst consultants, contractors and the University community.
23. Reviews system designs, specifications and material submittals of consultants and contractors to insure compliance with University standards.
24. Manages new building design and construction which includes land use, zoning, geotechnical, and master planning.
25. Manages major renovation design and construction for projects exceeding \$5 million in construction cost.
26. Oversees LEED (energy) requirements in projects specifications and drawings for all new building construction.

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Registered Architect PD (Community Colleges)

27. Provides construction administration oversight which involves special inspections, building inspections, archaeological monitoring, Outdoor Circle.
28. Assists the Director with presentations to the Community College administration, faculty, staff, Board of Regents for capital improvement funding and approvals.
29. Discusses details of projects with the Director to make major design decisions and consequences of those decisions.
30. Advises contractors on NPDES and stormwater runoff requirements.
31. Manages multiple aspects of new construction including but not limited to grading, soil conditions, structural system, hvac, electrical, utility infrastructure, finishes, water tight construction and fulfilling the design intent.
32. Makes construction field decisions to keep the project on schedule and within budget but also upholding the design intent.
33. Understands and manages all aspects of construction including civil engineering, electrical engineering, mechanical engineering, fire suppression design, structural design as well as design intent.
34. Communicates and articulates design and construction intent and requirements with users, administrators, and the Director.
35. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in Architecture or Architectural Engineering and 6 year(s) of progressively responsible professional experience with responsibilities for architectural work of which 6 yr has been as a registered architect involving the application of professional architectural principles & practices in developing & preparing complete designs, drawings, specs, est or buildings, structures & installations; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the architecture or architectural engineering as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with architecture or architectural engineering .
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. Must possess a Hawai'i State Certificate of Registration as a professional architect.
10. Thorough and extensive knowledge of the methods of structural detailing and structural design principles to produce the effect in the preparation of architectural plans.

ATTACHMENT A1A - SAMPLE POSITION DESCRIPTIONS (PROJECT MANAGER)

Sample Registered Architect PD (Community Colleges)

11. Thorough and extensive knowledge of the principles of electrical and mechanical engineering as applied to architectural design.
12. Thorough and extensive knowledge of the standard sources of architectural and engineering information.
13. Thorough and extensive knowledge of Federal, State and County laws, ordinances, codes and policies dealing with land use, zoning, planning and design, environmental impact, and the physically disabled.
14. Thorough and extensive knowledge of engineering mathematics sufficient to make calculations involved in the analysis of stresses in structural members.
15. Thorough and extensive knowledge in the preparation of architectural and structural details, and in relating field notes to the preparation of architectural plans.
16. Ability to define, design, plan, organize and manage complex projects.
17. Ability to design, detail and draw architectural and engineering features of various buildings.
18. Ability to define, design, plan, organize and manage structures and installations.
19. Ability to define, design, plan, organize and manage that which are pleasing and are adapted to the functions they must perform.
20. Ability to interpret design sketches and working drawings and visualize the character and quality of finish appropriate for the project.
21. Ability to interpret building code, inspect and check the construction or alteration of buildings, structures and installations as to architectural requirements.
22. Ability to prepare building specifications, estimates and quantities of materials, prepare reports and maintain cooperative relationship with contractors, operating officials and the public.
23. Thorough and extensive knowledge of the theories of architecture or architectural engineering.

Desirable Qualifications

1. Knowledge of State program and financial management system.
2. Familiarity with educational programs, instructional methodologies and relationship of programs to facilities.
3. Knowledge of latest energy management technologies, primarily involving electrical and mechanical systems.
4. Experience in preparing or directing the preparation of master plans for large development including college or university campuses.
5. Familiarity in the use of computers for a variety of tasks including space inventory and management supervision.
6. Ability to utilize the university project management system of record E-builder and other project management software as required.
7. Ability to utilize CADD (computer drafting program).

ATTACHMENT A1B - SAMPLE POSITION DESCRIPTIONS (CONSTRUCTION MANAGER)

Sample Construction/Project Manager PD (System)

Duties and Responsibilities

1. Inspects project site on a daily basis to scrutinize construction activities to ensure work is executed in accordance with project plans and specifications.
2. Ensures work is proceeding according to schedule and will meet contracted completion deadline.
3. Recommends, responds and evaluates resolutions to technical problems in the field (jobsite).
4. Inspects & performs oversight on all construction activities including, but not limited to, civil (site work), structural, building, electrical, mechanical, safety, hazardous material abatement, waterfront other specialty work such as athletic fields etc.
5. Coordinates pre-construction meetings, project progress meetings and final inspections.
6. Reviews, processes construction schedules, material, equipment and shop drawing submittals, daily progress reports, weekly payroll affidavits, requests for information, payments, change order proposals,...
7. ... modifications to contract, warranties & closeout documents.
8. Coordinates and facilitates construction activities with licensed consultants, general contractors and in-house sections and University departments before, during and after construction.
9. Reviews and interprets contract documents including working drawings, specifications, amendments (addenda), post contact documents, schedules of values, and construction schedules.
10. Creates and maintains an electronic photo file as appropriate to each construction project.
11. Coordinates and assembles operating manuals, training and project warranties and process complaints received on warranty items after project acceptance.
12. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in architecture, business management, or related field and 5 year(s) of progressively responsible professional experience with responsibilities for construction inspection; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the area of architecture or construction inspection as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with architecture or construction inspection.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal

ATTACHMENT A1B - SAMPLE POSITION DESCRIPTIONS (CONSTRUCTION MANAGER)

Sample Construction/Project Manager PD (System)

- and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
 8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
 9. Demonstrated ability to make estimates of costs and prepare material lists and building specifications.
 10. Demonstrated ability to inspect construction sites for conformity with plans and specifications.

ATTACHMENT A1B - SAMPLE POSITION DESCRIPTIONS (CONSTRUCTION MANAGER)

Sample Construction Manager PD (System)

Duties and Responsibilities

1. Serves as the field supervisor of the Construction Program to ensure the successful management, oversight and completion of large scale, complex capital improvement projects (CIP) assigned to Office of Project Delivery.
2. Exercises oversight, direction, authority, and control specifically over the construction and delivery of capital projects in the field.
3. Supports all construction management, inspection, and construction related activities including, but not limited to: completing daily and monthly reports that accurately captures reviewing design plans and specifications to compliance in the field; ...
4. ...confirming that construction cost-estimates are realistic and considers all aspects of a project; ensuring that the construction complies with drawings and specifications; ...
5. ..and developing a reporting and monitoring mechanism that provides timely and reliable information on the status of all projects.
6. Responsible for the day-to-day management and supervision of the construction project in the field, including overseeing on-site inspections and supervision of construction activities.
7. Anticipates issues and problems and proactively addresses and resolves these issues to mitigate any impacts to the quality or timeliness of project construction.
8. Effectively and consistently communicates in a timely manner with all stakeholders, both internal and external, including end-users, to manage project expectations in a way that avoids costly errors or delays.
9. Makes sound, justifiable field and project decisions that advance the best interests of the University while ensuring that projects are kept within deadlines and budget.
10. Manages construction projects in the field from bid award to project acceptance. Ensures the coordination of timely pre-award meetings, pre-construction meetings, project progress (owner-architect-contractor) meetings, and final inspections.
11. Ensures projects are commissioned properly and LEED goals are achieved.
12. Reviews, understands, oversees, and approves detailed construction processes such as construction schedules; material, equipment, and shop drawing submittals; daily progress reports; ...
13. weekly payroll affidavits; requests for information; invoicing and payments; change order proposals; modifications to contracts; warranties and close-out documentation.
14. Reviews and interprets all construction and contract documents including working drawings, specifications, amendments, post contract documents, schedules of values, and detailed cost breakdowns.
15. Responds to technical problems and contractor questions in the field in a timely and effective manner.
16. Evaluates the issues and concerns, consults with design architects and engineers, and provides appropriate and effective resolutions in a timely manner.
17. Coordinates and facilitates timely communication between licensed consultants, general contractors, OCI project managers, campus engineering/facilities offices, University departments, and all other key stakeholders.
18. Responsible for the timeliness, fairness, and cost reasonableness of all change orders. Provides opinion of cost to validate reasonableness of change order proposals.
19. Verifies that all operating manuals, training, and project warranties are received prior to

ATTACHMENT A1B - SAMPLE POSITION DESCRIPTIONS (CONSTRUCTION MANAGER)

Sample Construction Manager PD (System)

- project acceptance.
20. Processes complaints received on warranty items and punch-list items and ensures contractor provides corrective action in a timely manner. Ensures LEED certification is obtained.
 21. Provides documentation, reports, and expert professional advice and testimony on all construction related issues and problems that result in claims or litigation.
 22. Ensures that all construction processes follow industry best practices to meet or exceed University benchmarks.
 23. Travels to and works in construction sites statewide for extended periods of time for project oversight and ongoing meetings, which may include nights, weekends and holidays.
 24. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in architecture, engineering, urban planning, public or business administration or related field and 3 year(s) of progressively responsible professional experience with responsibilities for project management, construction management and administrative experience; or equivalent education/training or experience.
2. Considerable working knowledge of principles, practices and techniques in the area of construction management, project management, and project delivery as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with capital projects planning and design, construction management and project delivery.
4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
7. Demonstrated ability to operate a personal computer and apply word processing software.
8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
9. At least 2 years of making field and project decisions that protect the best interest of the owner.
10. At least 2 years experience in each of the following: a) interpreting contract documents, plans and drawings, b) conducting on-site inspections and ...
11. c...) supervising construction activity on a daily or regular basis to ensure progress is within plans, specifications & schedules.
12. Demonstrated ability to solve day-to-day construction problems through effective working relationships with project consultants, contractors, owners, and regulatory/governmental agencies; ...

ATTACHMENT A1B - SAMPLE POSITION DESCRIPTIONS (CONSTRUCTION MANAGER)

Sample Construction Manager PD (System)

13. ...proficient at negotiating consultant and contractor contracts and change orders; and skilled at developing vital communication networks with internal and external stakeholders to provide information and results in a timely manner.
14. Ability to travel on and off island to project/construction sites for extended periods of time requiring project oversight and ongoing meetings which may include non-regular work hours.

