

ATTACHMENTS TO A101

- Attachment I: General Conditions of the Contract for Construction (AIA Document A201-2017), as amended.
- Exhibit A: Hot Works Procedures;
- Exhibit B: Power and Mechanical Lock-Out Procedures;
- Exhibit C: Form of Certificate of Compliance
- Attachment II: Form of Application and Certification for Payment.
- Attachment III: Conditional Waiver and Release on Progress Payment.
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- Attachment VI: Schedule of Drawings.
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ATTACHMENT I

**GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION (AIA
DOCUMENT A201-2017, AS AMENDED)**

[To be attached]

EXHIBIT A

HOT WORKS PROCEDURES FOR USE WITH A201-2017

Purpose

These procedures have been established for the protection of persons from injury and illness and the protection of property from damage caused by fire and explosion arising from welding, cutting and allied processes.

Scope

These procedures cover provisions to prevent loss of life and property from fire or other accidents during the use of oxy-fuel gas and electric arc cutting and welding equipment.

Reference: OSHA 29CFR 1910.252
NFPA 51 B

Procedures

Cutting or Welding

1. In areas that are or have been made fire safe by removing combustibles or protecting them from ignition sources and,
2. By welders who have been trained in safe operation of their equipment.

Before cutting and/or welding, a Hot Works permit must be obtained from the Facilities Engineering and Planning Department or the Environmental Health and Safety Department (EH&S). The area shall be inspected by the supervisor responsible for the work and if necessary by the EH&S personnel to ensure that:

1. Cutting and welding equipment is in satisfactory operating condition and in good repair.
2. All combustible material in the area has been moved to a safe distance from the work or the combustibles have been properly shielded against ignition.
3. The supervisor shall ensure that appropriate fire protection and extinguishing equipment are properly located on site.
4. The supervisor shall make arrangements for a firewatcher to remain on site at least **one-half hour** after the completion of cutting or welding operations to detect and extinguish possible smoldering fires.
5. The supervisor shall ensure that a copy of the Hot Works permit is located on the door and that EH&S has been notified and received a copy of the permit.

Hot Works Permit

Prior to issuing a Hot Works permit, Facilities Engineering and Planning or EH&S should inspect the area and confirm:

1. Smoke detectors in the immediate area have been identified and temporarily disabled to prevent nuisance alarms. This is to include detectors located in the ceiling as well as in the return air ducts.
2. Where combustible materials such as paper clippings, wood shavings or textile fibers are on the floor, the floor shall be swept clean for a radius of 35 feet. Combustible floors (except wood on concrete) shall be kept wet, covered with damp sand, or protected by fire-resistant shields. Where floors have been wetted, personnel operating arc welding or cutting equipment shall be protected from possible shock.
3. Where practical, all combustibles shall be relocated at least 35 feet horizontally from the work site. Where relocation is impractical, combustibles shall be protected with flame proofed guards or curtains. Edges of covers at the floor shall be tight to prevent sparks from going under them. This precaution is also important at overlaps where several covers are used to protect a large area.
4. Openings or cracks in walls, floors or ducts within 35 feet of the site shall be tightly covered to prevent the passage of sparks to adjacent areas.
5. Where cutting or welding is done near walls, partitions, ceilings or roofs of combustible construction, fire resistant shields or guards shall be provided to prevent ignition. If welding is to be done on a metal wall, partition, ceiling or roof, precautions shall be taken to prevent ignition of combustibles on the other side, due to conduction, preferably by relocating combustibles. Where combustibles are not relocated, a fire watch on the opposite side from the work will be provided. The fire watch must remain on the opposite side of the work for at least one hour after work completion. Welding shall not be attempted on a metal partition, wall, ceiling, or roof having a combustible covering or on walls or partitions of combustible sandwich-type panel construction.
6. Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceilings or roofs shall not be undertaken if the work is close enough to cause ignition by conduction.
7. Fully charged and operable fire extinguishers, appropriate for the type of possible fire, shall be available at the work area. Where hose lines are available, they shall be connected and ready for service.
8. When welding or cutting is done in close proximity to a sprinkler head, a wet rag shall be laid over the head and then removed at the conclusion of the welding or cutting operation. Special precautions shall be taken to avoid accidental operation of automatic fire detection or suppression systems.

