

**RECENT CHANGES TO THE FACILITIES MANUAL**

<b>CHANGE NUMBER</b>	<b>PUBLICATION DATE</b>	<b>REVISION DATE</b>	<b>SUMMARY</b>
18-002-D	02/21/18	02/20/18	<b>Occupancy Certificates</b> Certificate of Beneficial Occupancy, Temporary Certificate of Occupancy, and Certificate of Occupancy now all available to download as fillable PDFs online
18-001-C	02/21/18	02/20/18	<b>Best Value</b> Best Value contractor selection becomes permanent, additional thresholds for percentage of skilled journeypersons employed now apply
17-008-P	09/01/17	08/08/17	<b>Glossary</b> Changes to the definitions for Beneficial Occupancy, Field Observation, Field Order, Inspection, Inspection Agency, Notice of Completion, Prevailing Wage Rates, Punch List, and Testing Laboratory. Additions to the Glossary include Special Inspection.
17-007-C	09/01/17	08/25/17	<b>Insurance</b> Changes to UCIP General Conditions (e.g., coverage, Contractor obligations, Additional Insurance, Waiver of Subrogation) and non-UCIP General Conditions (insurance requirements to match some UCIP language), new Builder's Risk Coverage Summary in anticipation of new coverage effective September 1, 2017
17-006-C	09/01/17	08/16/17	<b>Assignment Agreements</b> Assignment Agreements now differentiated between Assignment of Work Agreement and Assignment of Materials or Equipment Agreement, both downloadable from Resource Directory
17-005-C	07/21/17	07/21/17	<b>Design and Consultant Contract Amendments</b> Addition of a CMA Amendment, changes to EDPA and PSA Amendments to reflect Bowen Bill requirements based on dollar value
17-004-C	07/21/17	07/21/17	<b>SB 96 (DIR/PW/PWC-100)</b> Changes to contract documents and Facilities Manual to reflect changes to DIR registration, prevailing wage, and PWC-100 requirements following passage of SB 96
17-003-P	03/28/17	03/24/17	<b>Builder's Risk Insurance</b> Builder's Risk Insurance now required for contracts with dollar value exceeding \$300,000, an increase from the previous \$200,000
17-002-C	03/28/17	02/24/17	<b>Mini Form</b> Increases dollar value to \$300,000, Builder's Risk Insurance also increased to \$300,000
17-001-P	03/28/17	03/24/17	<b>UCIP EMR</b> Increases EMR to 1.25 from 1.15, requires Bidders to meet EMR and create safety plan for Subcontractors who do not meet 1.25, requires Subcontractors either to meet 1.25 or take part in Bidder's safety plan
16-006-C	12/20/2016	12/20/16	<b>AB 626</b> Claims process changed to include mandatory meet and confer and mandatory mediation upon request, as well as deadlines to respond to such requests
16-005-C	12/22/2016	12/20/16	<b>Job Order Contracts (JOC)</b> Changes to Adjustment Factor, terminology, definitions, and use of The Gordian Group's proprietary software (Construction Task Catalog)
16-004-C	05/26/16	05/23/16	<b>UCIP</b> Changes to UCIP coverage and insurance provider now Liberty Mutual Insurance.
16-003-C	05/26/16	05/19/16	<b>EDPA Lite</b> Launched EDPA Lite, a pared-down version of the EDPA suited for simpler projects where the expected fee and reimbursables do not exceed \$100k. The new contract features simplified project phases, less exhibits, and more flexible programmatic studies.
16-002-P	05/26/16	05/19/16	<b>Delegations of Authority</b> Rescinded DA2220, DA2575, DA2574, DA2576, and replaced them with DA2596, DA2597, DA2598, DA2599, respectively.
16-001-C	05/26/16	05/19/16	<b>UC Fair Wage</b> Added UC Fair Wage language to the Facilities Manual, General Conditions in construction and design contracts, RFPs, RFQs, and Ads for Bids per President's July 2015 announcement.
15-009-C	06/30/15	06/30/15	<b>MasterFormat 50 Division Templates</b> Added two versions of "sample" Division 1 Templates using 50 division MasterFormat to the Long Form Contract Templates page.
15-008-C	06/30/15	06/30/15	<b>Survival Clause</b> Added new section "Survival Clause" to all Design and Consultant Agreements (PSA, EDPA, EDPA Blanket, EDPA CM at Risk, CMA, and Master Arch/Eng for Design Build).