ATTACHMENT A1B - SAMPLE POSITION DESCRIPTIONS (CONSTRUCTION MANAGER)

Sample Construction/Project Manager PD (Hilo)

Duties and Responsibilities

1. Provides staff support in the following field of assignment or subject matter areas: construction management and project management.
2. Provide on-site management at the construction project site, including monitoring the contractor's compliance with federal, state and county laws, codes, rules and ordinances, and accessibility guidelines.
3. Establish and implement coordination and communication procedures between contractors, consultants, and the UH Hilo Facilities Planning Office.
4. Serves as point of contact to receive and respond to inquiries from all parties; expedite & coordinate flow of information; observe & oversee the work performed by contractors; document and record all field observations and actions taken.
5. Review plans, specifications, & related documents/correspondence during the design, bidding & construction phases of a project. Consult with design consultant for clarification or interpretation of design intent of plans & technical specifications.
6. Coordinate and manage required special inspections, technical inspections and testing.
7. Evaluate bidder's qualifications and recommend approval or disapproval, and award recommendation.
8. Develop, maintain, monitor and update project construction schedule, including substantial completion, final inspection and acceptance dates. Update the project construction schedule as required to show current conditions and revisions.
9. Organize, review and coordinate contractor's requests for information, shop drawings, samples, and other submittals, change orders, and payment requests.
10. Prepare field order requests, authorization to proceed, contract modifications, and written analysis to support cost reasonableness and contract time extensions.
11. Conduct various meetings including pre-construction conferences and OAC meetings, and prepare and distribute minutes to attendees.
12. Provide assessment & recommendations concerning contract disputes relating to acceptability of work, or the interpretation of contract requirements. Alert potential problems or delays, & recommendations on corrective action required & resolution.
13. Monitor & review contractor's schedule & verify with the schedule in contract. Review progress of construction & evaluate the project completion for progress payments. Determine effect proposed change orders shall have on the construction schedule.
14. Determine appropriate project completion milestones, and recommend issuance of certificate of substantial completion, certificate of final completion, and final payment to contractor.
15. Organize, review & coordinate project close out requirements to include final inspection, punch list, substantial completion, guarantees, warranties & lien releases, equipment manuals, record drawings, certificate of occupancy & final payment.
16. Other duties as assigned

Minimum Qualifications

1. Possession of a baccalaureate degree in construction management or project management and 4 year(s) of progressively responsible professional experience with responsibilities for construction management and/or project management; or equivalent education/training or

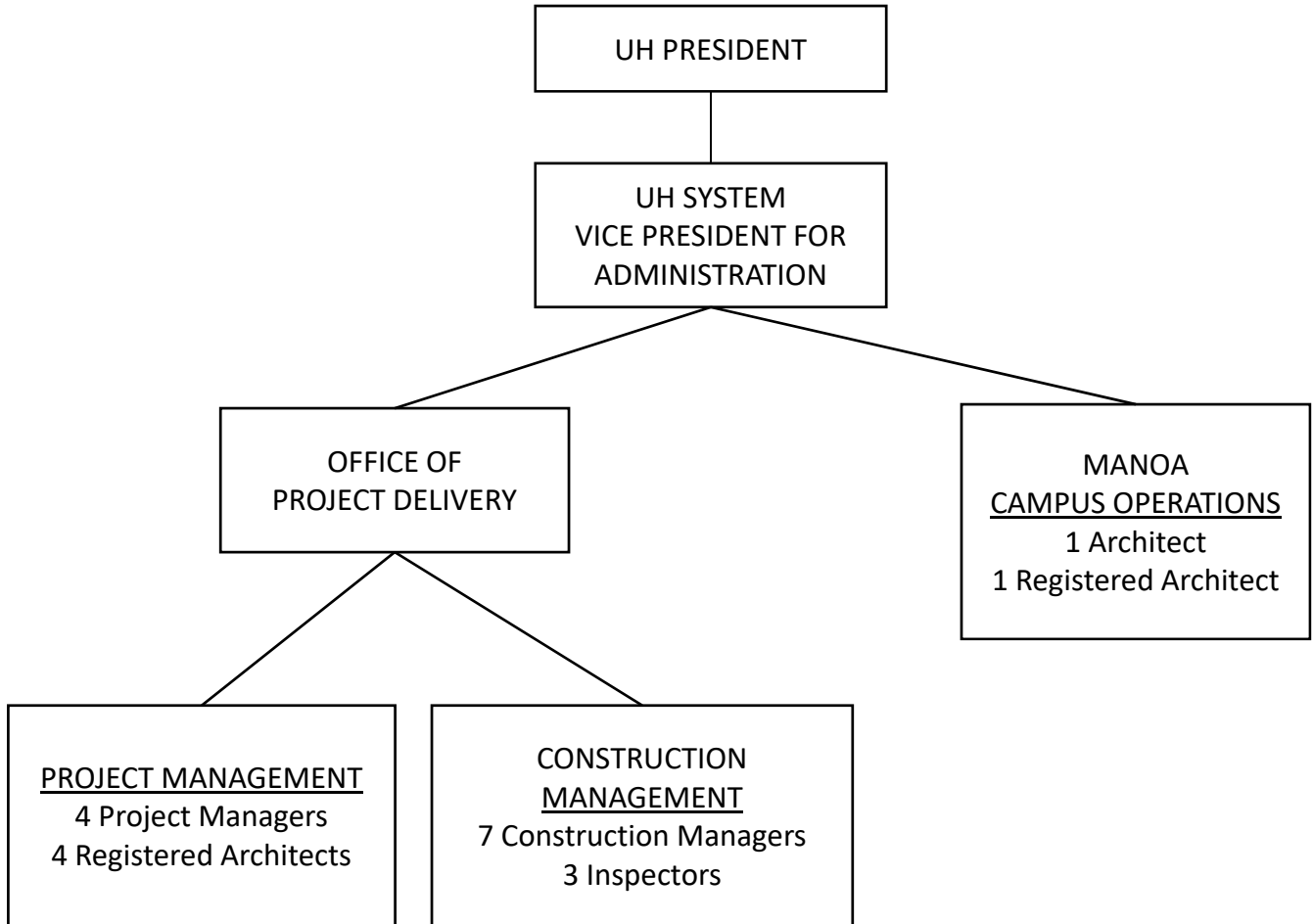
ATTACHMENT A1B - SAMPLE POSITION DESCRIPTIONS (CONSTRUCTION MANAGER)

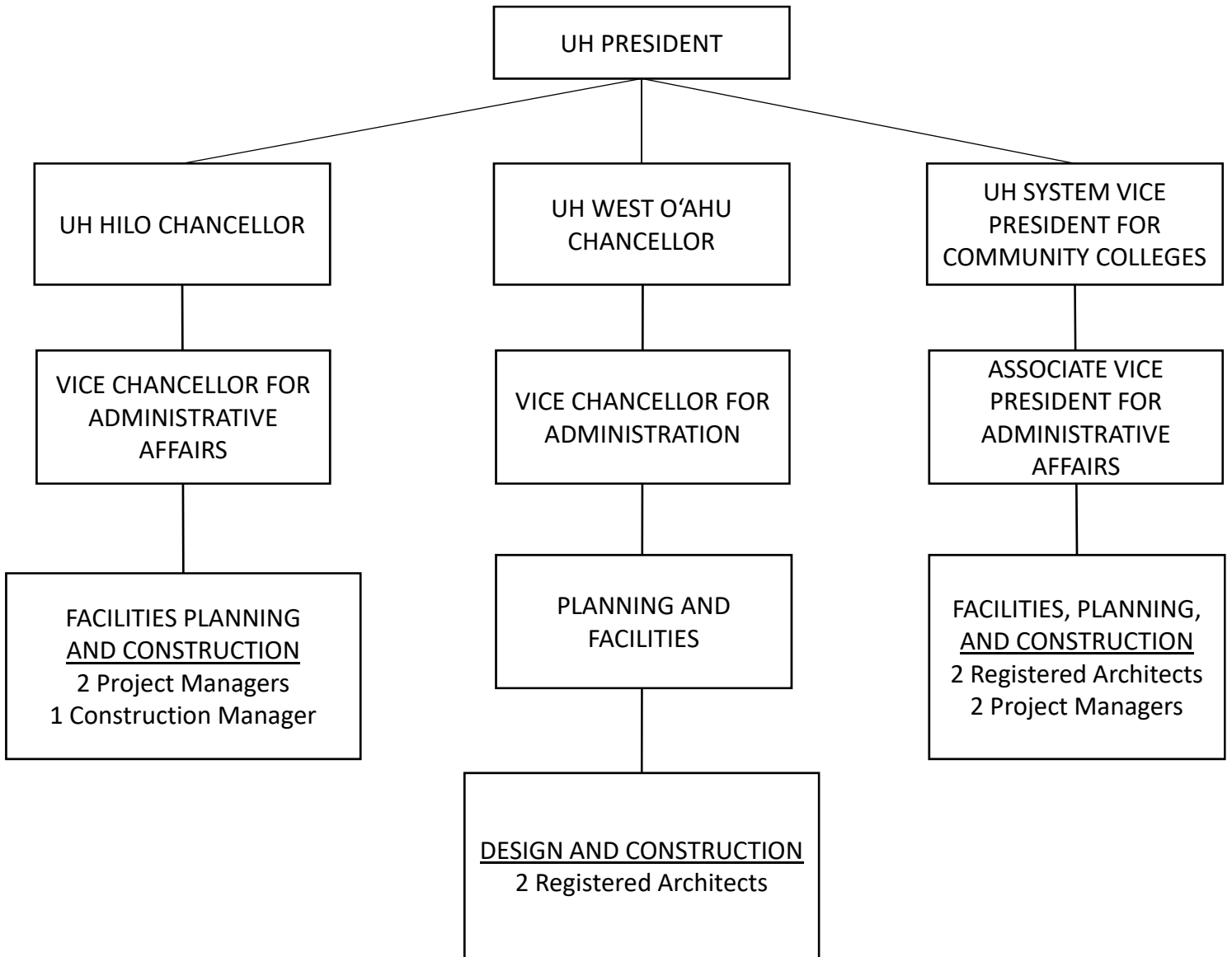
Sample Construction/Project Manager PD (Hilo)

- experience.
2. Considerable working knowledge of principles, practices and techniques in the construction management and project management as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
 3. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with with construction management and project management.
 4. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
 5. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
 6. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
 7. Demonstrated ability to operate a personal computer and apply word processing software.
 8. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.
 9. Considerable working knowledge of County of Hawaii building code requirements.
 10. Considerable experience preparing and reviewing construction cost estimates,
 11. Extensive experience negotiating contractor change order proposals, and preparing written cost analysis to support cost reasonableness
 12. Extensive working knowledge and ability to inspect construction sites to ensure conformity with plans, specifications and schedules.
 13. Proven ability to facilitate and maintain effective working relationships with contractors, subcontractors, and design consultants on construction projects.
 14. Two (2) years of construction management experience on government construction projects in excess of \$2 million.
 15. Considerable experience with construction project management software program(s) to manage multiple construction projects.
 16. Considerable experience managing contractor force account work.
 17. Considerable working knowledge of LEED requirements for construction projects.
 18. Extensive working knowledge of applicable DCCA contractor licensing requirements for construction projects
 19. Extensive working knowledge of Davis-Bacon Act, and Chapter 104 prevailing wage requirements.