9. Nearby personnel shall be equipped with proper personal protective equipment to protect against heat, sparks, slag, etc.
10. Appropriate personnel protective equipment including hoods, eye protection and clothing are available.
11. A Hot Works permit will be issued for a maximum of one shift or eight hours. If the work extends past this time period, a new permit must be issued by Facilities and Engineering or EH&S.

Ventilation

Adequate ventilation (natural, mechanical or respirator) must be provided for all welding, cutting, brazing and related operations. Adequate ventilation depends upon the following factors:

1. Volume and configuration of the space in which the operations occur.
2. Number and type of operations generating contaminants.
3. Allowable levels of specific toxic or flammable contaminants being generated.
4. Natural air flow (rate and direction) and general atmospheric conditions where work is being done.
5. Location of the welder's and other person's breathing zones in relation to the contaminants or sources.

Natural ventilation is acceptable for welding, cutting and related processes where the necessary precautions have been taken to keep the welder's breathing zone away from the welding or brazing plume.

When welding inside or adjacent to an occupied building, **local ventilation must be established and exhausted to the outside.**

Special Ventilation Concerns

Certain materials, sometimes contained in the consumables, base metals, coatings, or atmospheres of welding or cutting operations, have low or very low permissible exposure limits (American Conference of Governmental Industrial Hygienists, Threshold Limit Value 1.0 mg/m³ or less). Among these are:

Antimony	Beryllium	Cobalt	Manganese	Selenium
Arsenic	Cadmium	Copper	Mercury	Silver
Barium	Chromium	Lead	Nickel	Vanadium

Refer to Material Safety Data Sheets (MSDSs) provided by the manufacturer and available through EH&S to identify any of the materials listed above that may be contained in the consumable.

Whenever these materials are encountered as designated constituents in welding, brazing or cutting operations, special ventilation precautions shall be taken to assure the level of contaminants in the atmosphere is below the limits allowed for human exposure.

HOT WORK PERMIT

**BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE AN APPROPRIATE FIRE EXTINGUISHER IS READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing², and CAD welding.

INSTRUCTIONS

A. Verify precautions listed at right (or do not proceed with the work).

B. Complete and retain this permit.

HOT WORK BEING DONE BY:

EMPLOYEE _____

CONTRACTOR _____

Address: _____

Phone: _____

DATE: _____

JOB NO. _____

LOCATION/BUILDING & FLOOR: _____

NATURE OF JOB/OBJECT: _____

WORK: _____

SPECIAL PRECAUTIONS:

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

SIGNED: _____

PERMIT EXPIRES: _____

DATE: _____

TIME: _____

AM

PM

ENVIRONMENTAL HEALTH & SAFETY REPRESENTATIVE:

SIGNED: _____

REQUIRED PRECAUTIONS CHECKLIST

- Available sprinklers, hose streams, and extinguishers are in service/operable.
- Hot work equipment in good repair.

Requirements Within 35 Ft (10 M) Of Work

- Flammable liquids, dust, lint, and oil deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wet down, covered with damp sand, metal, fire-resistant sheets or shields.
- Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins or metal shields.
- All wall and floor openings covered.
- Fire-resistant tarpaulins suspended beneath work.

Work on walls or ceilings/enclosed equipment

- Construction is noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls moved away.
- Danger exists by conduction of heat into another area.
- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable liquids/vapors.

Fire watch/not work area monitoring

- Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.
- Fire watch is supplied with suitable extinguishers.
- Fire watch is trained as to the location and to the use of the equipment and sounding the alarm.
- Fire watch may be required for adjoining areas, above, and below.
- Monitor hot work area for 30 minutes after job is completed.

Other precautions taken

- Confined space entry permit required.
- Is area protected with smoke or heat detection?
- Ample ventilation to remove smoke vapor from work area.
- Lock out/tag out required.