15-007-P	06/30/15	06/30/15	<b>Gender Inclusive Facilities</b> Added new Resource Directory "RD4 - Project Programmatic Guidelines" to house various guidelines associated with a project's programmatic needs including new guidelines for Gender Inclusive Facilities.
15-006-C	04/30/15	04/24/15	<b>New CM at Risk Templates (Optional Use Bid Packages)</b> Optional template for campus use in Construction Manager at Risk delivery method. Templates are intended to be a guide for CM entities in the bidding of project sub trade packages in accordance with UC requirements.
15-005-C	04/30/15	03/02/15	<b>UCIP (New Broker-New Documents)</b> Updated all relevant UCIP documents to accurately reflect the change in UC's insurance broker and UCIP administrator.
15-004-C	04/30/15	04/29/15	<b>DIR/Labor Compliance Monitoring (SB854)</b> Revised and updated Bid Advertisement, Bid Form, General Conditions, and Agreement for all contract families (Design and Construction), including UCIP as applicable to address recent changes to the Labor Code.
15-003-C	04/30/15	04/29/15	<b>Job Order Contracts (JOC)</b> Revised Agreement and General Conditions for Job Order Contracts to clarify the process for calculating adjustment factors for each renewed Option Term.
15-002-C	04/30/15	04/22/15	<b>Base Qualification Questionnaire (BQQ)</b> Revised the BQQ template to allow for more accurate contractor data collection. The BQQ is used for informal competitive bidding that exceed \$300K, but that does not exceed \$640K.
15-001-C	04/30/15	04/29/15	<b>Digital Signatures</b>

			Revised Supplementary Conditions for all contract families (Design and Construction), and FM Vol. 5: Ch. 8, Sec 6.1 language to expressly allow campuses a path for the use of digital signatures.
14-016-C	12/09/14	12/08/14	<b>Contractor Registration (SB-854)</b> Revised all Bid Advertisement and Request for Bid documents to model recent changes in the Labor Code relating to contractor registration with the DIR. Campuses are now also required to complete DIR PWC-100 form for all Formally and Informally bid projects.
14-015-C	12/09/14	12/08/14	<b>Informal Bidding (SB-502)</b> FM Vol. 5: Ch. 1, Sec. 1.2 & Ch. 6, Sec. 6.5.1 revised to allow Informal bidding up to \$640,000. Created new Informal Form contract templates and Base Qualification requirements for Informal Bidding where construction cost exceeds \$300,000, but does not exceed \$600,000.
14-014-P	10/28/14	10/28/14	<b>Construction Bid Advertisements (SB-876)</b> The Facilities Manual has been updated to allow campuses to advertise construction projects on their designated campus websites in lieu of publication in newspapers and trade journals.
14-013-C	8/26/14	08/26/14	<b>Master Builders Risk Policy</b> The University's Master Builder's Risk Insurance Program has been renewed for another three-year period with Allianz Insurance Company. The new updated policy, coverages, and forms go into effect September 1, 2014.
14-012-C	8/19/14	08/13/14	<b>Cost Proposal Exhibit</b> Added two forms to the existing Cost Proposal Exhibit. Both these forms are optional and can be used to request further breakdown/documentation for contractor change order requests.
14-011-C	8/19/14	08/19/14	<b>Accounting Records (PSA, EDPA, MSTR ARCH/ENG Agreement Language)</b> Professional Service and Design Agreements now allow for the use of Generally Accepted Accounting Principles (GAAP) OR International Financial Reporting Standards (IFRS) accounting methods.
14-010-C	8/19/14	08/19/14	<b>UCIP Minimum Safety and Health Qualifications (Insurance Manual/ITB's/Exhibit 1B)</b> The UCIP Insurance Manual, Health and Safety Qualification Form (Exhibit 1B), and Instructions to Bidders (ITB's) have been updated with respect to OSHA violations.
14-009-C	8/19/14	07/23/14	<b>Construction Management Agreement (CMA/Exhibit G)</b> Merged CMA contract templates (Multi-Prime and Design Services) into a single contract template. The new Agreement allows campuses to hire a Construction Manager to serve many delivery methods.