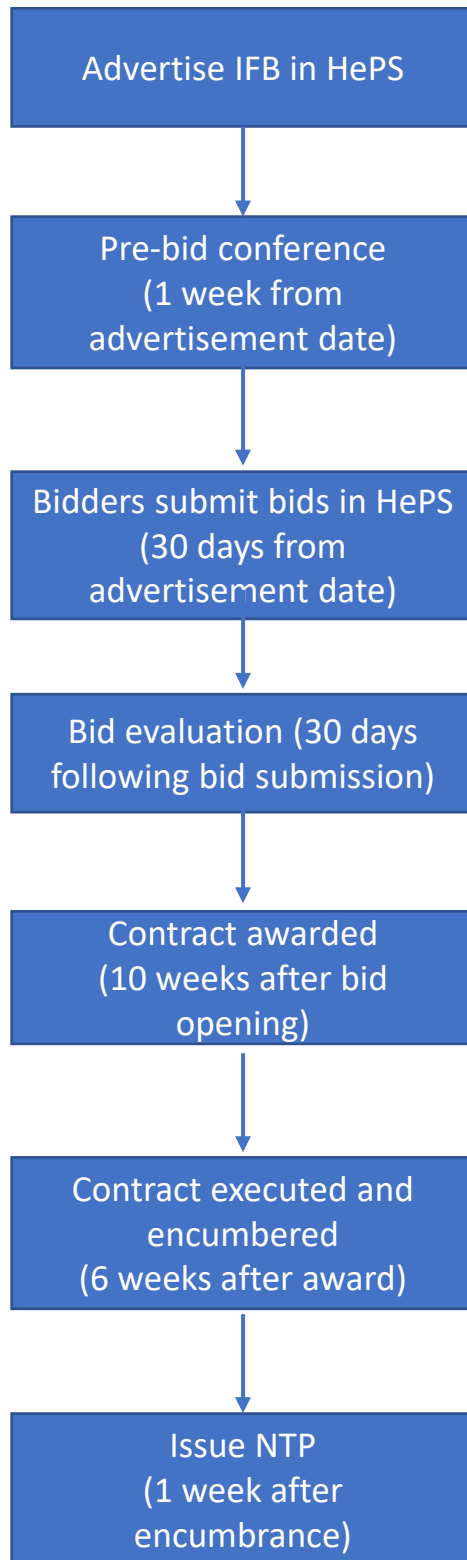
Desirable Qualifications

1. Knowledge of University of Hawaii system and/or the State of Hawaii construction procurement and contract administration procedures and practices.
2. Knowledge of University of Hawaii at Hilo and/or an institution of higher learning, facilities planning and construction procedures



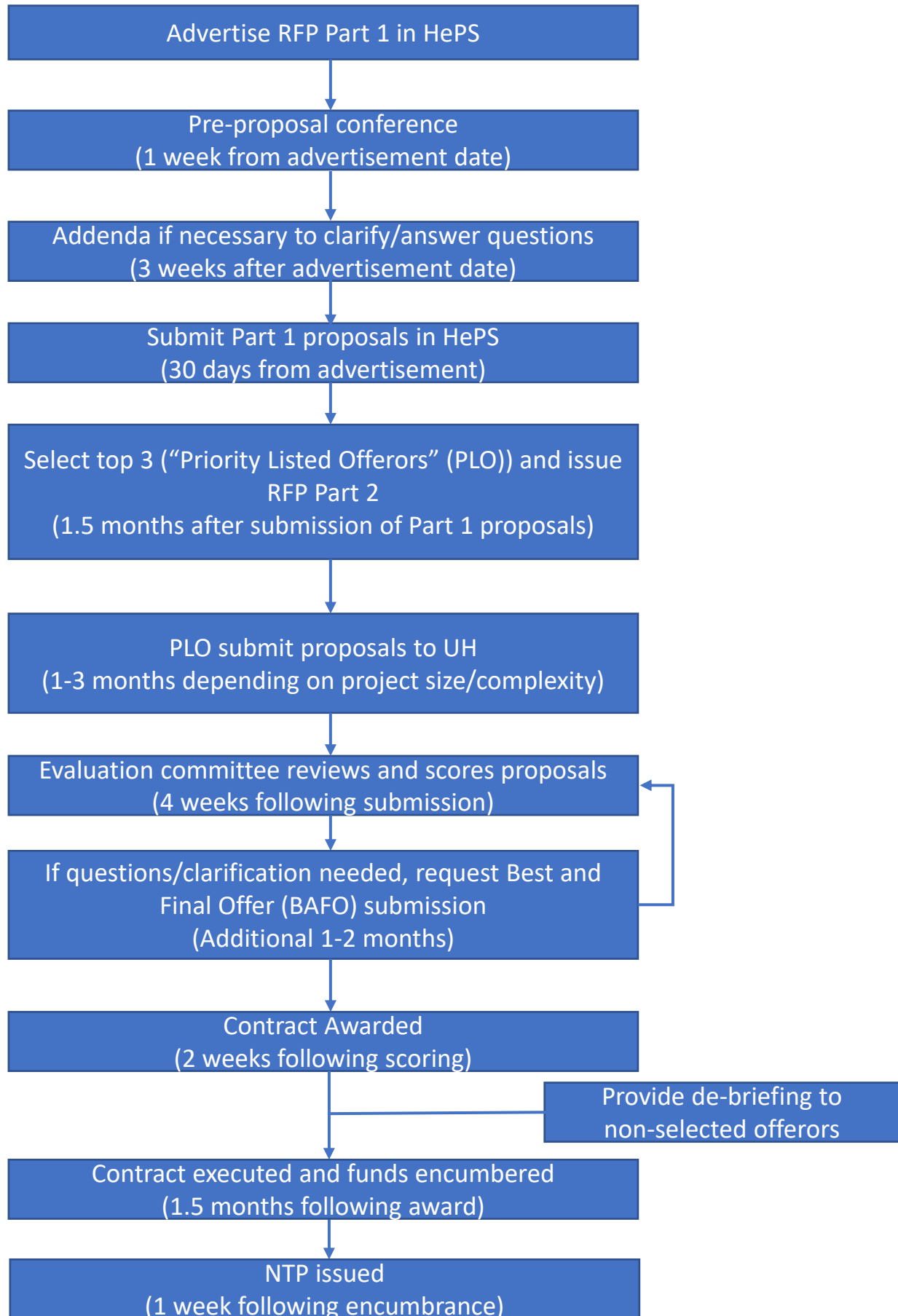


UH Invitation for Bids (IFB) Procurement Process



Average 4.5 months from advertisement to NTP issuance

UH Request for Proposals (RFP) Procurement Process



Average 8 months from advertisement to NTP issuance

UH System Contract/Project Management Organizational Flowchart



Relocation of Communications & Creative Media from the PBS Building to Sinclair Scope of Work

The Relocation of Communications & Creative Media from the PBS Building to Sinclair project is described in the RFP as follows:

The goal of this project is to relocate The Academy for Creative Media (ACM) and the School of Communications (COMM) programs back on the University of Hawaii Manoa campus. ACM and COMM facilities are currently housed in the PBS Building located across University Avenue on Dole Street. The South Wing of the Sinclair Library has been identified as the best fit space for the ACM and COMM programs to be relocated.

The relocation of ACM and COMM to Sinclair will involve the current programs and materials, that occupy the South wing Sinclair Library, to be moved to Hamilton Library which is included as part of this project scope. To accommodate displaced Sinclair Library archives and Wong A/V materials, new partitioned spaces will be constructed under this project at the 1st and 2nd floor of Hamilton Library.

In order for the relocations to occur, a definitive phased sequence of work for this design-build project will need to be executed to minimize impact and accommodate the various affected departments. This design-build project will include design and construction services for the areas in both Hamilton Library and Sinclair Library.

Sinclair Library Ground Floor Renovation Phase 2 - General Scope of Work

The Sinclair Library Ground Floor Renovation Phase 2 project is described in the IFB as follows:

The project shall generally consist of but is not limited to ground floor interior renovation, and exterior improvement at Sinclair Library, including removal work, reinforced concrete pavement, carpentry, glazing, doors, windows, metal wall louvers, insulation, sealers, waterproofing, painting, walls, ceilings, flooring, architectural finishes, building specialties, signage, high security key system, plumbing, fire protection, alarm system, telecom, air conditioning and ventilation, electrical work, and incidental related work. Site work includes concrete sidewalk, curb, connecting utilities, landscape, irrigation system, and miscellaneous site work. Hazardous abatement work includes removal and disposal of asbestos, lead paint, PCB ballasts/materials, mercury containing lamps, and chlordane contaminated soils., and other miscellaneous related work as called for on the Technical Specifications and Plans.

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>1</u>	Change Order # <u>1</u> Amount <u>\$19,000.00</u> Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u> Amended Contract Value <u>\$3,569,000.00</u>	
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u> DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>4/24/2020</u>
Description of Problem: The University did not include bid alternate #3 - Provide Bulk Storage Room Sink and Plumbing Connections, in the base contract at award. The University has reallocated funds to include bid alternate #3 scope of work, which will improve building operational efficiency.	
Recommended Solution: Add bid alternate #3 scope of work to the contract. Provide bulk storage room sink and plumbing connections. The cost for the bid alternate #3 scope of work was submitted with the contractor's BAFO proposal.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>08/22/2019</u> Date
<u>Ross Richards</u> Departmental Signature (Project/Construction Manager)	<u>08/27/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/29/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>09/06/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>09/10/2019</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER**