FACILITIES AND ENGINEERING REPRESENTATIVE:

SIGNED: _____

EXHIBIT B

POWER AND MECHANICAL LOCK-OUT PROCEDURES FOR USE WITH A201-2017

The following procedure is to be used by all employees when working on electrical equipment or on mechanical processes that could potentially cause harm to personnel or equipment. This includes equipment and valves with automatic, remote and manual means of operation.

1. Inform the operator(s) and/or Supervisor before power is disconnected or equipment is locked out.
2. Before starting work on an engine, motor, valve, power transmission equipment, or power driven machinery, make sure the power is disconnected and locked out and that the valves are locked out in a safe condition. Make sure they cannot be set in motion or energized without your permission.
3. Each operator or maintenance person assisting with the work will place his or her own padlock and tag on control switches, levers and valves even if someone else has locked the device. Individual locks and tags shall be used and keys must not be left in or near the lock. Before work is started, test the equipment to be sure the power or process is off.
4. No one other than the person placing the padlock shall remove the pad lock and restore power or process. EXCEPTION: (If person who locked out equipment is not available) Department or Maintenance Supervisor may remove padlock and tag after a thorough check to make sure that no person or equipment will be exposed to danger.
5. If it is necessary for work to be continued by the next shift personnel, with the employees of both shifts present, oncoming shift personnel will immediately insert their own padlocks and tags and remove the padlocks of the leaving shift. Downtime requiring more than one shift may necessitate that the craft or area Supervisor install his padlock in addition to, or in place of, the individual's padlock. Each individual involved with the work is responsible to see that safe procedures are followed and to assure that all concerned personnel are informed of work in progress.
6. If you lose the key to your padlock, report the loss immediately to your Supervisor and get a new padlock.
7. Failure to abide by this Power Lockout Procedure, as set forth will result in prompt disciplinary action for those employees involved.
8. "Departmental Padlocks" will be used to lock out equipment in special situations.
9. Locked out equipment shall not be restarted until all padlocks and tags have been removed and Department Supervisor has been notified of work completion.
10. Unsafe equipment shall never be left without being locked out.

11. If a piece of equipment cannot be effectively locked out for any reason, immediately notify your supervisor and do not work on the equipment until an effective method of lock-out is identified and implemented.

EXHIBIT C

CERTIFICATE OF COMPLIANCE
FOR USE WITH A201-2017

CERTIFICATE OF COMPLIANCE RE: NON-DISCRIMINATION
AND AFFIRMATIVE ACTION

EXECUTIVE ORDER 11246
EQUAL OPPORTUNITY EMPLOYER AFFIDAVIT

Submitted to

WILLIAM MARSH RICE UNIVERSITY
FACILITIES ENGINEERING AND PLANNING DEPARTMENT

STATE OF _____

COUNTY OF _____

This company, contractor, subcontractor or consultant (in each case, for purposes of this certificate, the “contractor”) agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
3. The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under § 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

5. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

6. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to § 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

_____, being duly sworn, deposes and says that he/she is the _____ of the contractor, and that all statements herein contained are true and correct.

(Name)

(Company)

ATTACHMENT II

FORM OF APPLICATION AND CERTIFICATION FOR PAYMENT

AIA® Document G702

Application and Certificate for Payment

TO OWNER:	PROJECT:	APPLICATION NO.: 001	Distribution to:
FROM	VIA	PERIOD TO:	OWNER: <input type="checkbox"/>
CONTRACTOR:	ARCHITECT:	CONTRACT FOR:	ARCHITECT: <input type="checkbox"/>
		CONTRACT DATE:	CONTRACTOR: <input type="checkbox"/>
		PROJECT NOS:	FIELD: <input type="checkbox"/>
			OTHER: <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM.....\$ _____
2. Net change by Change Orders\$ _____
3. CONTRACT SUM TO DATE (Line 1 ± 2).....\$ _____
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703).....\$ _____
5. RETAINAGE:
 - a. 10% of all amounts to become owing to Contractor pursuant to this Application of Payment: \$ _____
 - b. Total Retainage to date, including all Retainage pursuant to Line 5(a) above: \$ _____
- Total Retainage (Lines 5a + 5b or Total in Column 1 of G703)\$ _____
6. TOTAL EARNED, LESS RETAINAGE.....\$ _____
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$ _____
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE\$
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ _____