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>2</u>	Change Order # <u>2</u>
Amount <u>\$ 0.00</u>	Schedule Impact (days) <u>64</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$3,569,000.00</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>6/27/2020</u>
Description of Problem: The substantial completion date was revised in the notice to proceed letter issued June 26, 2019, however a change order was never processed to amend the contract.	
Recommended Solution: An additional 64 calendar days will be added to the contract. Revised substantial completion will be June 27, 2020.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>02/28/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>03/03/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>03/04/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/05/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>03/05/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>3</u>	Change Order # <u>3</u>
Amount <u>\$5,668.57</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$3,574,668.57</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>6/27/2020</u>
Description of Problem: <u>Additional Items were required to be transferred between Sinclair and Hamilton Library during the Library Services move that were not identified in the RFP.</u>	
Recommended Solution: <u>Contractor shall move items as directed by the Library.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Michael Brumley</u> Vendor Representative	<u>02/28/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>03/04/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>03/06/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/10/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>03/10/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 4	Change Order # 4
Amount \$18,797.77	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$3,593,466.34
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 6/27/2020
Description of Problem: Contract work required removal of Asbestos Containing Materials (ACM) within the project limits only. The University requested the remaining ACM flooring/mastic on the 1st floor Makai wing of Sinclair Library also be removed and abated.	
Recommended Solution: Contractor shall provide labor and material to remove and abate the remaining ACM containing flooring and mastic in the 1st floor Makai wing of Sinclair Library.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>02/28/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>03/04/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>03/06/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/10/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>03/10/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 8	Change Order # 5
Amount \$21,634.97	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$3,615,101.31
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 6/27/2020
Description of Problem: Keyed door hardware and locksets were included in the base contract. However, the future Sinclair Library renovation project will utilize a POE card access system. The University requested that card access infrastructure be provided in current project to minimize additional work when the entire building is converted to a card access system.	
Recommended Solution: Contractor to provide infrastructure to allow installation of the University standard POE system (IM220 Card Readers/Linnet). Conduit from door to a 6x6 Demarcation Junction Box above ceiling to be provided. Contractor also to provide power transfer at each door hinge.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>03/03/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>03/05/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>03/09/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/10/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>03/10/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 5	Change Order # 6
Amount \$3,450.02	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$3,618,551.33
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 6/27/2020
Description of Problem: The glass transom panel above the main library entrance door developed a crack due to high winds. UH Manoa facilities requested the glass be replaced under the Sinclair Library renovation project.	
Recommended Solution: Contractor to procure and install replacement glass transom panel above Sinclair Library 1st floor entry door.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>03/05/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>03/06/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>03/10/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/10/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>03/10/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 6	Change Order # 7
Amount \$70,452.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$3,689,003.33
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 6/27/2020
Description of Problem: During the move of Sinclair items into the Hamilton Library the University noticed that the carpet in the Lobby/Common area of 2nd floor of Hamilton Library Addition was failing creating tripping hazards. The Library asked for the carpet to be replaced as part of the project.	
Recommended Solution: Contractor to furnish and install replacement carpet tiles in the 2nd floor of the Hamilton Library Addition.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>03/06/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>03/10/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>03/11/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/11/2020</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>03/12/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>7</u>	Change Order # <u>8</u>
Amount <u>\$27,606.22</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$3,716,609.55</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>6/27/2020</u>
Description of Problem: The open flex spaces were to have exposed ceilings (to concrete structure) per the RFP. An acoustically ceiling treatment was requested by the University to allow more flexibility in how the room could be used.	
Recommended Solution: Contractor to design, furnish, and install acoustic ceiling tile system in the open flex spaces.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>03/06/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>03/10/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>03/11/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/11/2020</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>03/12/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>11</u>	Change Order # <u>9</u>
Amount <u>\$6,825.67</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$3,723,435.22</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>6/27/2020</u>
Description of Problem: Additional identification and directional signage for Sinclair Library's relocated programs is required.	
Recommended Solution: Contractor to provide signage as coordinated with various departments.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>04/27/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>04/29/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>04/30/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/05/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>05/05/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 13	Change Order # 10
Amount \$33,918.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$3,757,353.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 6/27/2020
Description of Problem: Additional plaster ceilings, walls, and columns in areas adjacent to and outside the scope of the current Sinclair Library 1st floor renovation would be removed in a future project to renovate all of Sinclair Library. The future removal work would cause disruptions to the users of the newly renovated 1st floor space (studios, recording, etc...).	
Recommended Solution: Contractor shall remove plaster ceilings, walls, and columns in areas adjacent to currently renovated areas on the 1st floor including making adjustments to fire alarm and lighting as required to mitigate impacts to occupants during the future Sinclair Library Renovation project.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>05/04/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>05/13/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/15/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/18/2020</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>05/26/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 14	Change Order # 11
Amount \$6,842.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$3,764,195.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 6/27/2020
Description of Problem: Additional electrical work was requested by the University to make access to power and telecom more accessible following program relocation from Sinclair Library to Hamilton Library.	
Recommended Solution: Contractor to provide labor and material to provide power and telecom at locations as directed by the University.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>05/04/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>05/13/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/15/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/26/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>05/26/2020</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER**

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>15</u>	Change Order # <u>12</u>
Amount <u>\$23,046.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$3,787,241.22</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>6/27/2020</u>
Description of Problem: <u>Additional lighting (including emergency exit signage) was required in the student areas following removal of existing plaster ceilings and walls (covered under separate change order) in the 1st floor Sinclair Library student area.</u>	
Recommended Solution: <u>Contractor shall design and construct additional lighting as required in student area.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Michael Brumley</u> Vendor Representative	<u>05/05/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>05/13/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/15/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/26/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>05/26/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 16	Change Order # 13
Amount \$1,922.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$3,789,163.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 6/27/2020
Description of Problem: Asbestos containing material (ACM) was discovered in the mastic on the stair walls leading from the exterior to the 1st floor of Sinclair Library within the project boundaries.	
Recommended Solution:	Contractor shall provide labor and material to remove and abate ACM at stair walls.
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>05/04/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>05/13/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/15/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/28/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>05/28/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>18</u>	Change Order # <u>14</u>
Amount <u>\$1,169.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$3,790,332.22</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>6/27/2020</u>
Description of Problem: <u>Flaking lead containing paint was discovered on exposed ductwork in the new Honor's program space on the 1st floor of Sinclair Library.</u>	
Recommended Solution: <u>Contractor to remove and dispose of flaking paint as required.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Michael Brumley</u> Vendor Representative	<u>05/04/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>05/13/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/15/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/28/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>05/28/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project	Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only		
Vendor	Kiewit Bldg Grp Inc		
COP #	Change Order #	Amount	Schedule Impact (days)
19	15	\$25,878.00	0
Original Contract Value	\$3,550,000.00	Amended Contract Value	\$3,816,210.22
Purchase Order	191442	UH Contract No.	K1967842
		DAGS Contract No.	67842
Original Completion Date	4/24/2020	Amended Completion Date	6/27/2020

Description of Problem:	<p>A contractor provided Energy Management Control Coordinator is required as part of the updated campus project standards. This person is responsible to coordinate all aspects of the Energy Management Control System (EMCS), including: Mechanical Contractor, Electrical Contractor, Control Wiring Contractor, Energy Management Controls Vendor, Fire Alarm Vendor, Equipment Vendors, Test and Balance companies, and Plumbing contractors.</p> <p>This position was not included in the RFP, but was requested to be added to project.</p>
Recommended Solution:	<p>Contractor shall provide an Energy Management Control Coordinator who understands all aspects of the Control System from HVAC and EMCS design and theory, installation, programming, and operation. Their task includes, but are but not limited to the following:</p> <ol style="list-style-type: none"> 1. Review Contract Documents in detail and understand intent of the EMCS. 2. Address discrepancies found between trades, plans, specifications, and intent. 3. Obtain all required submittals from all related parties. All submittals shall be reviewed, stamped "approved", and signed by the Energy Management Control Systems Coordinator before submitting to the University for approval. 4. Energy Management Control Systems Coordinator shall develop a coordination check list to confirm all parties' submittals are coordinated and complete to provide intended fully functioning system. 5. Help develop Construction schedule with respect to control system. 6. Review final Construction schedule to ensure it is complete with the correct sequences or work and adequate timing for all involved. 7. Conduct EMCS coordination meetings with all related parties before submittals are sent to the University 30 days prior to construction (each phase) and prior to Contractor performance testing. 8. Coordinate and inspect field installation during construction. <ol style="list-style-type: none"> a. Verify all sensors installed in proper locations. b. Verify installation of conduit, wiring, sensors, and devices is done properly and according to project documents. c. Verify controllers are programmed and tested adequately before turnover of phase. 9. Coordinate and supervise startup of equipment. <ol style="list-style-type: none"> a. Ensure start-ups are performed by qualified personnel. b. Ensure start-ups are documented properly. c. Ensure start-ups are done properly and problems reported and addressed. 10. Ensure full compliance with all related plans and specifications sections. 11. Coordinate TAB and performance verification. Ensure Controls are ready for TAB. 12. Coordinate Performance Testing. Ensure all aspects of Control System have been tested and verified prior to scheduling Performance Test. 13. Collect Operation and Maintenance Manuals and be responsible to review for completeness and to write project specific system operation sections.

This expenditure is being made under the following condition:

Price adjustment to contract

Michael Brumley	05/04/2020
Vendor Representative	Date
Tate Ikehara	05/13/2020
Departmental Signature (Project/Construction Manager)	Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS

Nelson Lee
Facility Director or Designee

06/12/2020
Date

Jamie Ho
Procurement Officer

06/15/2020
Date

Jan Gouveia
Vice President of Administration or Designee

06/15/2020
Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER**

Project	Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only		
Vendor	Kiewit Bldg Grp Inc		
COP #	Change Order #	Amount	Schedule Impact (days)
12	16	\$147,714.00	0
Original Contract Value	\$3,550,000.00	Amended Contract Value	\$3,963,924.22
Purchase Order	191442	UH Contract No.	K1967842 DAGS Contract No. 67842
Original Completion Date	4/24/2020	Amended Completion Date	6/27/2020
Description of Problem:	Additional audio-visual/studio equipment and furniture were requested by the end users (ACM and Communications) which exceed the allowance amount included in the original contract.		
Recommended Solution:	Contractor to design, furnish, and install full audio-visual, and studio equipment/furniture scope.		
This expenditure is being made under the following condition:	Price adjustment to contract		
<u>Michael Brumley</u> Vendor Representative	<u>05/27/2020</u> Date		
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>06/08/2020</u> Date		
<u>Nelson Lee</u> Facility Director or Designee	<u>06/12/2020</u> Date		
<u>Jamie Ho</u> Procurement Officer	<u>06/22/2020</u> Date		
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>06/30/2020</u> Date		

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>9</u>	Change Order # <u>17</u>
Amount <u>\$25,835.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$3,989,759.22</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>6/27/2020</u>
Description of Problem: Reference Change Order #4. Additional asbestos containing (ACM) flooring material was removed at the request of the University at the existing student areas adjacent to the project limits to reduce future impacts to the occupants. The exposed floor substrate (concrete slab) was unfinished and unsafe to be utilized/occupied following removal of the ACM flooring.	
Recommended Solution: Contractor to provide polished concrete floor in the existing student areas including floor prep as necessary.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Adam Gonzalez</u> Vendor Representative	<u>06/22/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>06/23/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>06/25/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>06/30/2020</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>07/01/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 21	Change Order # 18
Original Contract Value \$3,550,000.00	Amended Contract Value \$3,989,759.22
Purchase Order 191442	UH Contract No. K1967842
Original Completion Date 4/24/2020	Schedule Impact (days) 41
	DAGS Contract No. 67842
Amended Completion Date 8/07/2020	
Description of Problem: Manufacturing of furnishings (office furniture and shelving), air handling units, and studio pipe grid were delayed due to impacts due to COVID-19. Impacts include mandatory government shutdowns, resource/manpower shortages, and shipping delays for non-essential goods all arising from COVID-19.	
Recommended Solution: Contract substantial completion shall be extended through the delivery and installation of the longest lead item required for University occupancy (Shelving). Contract extension is for time only as allowed by the General Conditions of Design Build Contracts, Section 5.6 (d).	
This expenditure is being made under the following condition:	
Price adjustment to contract	
Michael Brumley Vendor Representative	06/18/2020 Date
Tate Ikehara Departmental Signature (Project/Construction Manager)	06/22/2020 Date
Nelson Lee Facility Director or Designee	07/02/2020 Date
Jamie Ho Procurement Officer	07/14/2020 Date
Jamie Ho Vice President of Administration or Designee	07/14/2020 Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>24</u>	Change Order # <u>19</u>
Amount <u>\$9,934.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$3,999,693.22</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: <u>The University requested an additional plaster wall on the 1st floor of Sinclair library be removed to improve access and public circulation to the renovated areas.</u>	
Recommended Solution: <u>Contractor to provide all labor to remove wall including any utility relocations.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Michael Brumley</u> Vendor Representative	<u>07/15/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>07/23/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>07/29/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>07/30/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>07/30/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 23	Change Order # 20
Amount \$8,423.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,008,116.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: Interdisciplinary Studies is scheduled to move into Sinclair Library as part of the Sinclair renovation project. The new space could not accommodate one of the staff, so space was made available in the Physical Science Building.	
Recommended Solution: Contractor to refresh space in Physical Science Building and move staff from Hawaii Hall to Physical Science Building.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>07/30/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>08/04/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/18/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/20/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>08/20/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 28	Change Order # 21
Amount \$1,893.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,010,009.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: After reviewing samples and field condition within Hamilton Library, changes were requested to the signage quoted in CO#9 to increase visibility of the signage.	
Recommended Solution: Contractor to provide requested signage changes.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
Michael Brumley Vendor Representative	07/30/2020 Date
Tate Ikehara Departmental Signature (Project/Construction Manager)	08/11/2020 Date
Nelson Lee Facility Director or Designee	08/18/2020 Date
Jamie Ho Procurement Officer	08/20/2020 Date
Jamie Ho Vice President of Administration or Designee	08/20/2020 Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 29	Change Order # 22
Amount \$10,092.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,020,101.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: Disposal bins were requested at Hamilton and Sinclair Library to assist with removal of items to facilitate Library moves/reconfiguration. Lamp replacements were requested for 10 light fixtures in Hamilton Library.	
Recommended Solution: Contractor to provide disposal bins and lamp replacements.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>07/30/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>08/11/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/18/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/20/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>08/20/2020</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER**

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 26	Change Order # 23
Amount \$8,654.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,028,755.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: UH ITS requested additional telecom work in anticipation of future renovation to Sinclair Library.	
Recommended Solution: Contractor to provide telecom infrastructure as requested.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>07/30/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>08/12/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/24/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/25/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>08/25/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>25</u>	Change Order # <u>24</u>
Amount <u>\$16,429.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,045,184.22</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: <u>The existing concrete exposed to be polished in the student area as part of CO #16 required additional patching due to the existing in floor electrical boxes and other embedded metal items.</u>	
Recommended Solution: <u>Contractor to patch and polish existing concrete floor as required.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Kevin Kwan</u> Vendor Representative	<u>07/30/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>08/10/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/26/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/26/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>08/26/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 30	Change Order # 25
Amount \$2,162.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,047,346.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: Rubber nosing for the stage was requested by the end users.	
Recommended Solution: Contractor to provide and install stage nosing.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael Brumley</u> Vendor Representative	<u>08/03/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>08/12/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/26/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/26/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>08/26/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 31	Change Order # 26
Amount \$26,227.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,073,573.22
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: The cost of the telecom cabling work and network equipment exceeded the allowance included in the base contract.	
Recommended Solution: Contract to be modified to cover cost of required telecom cabling and network equipment.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
Michael Brumley Vendor Representative	08/03/2020 Date
Tate Ikehara Departmental Signature (Project/Construction Manager)	08/12/2020 Date
Nelson Lee Facility Director or Designee	08/26/2020 Date
Jamie Ho Procurement Officer	08/27/2020 Date
Jan Gouveia Vice President of Administration or Designee	09/06/2020 Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER**

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>33</u>	Change Order # <u>27</u>
Amount <u>\$29,054.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,102,627.22</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: Disposal bins were requested at Hamilton and Sinclair Library to assist with removal of items to facilitate Library moves/reconfiguration. This is a continuation of Change Order #22.	
Recommended Solution: Contractor to provide disposal bins.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>09/28/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>09/29/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>10/01/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>10/06/2020</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>10/06/2020</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER**

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>32</u>	Change Order # <u>28</u>
Amount <u>\$5,035.21</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,107,662.43</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: <u>Additional moves were required for programs moving into or out of Sinclair Library to/from other buildings on campus. Minor window treatment work was also required.</u>	
Recommended Solution: <u>Contractor to perform moves and window treatment work as required.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Kamuela Anderson</u> Vendor Representative	<u>10/07/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>10/08/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>10/12/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>10/14/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>10/14/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 34	Change Order # 29
Amount \$9,995.00	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,117,657.43
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: Reference Change Order #19. The plaster wall removed at the request of the University created an exposed ceiling space between the area renovated and existing area of the Sinclair Library (1st floor) which would allow smoke to travel between spaces during a fire.	
Recommended Solution: Contractor to design and construct a soffit to seal off the exposed ceiling space to prevent smoke from traveling and to comply with all applicable building/safety codes.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>09/30/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>10/03/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>10/12/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>10/14/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>10/14/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>35</u>	Change Order # <u>30</u>
Amount <u>\$37,753.96</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,155,411.39</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: The University requested an environmental investigation in the existing PBS Building to identify potential hazardous materials that may be encountered and to facilitate scope/proposal development if the building is demolished.	
Recommended Solution: Design-Builder to provide an environmental site investigation and report for the PBS Building.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>10/19/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>10/21/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>10/26/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>10/27/2020</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>10/27/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>36</u>	Change Order # <u>31</u>
Amount <u>\$1,808.39</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,157,219.78</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: <u>Additional excess library move out material was requested to be moved to the PBS building.</u>	
Recommended Solution: <u>Contractor to move materials to PBS building.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Kamuela Anderson</u> Vendor Representative	<u>10/20/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>10/21/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>10/26/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>10/27/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>10/27/2020</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER**

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	
COP # 37	Change Order # 32
Amount \$2,463.66	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,159,683.44
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: Additional electrical work (relocation of existing infrastructure) was required at areas related/adjacent to the renovation work in Sinclair Library.	
Recommended Solution: Contractor shall perform additional electrical work as required.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>10/27/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>10/29/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>11/02/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>11/05/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>11/05/2020</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER**

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>38</u>	Change Order # <u>33</u>
Amount <u>\$5,889.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,165,572.44</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: Disposal bins were requested at Hamilton and Sinclair Library to assist with removal of items to facilitate Library moves/reconfiguration. This is a continuation of Change Order #22 and #27.	
Recommended Solution: Contractor to provide disposal bins.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>12/01/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>12/02/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>12/07/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>12/08/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>12/08/2020</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>22</u>	Change Order # <u>34</u>
Amount <u>\$105,322.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,270,894.44</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: <u>Hamilton Library requested additional shelving to accommodate Sinclair Library program moves and internal reorganization.</u>	
Recommended Solution: <u>Contractor to provide shelving as requested by Hamilton Library.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Michael Brumley</u> Vendor Representative	<u>12/01/2020</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>12/02/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>12/08/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>12/08/2020</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>12/15/2020</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER**

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	
COP # <u>39</u>	Change Order # <u>35</u>
Amount <u>\$6,829.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,277,723.44</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: Disposal bins were requested at Hamilton and Sinclair Library to assist with removal of items to facilitate Library moves/reconfiguration. This is a continuation of Change Order #22, #27, and #33	
Recommended Solution: Contractor to provide disposal bins.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>01/14/2021</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>01/15/2021</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>01/28/2021</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>02/03/2021</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>02/03/2021</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	eB Project No. 1234643
COP # 40	Schedule Impact (days) 0
Change Order # 36	Amount \$67,446.00
Original Contract Value \$3,550,000.00	Amended Contract Value \$4,345,169.44
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 8/07/2020
Description of Problem: Additional testing of the soil beneath the existing PBS Building concrete slab was required to determine the feasibility of removing the building slab and footings as included in the Design-Builder's proposal for the demolition of the building (no mitigation necessary)	
Recommended Solution: Design-Builder shall test the soil beneath the building to determine if the PBS Building Slab and Footings can be removed without any additional mitigation.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>04/23/2021</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>04/26/2021</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/04/2021</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/13/2021</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>05/17/2021</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	eB Project No. <u>1234643</u>
COP # <u>41</u>	Change Order # <u>37</u>
Amount <u>\$2,347.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$4,347,516.44</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u>
	DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>8/07/2020</u>
Description of Problem: <u>The Hamilton TAB report identified an existing VAV that was not modulating (stuck open). The University requested that the problem be investigated and addressed.</u>	
Recommended Solution: <u>Contractor to investigate and repair existing VAV.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Kamuela Anderson</u> Vendor Representative	<u>04/27/2021</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>04/28/2021</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/04/2021</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/13/2021</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>05/13/2021</u> Date

ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only</u>	
Vendor <u>Kiewit Bldg Grp Inc</u>	eB Project No. <u>1234643</u>
COP # <u>42</u>	Schedule Impact (days) <u>560</u>
Change Order # <u>38</u>	Amount <u>\$2,499,841.00</u>
Original Contract Value <u>\$3,550,000.00</u>	Amended Contract Value <u>\$6,847,357.44</u>
Purchase Order <u>191442</u>	UH Contract No. <u>K1967842</u> DAGS Contract No. <u>67842</u>
Original Completion Date <u>4/24/2020</u>	Amended Completion Date <u>2/18/2022</u>
Description of Problem: <u>The University requested the existing PBS building be demolished following the relocation of all remaining occupants.</u>	
Recommended Solution: <u>Contractor to demolish existing PBS building. Site to be restored with gravel over former building foot print.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Kamuela Anderson</u> Vendor Representative	<u>06/03/2021</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>06/07/2021</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>06/09/2021</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>06/10/2021</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>06/10/2021</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER**

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	eB Project No. 1234643
COP # 43	Change Order # 39
Original Contract Value \$3,550,000.00	Amended Contract Value \$7,001,774.35
Purchase Order 191442	UH Contract No. K1967842
Original Completion Date 4/24/2020	DAGS Contract No. 67842
	Amended Completion Date 2/18/2022
Description of Problem: The University requested the design builder to provide a new video wall and infrastructure for use by the communications department space.	
Recommended Solution: Contractor to provide new Video Wall as requested.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>06/29/2021</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>07/06/2021</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>07/07/2021</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>07/22/2021</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>07/26/2021</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER**