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this Month	\$	\$
TOTALS	\$	\$
NET CHANGES by Change Order	\$	

The undersigned Contractor certifies that the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of: _____

County of: _____

Subscribed and sworn to before me this _____ day of _____

Notary Public:

My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on an evaluation of all reasonably apparent conditions relating to the Work and the data comprising this application, the Architect certifies to the Owner that the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

ATTACHMENT III

CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

[Form of release to be obtained from Consultant, Contractor/Supplier,
Subcontractor or Supplier to a Subcontractor]

Project _____

Job No. _____ PO # _____

On receipt by the signer of this document of a check from
_____ (maker of check) in the sum of
\$ _____ payable to
_____ (payee or payees of check)

and when the check has been properly endorsed and has been paid by the bank on which it is drawn, this document becomes effective to release any mechanic's lien right, any right arising from a payment bond that complies with a state or federal statute, any common law payment bond right, any claim for payment, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for persons in the signer's position that the signer has on the property of William Marsh Rice University, a Texas non-profit corporation (owner) located at _____ (location) to the following extent: _____

_____ (job description).

This release covers a progress payment for all labor, services, equipment, or materials furnished to the property _____ or _____ to _____ (person with whom signer contracted) as indicated in the attached statement(s) or progress payment request(s), except for unpaid retention, pending modifications and changes, or other items furnished.

Before any recipient of this document relies on this document, the recipient should verify evidence of payment to the signer.

The signer warrants that the signer has already paid or will use the funds received from this progress payment to promptly pay in full all of the signer's laborers, subcontractors, materialmen, and suppliers for all work, materials, equipment, or services provided for or to the above referenced project in regard to the attached statement(s) or progress payment request(s).

Date _____, 20____.

_____ (Company name)

By _____ (Signature)

_____ (Title)

ATTACHMENT IV

CONDITIONAL WAIVER AND RELEASE ON FINAL PAYMENT

[Form of release to be obtained from Consultant, Contractor/Supplier,
Subcontractor or Supplier to a Subcontractor]

Project _____

Job No. _____ PO # _____

On receipt by the signer of this document of a check from _____ (maker of check) in the sum of \$ _____ payable to _____ (payee or payees of check) and when the check has been properly endorsed and has been paid by the bank on which it is drawn, this document becomes effective to release any mechanic's lien right, any right arising from a payment bond that complies with a state or federal statute, any common law payment bond right, any claim for payment, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for persons in the signer's position that the signer has on the property of William Marsh Rice University, a Texas non-profit corporation (owner) located at _____ (location) to the following extent: _____

_____ (job description).

This release covers the final payment to the signer for all labor, services, equipment, or materials furnished to the property or to _____ (person with whom signer contracted).

Before any recipient of this document relies on this document, the recipient should verify evidence of payment to the signer.

The signer warrants that the signer has already paid or will use the funds received from this final payment to promptly pay in full all of the signer's laborers, subcontractors, materialmen, and suppliers for all work, materials, equipment, or services provided for or to the above referenced project up to the date of this waiver and release.

Date _____, 20_____.

_____ (Company name)

By _____ (Signature)

_____ (Title)

ATTACHMENT VI
SCHEDULE OF DRAWINGS

[To be inserted]

ATTACHMENT VII
SCHEDULE OF SPECIFICATIONS

[To be inserted]

ATTACHMENT VIII

SCHEDULE OF CONTRACTOR'S INSURANCE REQUIREMENTS

<u>Schedule of Insurance</u>	<u>Limits of Liability</u>	
Commercial General Liability		
General Aggregate	\$2,000,000	
Products/Completed Operations Aggregate	\$1,000,000	
Each Occurrence	\$1,000,000	
Personal and Advertising Injury	\$1,000,000	
Damage to Rented Premises	\$ 100,000	
Medical Payments	\$ 5,000	
Automobile Liability		
Insures all owned, hired and non-owned vehicles with limits of not less than the following:		
Bodily Injury and Property Damage	\$1,000,000	Each Accident
Workers Compensation and Employers Liability Insurance		
Accident	\$1,000,000	Each Accident
Disease	\$1,000,000	Each Employee
Disease	\$1,000,000	Policy Limit
Excess Liability		
Unless waived by Owner	\$5,000,000	Each Occurrence
<i>[NOTE TO DRAFTER: Check with Rice risk management if the Project is in excess of \$20,000,000 as liability limit may need to change.]</i>	\$5,000,000	Aggregate
Professional Liability		
Unless waived by Owner	\$1,000,000	Per Claim
	\$3,000,000	Aggregate
Pollution Liability		
(If work involves asbestos, lead paint, hazardous substances or other pollutants)	\$1,000,000	Each Occurrence
Unless waived by Owner	\$1,000,000	Aggregate

Required Endorsements:

The aforementioned insurance policies shall bear the following:

- 1) **Endorsements waiving rights of subrogation** against William Marsh Rice University on the General Liability, Automobile Liability, Excess Liability and Workers Compensation policies.
- 2) Commercial General Liability, Automobile Liability insurance and Excess Liability policies shall bear endorsements **naming William Marsh Rice University, its subsidiaries and affiliates as Additional Insureds.**
- 3) **Endorsement providing thirty (30) day written notice of cancellation to William Marsh Rice University.**

[NOTE TO DRAFTER: Check with Rice risk management if consultant will have access to Rice data as additional requirements may be needed.]

Certificates of Insurance shall be filed with Rice University prior to commencement of the work and must be approved by Director of Risk Management MS-670, William Marsh Rice University, P.O. Box 1892, Houston, Texas 77251-1892.

ATTACHMENT IX

REIMBURSABLE GUIDELINES

It is the intent of the University to reimburse the Architect for necessary and reasonable expenses incurred while performing the University's authorized work. Architect is expected to use economical methods and Reasonable Expenses (defined below) while conducting the University's business. A "Reasonable Expense" is an expense that is not extreme or excessive and reflects a prudent decision and appropriate stewardship of University resources. Following are specific requirements for common types of expenses. The University reserves the right to disallow expenses or fractions thereof that are not considered reasonable.

All reimbursable must have appropriate documentation/receipts before payment can be made. This includes dated receipts for all expenses. Logs documenting purpose and cost of all expenses are required for the specific items outlined below. An itemization/Key Legend is required for receipts. Each expense should be broken out by number and listed in numerical order when submitted and a summary sheet shall be provided.

Any non-itemized receipt will not be paid by the University.

Requests for reimbursement must be timely (monthly), but no later than 3 months after the expense has been incurred. Reimbursement requests made after 3 months will not be honored.

Reimbursable expenses are paid with a multiplier of 1.0.

Questions about items not specifically listed should be directed to the University's internal Project Manager.

Airline Travel

The Architect must obtain the approval of the University's internal Project Manager of any trips requiring airline travel prior to the occurrence of the trip. This includes the number of travelers and the duration of the trip. The ticket purchase date must be shown on all airline receipts.

- The University will pay for coach travel only.
- Where meetings or other business purposes are scheduled in advance, the University will reimburse per the following schedule. If the meeting times are changed but the originally scheduled flight would still accommodate the plans, no changes will be allowed. If a flight is changed for the convenience of the traveler or business, the University will still reimburse only the advance rate pay schedule.
 - For at least 23-calendar day advance scheduling- reimburse at rate of 21-day advance ticket price.
 - For at least 16-calendar day advance scheduling- reimburse at rate of 14-day advance ticket price.

- For at least 10-calendar day advance scheduling- reimburse at rate of 7-day advance ticket price.

Lodging

- For travel to the University, the University will reimburse for the normal prevailing corporate rate for a “medium class” hotel such as Hilton, Hyatt Regency, Marriott, etc.
- For travel on behalf of the University to another city, the University will reimburse for the normal prevailing corporate rate for a “medium class” hotel such as Hilton, Hyatt Regency, Marriott, etc.
- The University will not reimburse for movies, laundry, or other incidentals charged to rooms.