Project Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only	
Vendor Kiewit Bldg Grp Inc	eB Project No. 1234643
COP # 44	Change Order # 40
	Amount \$2,045.00
	Schedule Impact (days) 0
Original Contract Value \$3,550,000.00	Amended Contract Value \$7,003,819.35
Purchase Order 191442	UH Contract No. K1967842
	DAGS Contract No. 67842
Original Completion Date 4/24/2020	Amended Completion Date 2/18/2022
Description of Problem: One of the base contract phases prior to the relocation of the PBS departments to Sinclair was to improve areas in Hamilton to receive materials from Sinclair to allow the Sinclair spaces to be improved. Part of the Hamilton scope of work was to build out spaces and reroute HVAC ductwork into the newly constructed spaces. When balancing the new HVAC system it was found that the existing variable air valves, that is part of the existing HVAC system, was not functioning properly. This scope is to replace non-functioning existing equipment so the new HVAC equipment can be balanced properly. (Reference change order #37). The malfunctioning VAV also required a control board to be replaced. Previous change order replaced, actuator motor, drive gear, and pressure transducer only.	
Recommended Solution:	Contractor to replace VAV control board as required.
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Kamuela Anderson</u> Vendor Representative	<u>08/03/2021</u> Date
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>08/03/2021</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/09/2021</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/17/2021</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>08/17/2021</u> Date

**ATTACHMENT A5A - RELOCATION OF COMM & ACM CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER**

Project	Relocation of Communications & Creative Media from the PBS Building to Sinclair - Construction Only		
Vendor	Kiewit Bldg Grp Inc	eB Project No.	1234643
COP #	39	Change Order #	41
		Amount	\$2,958.00
		Schedule Impact (days)	0
Original Contract Value	\$3,550,000.00	Amended Contract Value	\$7,006,777.35
Purchase Order	191442	UH Contract No.	K1967842
		DAGS Contract No.	67842
Original Completion Date	4/24/2020	Amended Completion Date	2/18/2022
Description of Problem:	Disposal bins were requested at Hamilton and Sinclair Library to assist with removal of items to facilitate Library moves/reconfiguration. This is a continuation of Change Order #22, #27, #33, and #35.		
Recommended Solution:	Contractor to provide disposal bins.		
This expenditure is being made under the following condition:	Price adjustment to contract		
<u>Kamuela Anderson</u> Vendor Representative	<u>08/03/2021</u> Date		
<u>Tate Ikehara</u> Departmental Signature (Project/Construction Manager)	<u>08/03/2021</u> Date		
<u>Nelson Lee</u> Facility Director or Designee	<u>08/10/2021</u> Date		
<u>Jamie Ho</u> Procurement Officer	<u>08/17/2021</u> Date		
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>08/17/2021</u> Date		

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>3R</u>	Change Order # <u>1</u>
Amount <u>\$1,526.97</u>	Schedule Impact (days) <u>2</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,161,477.97</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>2/15/2019</u>
Description of Problem: UH is requesting that prior to demolition the general contractor salvage recent UH installed light fixtures (12) and existing drinking fountain (1).	
Recommended Solution: General contractor to salvage recent UH installed light fixtures (12) and existing drinking fountain (1).	
This expenditure is being made under the following condition:	
Price adjustment to Contract	
<u>Michelle Chock</u> Vendor Representative	<u>07/02/2018</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>07/05/2018</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>07/13/2018</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>07/13/2018</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>07/18/2018</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>2A, Revised</u>	Change Order # <u>2</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,172,504.11</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>3/01/2019</u>
Schedule Impact (days) <u>14</u>	
DAGS Contract No. <u>66646</u>	
Description of Problem: The bid documents note that the "Contractor shall provide emergency exit access for duration of construction period," but doesn't indicate how this is to be achieved when construction prevents occupants from using the existing exit/access walkway.	
Recommended Solution: Construct a temporary stair structure over the existing planter to allow occupants to exit and access their office while the existing exit/access walkway is blocked.	
This expenditure is being made under the following condition:	
Price adjustment to Contract	
<u>Michael He</u> Vendor Representative	<u>07/17/2018</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>07/18/2018</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>07/26/2018</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>07/26/2018</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>07/31/2018</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>7</u>	Change Order # <u>3</u>
Amount <u>\$1,189.61</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,173,693.72</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>3/01/2019</u>
Description of Problem: This project's design requires the installtion of new doors between the existing ORS and new Sinclair 10 offices. The bid documents do not show there is concealed asbestos containing wall sheathing under the gypsum wallboard installed during the ORS office renovation where the door openings occur.	
Recommended Solution: Asbestos containment and removal is required in the ORS Office where the two openings occur.	
This expenditure is being made under the following condition:	
Price adjustment to Contract	
<u>Michael He</u> Vendor Representative	<u>11/07/2018</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>11/08/2018</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>11/16/2018</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>11/20/2018</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>11/23/2018</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>8</u>	Change Order # <u>4</u>
Amount <u>\$9,719.67</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,183,413.39</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>3/01/2019</u>
Description of Problem: <u>Door functions clarified after the bid period requiring new and/or additional door hardware.</u>	
Recommended Solution: <u>Contractor to provide new hardware for three (3) existing doors added to the scope of work and revise the specified hardware for eight (8) new doors.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to Contract</u>	
<u>Michael He</u> Vendor Representative	<u>11/07/2018</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>11/16/2018</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>11/23/2018</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>11/28/2018</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>11/29/2018</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>4R3</u>	Change Order # <u>5</u>
Amount <u>\$35,432.03</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,218,845.42</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>3/01/2019</u>
Description of Problem: Demolition revealed that existing wall mounted junction boxes and conduits carrying major electrical wiring to the Library on the floors above were too low, interfering with new walls and ceilings in the proposed offices and common space.	
Recommended Solution: Demolish, where possible, the existing wall mounted junction boxes, conduit, and wiring and replace existing wall mounted electrical conduits with new conduits above the new ceiling and provide new wire and connections to the panel in the Library.	
This expenditure is being made under the following condition:	
Price adjustment to Contract	
<u>Michael He</u> Vendor Representative	<u>12/08/2018</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>12/10/2018</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>12/18/2018</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>12/19/2018</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>12/20/2018</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>10</u>	Change Order # <u>6</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,218,845.42</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u> DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>3/01/2019</u>
Description of Problem: The general contractor's original landscape subcontractor, Royal Palm Construction & Landscaping, Inc., is no longer in operation since May 2018.	
Recommended Solution: The general contractor requests changing the Landscaping Subcontractor to Hapa Landscaping LLC.	
This expenditure is being made under the following condition:	
Price adjustment to Contract	
<u>Michael He</u> Vendor Representative	<u>12/18/2018</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>12/19/2018</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>12/26/2018</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>12/26/2018</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>12/31/2018</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>9</u>	Change Order # <u>7</u>
Amount <u>\$3,290.80</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,222,136.22</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>3/01/2019</u>
Description of Problem: RFI 52: Stairs interfere with the exhaust duct routing for the Custodial Rm exhaust fan to building exterior. RFI 58: Height of existing opening for aluminum windows and doors is 10' - 3-1/2", but 10'- 0" high aluminum windows and doors are specified.	
Recommended Solution: RFI 52: Re-route the exhaust fan for the Custodial Rm to the building exterior by routing the duct below the existing stair. RFI 58: Provide a header for specified 10' - 0" high aluminum windows and doors where existing opening height for aluminum windows and doors is 10' - 3-1/2".	
This expenditure is being made under the following condition:	
Price adjustment to Contract	
<u>Michael He</u> Vendor Representative	<u>12/18/2018</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>12/20/2018</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>01/10/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>01/11/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>01/11/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>5</u>	Change Order # <u>8</u>
Amount <u>\$13,902.98</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,236,039.20</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>3/01/2019</u>
Description of Problem: During trenching of the floor in the custodial room to connect to the existing sewer line, the existing galvanized iron water supply line that feeds the new custodial room and the existing Library bathrooms on the floor above was found to be severely rusted and corroded.	
Recommended Solution: Replace the under floor corroded existing galvanized pipe with copper and connect to the existing exterior connection. Also replace the existing galvanized riser with copper and connect to the existing brass valve at the ceiling. Saw cutting of concrete, demolition, trenching and concrete work also required. Completion of demolition, installation and connection work required working on a Sunday with the restoration of water service to Library restroom required before the Library opened at noon.	
This expenditure is being made under the following condition:	
Price adjustment to Contract	
<u>Michael He</u> Vendor Representative	<u>01/21/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>02/11/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>02/19/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>02/22/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>02/22/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>13</u>	Change Order # <u>9</u>
Amount <u>\$9,572.20</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,245,611.40</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>3/01/2019</u>
Description of Problem: Existing riser to existing wall mounted waterline above window opening conflicts with the installation of new window louvers.	
Recommended Solution: Relocate existing wall mounted waterline below grade.	
This expenditure is being made under the following condition:	
Price adjustment to Contract	
<u>Michael He</u> Vendor Representative	<u>02/02/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>02/11/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>02/19/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>02/26/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>02/26/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>3</u>	Change Order # <u>10</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,245,611.40</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>4/04/2019</u>
Schedule Impact (days) <u>34</u>	
DAGS Contract No. <u>66646</u>	
Description of Problem: <u>Completion of demolition delayed due to delay in removal of telephone cables by Hawaiian Tel.</u>	
Recommended Solution: <u>Request for 34 consecutive calendar days time extension due to the delay caused by Hawaiian Tel.</u>	
This expenditure is being made under the following condition:	
<u>Time extension only, no price adjustment.</u>	
<u>Michael He</u> Vendor Representative	<u>02/13/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>02/14/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>03/11/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/22/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>03/25/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>12, Revision 3</u>	Change Order # <u>11</u>
Amount <u>\$9,360.55</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,254,971.95</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>4/04/2019</u>
Description of Problem: Per RFI 79: Demolition of existing concrete walkway uncovered an existing damaged section of sewer line and two buried cleanouts. During new walkway form work, third cleanout in grassed area to be part of walkway was found to be too low.	
Recommended Solution: Repair damaged existing sewer line and raise three existing cleanouts to match surface of the new concrete sidewalk.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>02/13/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>02/19/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>02/27/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/11/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>03/16/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>14R</u>	Change Order # <u>12</u>
Amount <u>\$31,845.29</u>	Schedule Impact (days) <u>5</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,286,817.24</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>4/09/2019</u>
Description of Problem: Initial grinding of the existing concrete floor slab exposed large areas of pitting, pinholes, and rough unfloat surfaces.	
Recommended Solution: Repair existing concrete by patching, grinding, cleaning and preparing surface to apply polymer modified non-sanded grout/cement over entire surface.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>03/26/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>03/29/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>04/05/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>04/23/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>04/25/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>17</u>	Change Order # <u>13</u>
Amount <u>\$2,494.34</u>	Schedule Impact (days) <u>2</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,289,311.58</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>4/11/2019</u>
Description of Problem: It was observed that in an emergency the suspended acoustical ceiling baffles blocked view of two new exit lights located on the lintel above the storefront transoms for doors BPC5 and BPC5a.	
Recommended Solution: Relocate lights below the bottom of suspended acoustical ceiling baffles on walls at the side of storefront transoms for doors BPC5 and BPC5a.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>04/13/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>04/15/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>04/17/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>04/22/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>04/25/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>18</u>	Change Order # <u>14</u>
Amount <u>\$3,476.47</u>	Schedule Impact (days) <u>3</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,292,788.05</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>4/14/2019</u>
Description of Problem: The existing light switch for lights in the storage room under the stair is also the bypass switch for the time clock controlling Sinclair Library's Diamond Head exterior stair and landing lights and exterior lights.	
Recommended Solution: UH requested a separate, surface mounted light switch be installed in the storage room under the stair to control only the lights in the room.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>04/13/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>04/15/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>04/17/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>04/22/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>04/25/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>22</u>	Change Order # <u>15</u>
Amount <u>\$1,149.12</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,293,937.17</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>4/14/2019</u>
Description of Problem: Electric gang boxes are extending 5/8 inches past the single layer of plywood as detailed in the bid documents in the areas with a reclaimed wood wall.	
Recommended Solution: Add a layer of 5/8 inch thick plywood backing for the reclaimed wood.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>04/24/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>04/29/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/13/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/15/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>05/16/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>20</u>	Change Order # <u>16</u> Amount <u>\$2,621.27</u> Schedule Impact (days) <u>2</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,296,558.44</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u> DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>4/16/2019</u>
Description of Problem: Per RFI 86, the existing floor elevation at storefront sill from the front entrance to the east corner is approx 1" too high.	
Recommended Solution: Saw cut limit of area to be chipped, chip material, fill/smooth, cure before setting storefront sill. Chip 1" of concrete at east side and taper to zero toward the west end.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>05/02/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>05/06/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/13/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>05/15/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>05/16/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project Sinclair Library Ground Floor Renovation Phase 2
Vendor Contech Engineering, Inc.
COP # 16R2 **Change Order #** 17 **Amount** \$10,799.39 **Schedule Impact (days)** 5
Original Contract Value \$2,159,951.00 **Amended Contract Value** \$2,307,357.83
Purchase Order 163812 **UH Contract No.** K1866646 **DAGS Contract No.** 66646
Original Completion Date 2/13/2019 **Amended Completion Date** 4/21/2019

Description of Problem: Add updated room signage for 27 existing offices in ORS per UH request.

Recommended Solution: Per PCD-6: Add new signage to replace existing in 27 existing offices in ORS and provide drawings for DDC contractor to update the DDC software.

This expenditure is being made under the following condition:
Price adjustment to contract

<u>Michael He</u> Vendor Representative	<u>05/08/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>05/09/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>05/17/2019</u> Date
<u>David Ha</u> Procurement Officer	<u>05/23/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>05/29/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>26</u>	Change Order # <u>18</u>
Amount <u>-\$ 475.67</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,306,882.16</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>4/21/2019</u>
Description of Problem: <u>8 (eight) ceiling mounted acoustic baffle locations are in conflict with the new mechanical ducts.</u>	
Recommended Solution:	<u>Do not install 8 (eight) ceiling mounted acoustic baffles and credit UH for the labor not performed.</u>
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Michael He</u> Vendor Representative	<u>05/28/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>06/21/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>06/25/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>06/25/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>06/27/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>20</u>	Change Order # <u>19</u>
Amount <u>\$16,326.86</u>	Schedule Impact (days) <u>10</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,323,209.02</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/01/2019</u>
Description of Problem: Demolition work exposed unforeseen conditions which need repair. This includes the electrical handholes in floor (RFI 40); existing key in concrete wall of demolished louver jamb (RFI 48); and damaged area of concrete slab near entry (RFI 72.)	
Recommended Solution: Per RFI Nos. 40, 48 and 72, cut, chip, roughen, and patch concrete floor slab and window jamb.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>06/22/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>06/24/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>07/08/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>07/19/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>07/23/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>27</u>	Change Order # <u>20</u>
Amount <u>\$ 502.11</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,323,711.13</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/01/2019</u>
Description of Problem: The blue painted accent walls in the break room clashed with the color of the new dark cherry cabinets and brown/red counter tops.	
Recommended Solution: Repaint the blue accent walls in the break room with an off-white (PPG Macadamia Nut) color selected by the Architect.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>07/09/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>07/19/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>07/31/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/06/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>08/09/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>24</u>	Change Order # <u>21</u>
Amount <u>\$4,661.00</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,328,372.13</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/01/2019</u>
Description of Problem: During the demolition phase, removal of the suspended ceiling in the north east corner of the space exposed an existing air handler unit (AHU).	
Recommended Solution: Demolish and dispose of the AHU and exterior condensing unit, electrical disconnect and wiring, and concrete pad.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Andrew Wang</u> Vendor Representative	<u>07/11/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>07/19/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>07/31/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/06/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>08/09/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>25</u>	Change Order # <u>22</u>
Amount <u>\$2,137.62</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,330,509.75</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/01/2019</u>
Description of Problem: The drilling in concrete to install HVAC Direct Digital Control (DDC) wiring in the ORS office space is invasive during office hours and also affects the library users above.	
Recommended Solution: Install DDC wiring in ORS on Sunday when the office is unoccupied and before the library opens at 12:00 noon to avoid impacts to ORS and the Library. (Additional cost is for overtime.)	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Andrew Wang</u> Vendor Representative	<u>07/11/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>07/19/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>07/31/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/06/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>08/09/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>23</u>	Change Order # <u>23</u>
Amount <u>\$7,159.50</u>	Schedule Impact (days) <u>3</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,337,669.25</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/04/2019</u>
Description of Problem: Due to the weight and size of the metal gates BC1 and BC2, issues with proper closing have been occurring.	
Recommended Solution: Replace hardware for gates BC1 and BC2 with heavy duty exterior hardware to ensure proper functioning of the gates.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>07/13/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>07/19/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/02/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/06/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>08/09/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>28</u>	Change Order # <u>24</u>
Amount <u>\$7,598.34</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,345,267.59</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/04/2019</u>
Description of Problem: OVPRI required four (4) existing solid core wood doors; B28, B29, B31a and B34a be modified with glass inserts to approximately match adjacent aluminum/glass doors to improve lighting and safety.	
Recommended Solution: Per PCD 7, physically modify the four (4) existing solid core wood doors; B28, B29, B31a and B34a, by providing glazing stops and laminated frosted safety glass inserts.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>07/16/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>07/19/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>08/02/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>08/06/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>08/09/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>30</u>	Change Order # <u>25</u>
Amount <u>\$1,793.92</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,347,061.51</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/04/2019</u>
Description of Problem: The Manufacturer has discontinued the production of the specified Sistemalux SABA pendant light fixture.	
Recommended Solution: Replace the 17 specified light fixtures with a Type M pendant lighting fixture to match lighting and power performance of specified fixture.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>09/26/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>09/30/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>10/03/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>10/09/2019</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>10/14/2019</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project Sinclair Library Ground Floor Renovation Phase 2	
Vendor Contech Engineering, Inc.	
COP # _____	Change Order # 26* Amount _____ Schedule Impact (days) 0
Original Contract Value \$2,159,951.00	Amended Contract Value _____
Purchase Order _____	UH Contract No. K1866646 DAGS Contract No. 66646
Original Completion Date _____	Amended Completion Date _____
Description of Problem:	
Recommended Solution:	
This expenditure is being made under the following condition:	
_____ Vendor Representative	_____ Date
_____ Departmental Signature (Project/Construction Manager)	_____ Date
_____ Facility Director or Designee	_____ Date
_____ Procurement Officer	_____ Date
_____ Vice President of Administration or Designee	_____ Date

*This is a manually created change order to document that Change Order #26 was voided on 01/15/2020.

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>32A</u>	Change Order # <u>27</u>
Amount <u>\$4,207.73</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,351,269.24</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/04/2019</u>
Description of Problem: <u>User requested changes to the finish hardware for three doors to maintain security access.</u>	
Recommended Solution: <u>Change finish hardware for three doors.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Michael He</u> Vendor Representative	<u>11/19/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>11/25/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>12/03/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>01/14/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>01/14/2020</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>34</u>	Change Order # <u>28</u>
Amount <u>\$3,453.44</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,354,722.68</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>5/04/2019</u>
Description of Problem: Room B16 is a secure room and is required by federal policy to be acoustically isolated from public areas. However, the HVAC transfer duct in Room B16 connects to the office corridor allowing conversation in Room B16 to be heard in the corridor, violating the requirement.	
Recommended Solution: Install a new sound insulated HVAC transfer duct from Room B16 connecting only to Room B17, the secure room that controls access to Room B16. The current transfer duct opening in the wall between Room B16 and the office corridor to be filled with acoustic batt and gyp board wall patched on both sides and painted on the corridor side.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>12/18/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>12/19/2019</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>12/20/2019</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>01/14/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>01/14/2020</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>32</u>	Change Order # <u>29</u>
Amount <u>\$33,730.82</u>	Schedule Impact (days) <u>55</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,388,453.50</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>6/28/2019</u>
Description of Problem: Additional time and re-installation cost is required for shipping, and replacement of the clear laminated glass with the required frosted glass provided by the glass partition supplier.	
Recommended Solution: Additional time and installation cost for the replacement of the clear laminated glass with frosted glass. This includes compensation for extended OH&P and coverage for insurance and bonds from 5/4/19 to 6/28/19 (completion date for installation of the frosted glass replacement).	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>10/17/2019</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>01/13/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>01/15/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/03/2020</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>03/04/2020</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>33</u>	Change Order # <u>30</u>
Amount <u>\$3,426.30</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,391,879.80</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>6/28/2019</u>
Description of Problem: Reception area signage in the original design requires office title and identity clarity.	
Recommended Solution: Change the size and design of the Reception area (Type F) signage.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>01/14/2020</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>01/14/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>01/17/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>03/03/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>03/03/2020</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>35</u>	Change Order # <u>31</u>
Amount <u>\$2,427.38</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,394,307.18</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>6/28/2019</u>
Description of Problem: All four new gates did not meet 1-3/4" door thickness requirement for door finish hardware installation and gap between exit device latch and strike was too large.	
Recommended Solution: Install HDPE Starboard at all four new gates to increase gate leaf thickness to 1-3/4" to facilitate finish hardware installation, conceal exposed end of existing brick wall, and make the gap between exit device latch and strike meet manufacturer requirements.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>04/01/2020</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>04/01/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>04/02/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>04/07/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>04/07/2020</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>36</u>	Change Order # <u>32</u>
Amount <u>\$ 901.72</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,395,208.90</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>6/28/2019</u>
Description of Problem: <u>The University requested additional work to the existing signage in ORS and OVPRI (Sinclair 10).</u>	
Recommended Solution: <u>Replace old sign B01A in ORS with new B01A sign to match existing. Also change sign B10 to "SINCLAIR10" and install at glass entry, and relocate directory sign.</u>	
This expenditure is being made under the following condition:	
<u>Price adjustment to contract</u>	
<u>Michael He</u> Vendor Representative	<u>04/01/2020</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>04/01/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>04/02/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>04/07/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>04/07/2020</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAII
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>39</u>	Change Order # <u>33</u>
Amount <u>\$2,590.10</u>	Schedule Impact (days) <u>0</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,397,799.00</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>6/28/2019</u>
Description of Problem: Construction on projects in Sinclair Library unrelated to this project cut electrical power to the new landscaping irrigation control. As a result some trees and shrubs were damaged and could not be saved even after the irrigation control was re-powered.	
Recommended Solution: Replace dead plants caused by power outage to irrigation control.	
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>12/28/2020</u> Date
<u>Hugh McKenzie</u> Departmental Signature (Project/Construction Manager)	<u>12/28/2020</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>12/29/2020</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>12/31/2020</u> Date
<u>Jamie Ho</u> Vice President of Administration or Designee	<u>12/31/2020</u> Date