Mileage

- If the Architect has an office in the Houston metropolitan area, the University will not reimburse for travel within the local area to job meetings, vendor shops, etc. For automobile travel outside of the Houston metropolitan area on behalf of the University, reimbursement will be at the prevailing mileage rate recognized by the United States Internal Revenue Service. There will be no reimbursement for fuel costs. When the traveler chooses automobile travel when air service is available, reimbursement will be based on the airfare, if lower than mileage cost.

Rental Car/Taxi

- Where three or fewer persons are traveling together or have the same business destination, the University will reimburse for one compact or intermediate class vehicle. For four or more travelers, a larger vehicle will be permitted. No reimbursement will be made for auto rental insurance or for rental car amenities or extras such as satellite radio or navigation systems.
- Where taxis, Uber or Lyft are needed, travelers should share the transport whenever possible. For the same end business destination originating from the same place, only one transport fare reimbursement per three or fewer persons will be allowed.

Meals

- Meals (including hotel room service) will be reimbursed at actual cost, including a maximum of 20% gratuity. Meals will be reimbursed at a prevailing rate for moderately priced restaurants. Reimbursement for wine, beer, or other alcoholic beverages will not be approved. List attendees and the business purpose. Include itemized receipts and itemized detailed statements of food and beverages (including hotel room service).

Entertainment

- The University does not reimburse for entertainment expenses. Examples of these expenses include movies, sporting events, admission costs to museums or attractions, or other similar events.

General Office Expenses

Normal office consumables pens, paper, paper clips, post-it notes, toner, ink and similar types of materials, and basic office expenses, local phone service charges and local fax costs are not reimbursable. The University also does not reimburse for Internet subscription or usage fees, cell phone or computer purchases. It is assumed these types of charges are included in the calculated overhead component of the fee. Following are examples of expenses that are considered reimbursable at actual cost, without any add-ons or mark-ups.

- Photocopy charges for intra-office use

- are not reimbursable. For documents sent to other project team members or contractors, photo copies are reimbursed at a rate of no more than \$0.02 per page for black and white copies and \$0.08 per page for color copies made in-house or actual charges if sent out for reproduction. Requestor must submit itemized log documenting purpose of the expenses.
- Overnight and/or local delivery services are reimbursed at actual rate. These special delivery services should be used only as necessary, not as the normal mode of delivery.
- All costs for in-house plotting, printing and progress printing for coordinating and design purposes shall be included in the Requested Services. Only printing and plotting associated with agreed submittals requested by the University are subject to reimbursement. For drawings/documents sent to other project team members or contractors, reproduction charges are reimbursed at actual rate (if sent out) or at no more than \$0.06 per sq. ft. (or \$11 for plotting) if made in house. Requestor must submit itemized log documenting the purpose of reproduction. If circumstances warrant, the University reserves the right to negotiate a unit price fee with local reprographics firm and specify use of this firm.

ATTACHMENT XI

CAD DRAWINGS GUIDELINES

Upon completion of a project the architect/engineer will prepare and submit to the University's internal Project Manager a revised set of construction drawings incorporating all field changes and selections showing the work as actually installed and as documented by the Contractor and each subcontractor on the Record Drawings. The revised set shall include all disciplines comprising the construction drawing set and will be issued by the architect/engineer as one complete set in PDF format in the same size and format as the construction drawings and clearly dated and marked "As Built" or "Record Drawings".

The architect/engineer will also issue the corresponding electronic drawing files used to prepare each drawing and any required reference files or symbol libraries. Electronic files shall be submitted on compact disc or via electronic file download as may be approved by the Owner.

Drawing intelligence:

Polylines – The Architect will introduce "polylines" on a single drawing layer that conforms to the outline of the building at each floor and all interior rooms. The polyline shall be drawn on and conform to the line representing the face of each wall, delineating the useable square foot area of each and every individual room within the building. Do not extent polylines into doorjambs.