ATTACHMENT A5B - SINCLAIR GROUND FLOOR CHANGE ORDERS
UNIVERSITY OF HAWAI'I
CHANGE ORDER

Project <u>Sinclair Library Ground Floor Renovation Phase 2</u>	
Vendor <u>Contech Engineering, Inc.</u>	
COP # <u>40</u>	Change Order # <u>34</u>
Amount <u>\$84,443.42</u>	Schedule Impact (days) <u>900</u>
Original Contract Value <u>\$2,159,951.00</u>	Amended Contract Value <u>\$2,482,242.42</u>
Purchase Order <u>163812</u>	UH Contract No. <u>K1866646</u>
	DAGS Contract No. <u>66646</u>
Original Completion Date <u>2/13/2019</u>	Amended Completion Date <u>12/14/2021</u>
Description of Problem: Air flow/exchange in some rooms are not ideal and the ductwork needs to be modified to improve the air flow/exchange. PCD #15 was issued to address the ductwork in these rooms.	
Recommended Solution:	The Contractor shall perform the following: 1) Cut/remove ductwork above office B10, B34, and B33. 2) Relocate existing thermostats for VAV boxes 17 & 18. 3) Remove transfer duct serving office B16 and patch wall penetration in the office to match existing. 4) Provide new flex duct and transfer air register between offices B16 and B17. 5) Provide 2 new VAV boxes to serve office B31 and work room B33. 6) Provide thermostats in each space for independent temperature control. 7) Provide new ductwork, insulation and appurtenances to accommodate new duct layout.
This expenditure is being made under the following condition:	
Price adjustment to contract	
<u>Michael He</u> Vendor Representative	<u>04/07/2021</u> Date
<u>Ross Richards</u> Departmental Signature (Project/Construction Manager)	<u>04/17/2021</u> Date
<u>Nelson Lee</u> Facility Director or Designee	<u>04/20/2021</u> Date
<u>Jamie Ho</u> Procurement Officer	<u>04/22/2021</u> Date
<u>Jan Gouveia</u> Vice President of Administration or Designee	<u>04/27/2021</u> Date

ATTACHMENT A9A - PERFORMANCE EVALUATION FORMS

**FOR OFFICIAL USE ONLY
(WHEN COMPLETED)**

PERFORMANCE EVALUATION – CONSTRUCTION CONTRACTS

1. CONTRACTOR <i>(Name, address, and ZIP code)</i>	2. CONTRACT NUMBER
	3. PROJECT NUMBER
	4. COMPLEXITY OF WORK <input type="checkbox"/> DIFFICULT <input type="checkbox"/> ROUTINE

5. DESCRIPTION AND LOCATION OF WORK

6. FISCAL DATA	a. AMOUNT OF BASIC CONTRACT \$	b. TOTAL AMOUNT OF MODIFICATION \$	c. LIQUIDATED DAMAGES ASSESSED \$	d. NET AMOUNT PAID CONTRACTOR \$
7. SIGNIFICANT DATES	a. DATE OF AWARD / /	b. ORIGINAL CONTRACT COMPLETION DATE / /	c. REVISED CONTRACT COMPLETION DATE / /	d. DATE WORK ACCEPTED / /

8. TYPE AND EXTENT OF SUBCONTRACTING

PART II – PERFORMANCE EVALUATION OF CONTRACT *(Check appropriate box)*

9. PERFORMANCE ELEMENTS	OUTSTANDING	SATISFACTORY	UNSATISFACTORY
a. COMPLIANCE WITH THE SUBMITTALS REQUIREMENT(S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. EFFECTIVENESS OF MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. ADHERENCE TO THE APPROVED WORK SCHEDULE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. COOPERATION AND TIMELY RESPONSE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. QUALITY OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. UNDERSTANDING OF PROJECT REQUIREMENTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. TIMELY PERFORMANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. COMPLIANCE WITH LABOR STANDARDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. COMPLIANCE WITH SAFETY STANDARDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. OVERALL EVALUATION
 OUSTANDING *(Explain in Item 13, on reverse)*
 SATISFACTORY
 UNSATISFACTORY *(Explain in Item 14, on reverse)*

11. EVALUATED BY

a. ORGANIZATION <i>(Type or print)</i> UHM Facilities Management Office	c. SIGNATURE	d. DATE / /
b. NAME AND TITLE <i>(Type or print)</i>		

12. EVALUATION REVIEWED BY

a. ORGANIZATION <i>(Type or print)</i> UHM Facilities Management Office	c. SIGNATURE	d. DATE / /
b. NAME AND TITLE <i>(Type or print)</i> Reggie Honda, Construction Management		

**FOR OFFICIAL USE ONLY
(When completed)**

ATTACHMENT A9A - PERFORMANCE EVALUATION FORMS

FOR OFFICIAL USE ONLY

(When completed)

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13. REMARKS ON OUTSTANDING PERFORMANCE – AS INDICATED BY THE CONTRACTOR'S PERFORMANCE ON THIS CONTRACT. IF YOU CONSIDER THE CONTRACTOR TO BE OUTSTANDING, SET FORTH FACTUAL DATA SUPPORTING THIS OBSERVATION. THESE DATA MUST BE IN SUFFICIENT DETAIL TO ASSIST CONTRACTING OFFICERS IN SELECTING CONTRACTORS THAT HAVE DEMONSTRATED OUTSTANDING QUALITY OF WORK AND RELIABILITY. *(Continue on separate sheet, if needed.)*
-
14. EXPLANATION OF UNSATISFACTORY EVALUATION. FOR EACH UNSATISFACTORY ELEMENT, PROVIDE FACTS CONCERNING SPECIFIC EVENTS OR ACTIONS TO JUSTIFY THE EVALUATION *(e.g., extent of Government inspection required, rework required, subcontracting, cooperation of contractor, quality of workmen and adequacy of equipment.)* THESE DATA MUST BE IN SUFFICIENT DETAIL TO ASSIST CONTRACTING OFFICERS IN DETERMINING THE CONTRACTOR'S RESPONSIBILITY. *(Continue on separate sheet, if needed.)*
-

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(When completed)

ATTACHMENT A9A - PERFORMANCE EVALUATION FORMS

FOR OFFICIAL USE ONLY
(When Completed)

PERFORMANCE EVALUATION - PROFESSIONAL SERVICES (A/E) CONTRACTS

1. CONTRACTOR (Name, Address and ZIP code)	2. CONTRACT NUMBER:
	3. PROJECT TITLE:
	4. PROJECT NUMBER:

5. BASE CONTRACT AMOUNT \$	6. CONTRACT MODIFICATION(S) \$	7. AMENDED CONTRACT AMOUNT \$
8. STAGE 3 - FINAL PLANS/SPECS DUE DATE	9. REVISED STAGE 3 COMPLETION DATE	10. CONTRACT COMPLETION DATE

11. SUMMARY OF EVALUATION [Check (✓) applicable box] a. OUTSTANDING (O) <input type="checkbox"/> b. SATISFACTORY (S) <input type="checkbox"/> c. UNSATISFACTORY (U) <input type="checkbox"/>	12. EVALUATING ORGANIZATION [Check (✓) applicable box] a. UHM - FACILITIES PLANNING AND MANAGEMENT OFFICE <input type="checkbox"/> b. CC - PHYSICAL FACIL., PLANNING & CONSTRUCTION OFFICE <input type="checkbox"/> c. UHH - FACILITIES, PLANNING AND CONSTRUCTION OFFICE <input type="checkbox"/> d. SYS - OFFICE OF CAPITAL IMPROVEMENTS <input type="checkbox"/> e. _____ (other unit) <input type="checkbox"/>
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13. ATTRIBUTES (PLANNING / DESIGN PHASE) [Check (✓) applicable box]	(O)	(S)	(U)	14. ATTRIBUTES (CONSTRUCTION PHASE) [Check (✓) applicable box]	(O)	(S)	(U)
Site Investigation Due Diligence				Design Constructability			
Quality Control Procedures and Execution				Cooperativeness and Responsiveness			
Plans/Specs Accurate and Coordinated				Timeliness and Quality of Processing Submittals			
Completing Tasks and Project On-Schedule				Timeliness of Answers to RFIs			
Environmental Issues Addressed				Field Consultation and Investigation			
Cooperativeness and Responsiveness							
Quality of Briefing and Presentations							

15. EVALUATOR (Project Coordinator)

a. NAME AND TITLE <i>(Type or print)</i>	b. SIGNATURE	c. DATE
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16. EVALUATION REVIEWED BY

a. NAME AND TITLE <i>(Type or print)</i>	b. SIGNATURE	c. DATE
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FOR OFFICIAL USE ONLY
(When Completed)

ATTACHMENT A9A - PERFORMANCE EVALUATION FORMS

FOR OFFICIAL USE ONLY
(When Completed)

17. REMARKS ON 'OUTSTANDING' PERFORMANCE - AS INDICATED BY THE CONTRACTOR'S PERFORMANCE ON THIS CONTRACT. IF YOU CONSIDER THE CONTRACTOR TO BE 'OUTSTANDING', SET FORTH FACTUAL DATA IN SUFFICIENT DETAIL SUPPORTING THIS OBSERVATION. (Continue on separate sheet, if needed.)

18. EXPLANATION OF 'UNSATISFACTORY' EVALUATION. PROVIDE FACTS CONCERNING SPECIFIC EVENTS OR ACTIONS TO JUSTIFY THE EVALUATION. (Continue on separate sheet, if needed.)

19. EVALUATION RATING CRITERIA:

- "OUTSTANDING" - Performance meets contractual requirements and exceeds many to the benefit of the University. The contractual performance of the attribute being assessed was accomplished with few minor problems for which corrective action(s) taken by the Contractor were highly effective.
- "SATISFACTORY" - Performance meets contractual requirements. The contractual performance of the attribute being assessed contains some minor problems for which corrective actions taken by the Contractor were satisfactory.
- "UNSATISFACTORY" - Performance does not meet some or most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the attribute being assessed contains serious problems for which the Contractor's corrective actions were not fully implemented or were ineffective.

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