14-008-P	04/22/14	04/22/14	<b>Advertising for Consultant Selection</b> Volume 3, Chapter 2, Section 2.2.1 "Advertising". Revised language for ease of use, and removed nonfunctional links.
14-007-C	04/22/14	04/16/14	<b>CMAR Bid Bonds version A and B clarification (CMAR, LF)</b> Revised the instructional language to clarify the use of CMAR bid bond versions A & B. Added UCIP language to SITB's and cleaned up some other basic formatting issues.
14-006-C	04/22/14	04/15/14	<b>As-built Drawings requirement in the Mini Form</b> Added "Optional" language for the requirement of As-build drawings in the Mini Form Supplementary Conditions.
14-005-C	04/22/14	04/03/14	<b>Payment of UCIP Premiums (CMAR &amp; DB)</b> UCIP GCs, SCs, ITB/RFP for CMAR and DB contracts revised. Premiums now will be calculated for the amount of construction work <u>only</u> and to be collected when the letter of/to intent/proceed is awarded to the CM/Contractor or Design Builder, as applicable.
14-004-D	03/06/14	03/06/14	<b>Instructions to Bidders (LF,BF,MP)</b> Instructions to Bidders and Bid Forms templates for the Long Form, Brief Form, and Multiple Prime contracts (LF & MP only for UCIP) have been merged for ease of use.
14-003-P	03/06/14	03/06/14	<b>Approval Process for Bond Funded Projects</b> Volume 5, Chapter 3, Section 3.3 revised for UC procedures to be consistent with DOF practices.
14-002-C	03/06/14	02/03/14	<b>Design Build – Proposal Deadline Clarifications</b> Express language allowing for the issuance of addenda relating to the use of Best and Final Offer (BAFO), after the proposal deadline.
14-001-C	03/06/14	03/06/14	<b>AB44-Requirements for Subcontractor License Number on Bids (All Contract Families)</b> <u>Effective July 1, 2014</u> for all construction contract families. New PCC §4104 language requiring the listing of subcontractor license numbers has been added to Bid Forms and ITB's.
13-014-C	12/19/13	12/18/13	<b>Certificate of Insurance (All Contract Families)</b> Updated Certificate of Insurance templates for all contract families (including UCIP).
13-013-P	11/15/13	11/15/13	<b>Records Retention</b> Vol. 3, Chapter6 updated to reflect changes due to the new Capital Resources Records Retention Schedule.
13-012-C	11/15/13	11/15/13	<b>Self-Certification Form</b> Contractor/Designer/Consultant Self-Certification form merged into a single template, in order to simplify documents.
13-011-C	11/15/13	11/15/13	<b>Certificate of Insurance (All Contract Families)</b> Contractor/Designer /Consultant Insurance Certificates have been merged and updated into a single template, in order to clarify UC coverage requirements.
13-010-D	11/15/13	09/30/13	<b>Design and Consultant Contract Web Page</b> Design web page updated to match form and style of Construction Contracts web page. This update did not include any contract changes. Folders were simply unzipped and sorted. Except that some template Cover Pages were merged with their corresponding documents for ease of use.
13-009-C	07/09/13	07/03/13	<b>Change Order Expected Rate Calculations</b> Instructions added to the Change Order Cover Sheet (all construction contract families) on how to calculate the expected rate for worker's comp by trade on a change order. Similar language added to Vol.5, Chapter 13
13-008-C	07/09/13	07/03/13	<b>UCIP Off-Site Coverage</b> A new system by Risk Services is in place for off-site coverage on UCIP projects. ITBs, Supplementary ITBs, General Conditions and Supplementary Conditions (for all UCIP contracts) revised for optional language in case a Facility wishes to offer off-site coverage for a certain project. Insurance Manual updated to reflect the same change.
13-007-C	07/09/13	07/03/13	<b>JOC Payment &amp; Performance Bonds</b> JOC Payment and Performance Bonds revised to allow bonds to be provided by term basis instead of for the entire contract. General Conditions, Supplementary Conditions and Vol4, Chapter 1 (JOC Guidelines) revised to reflect the change.
13-006-P	07/03/13	06/11/13	<b>Project Approval Authority Matrix</b>

			Approval Matrix revised to reflect rescission of old Delegations of Authority (DA) and addition of new ones including rescission of DAs 2230, 2224, 2219 and 2229; introduction of DAs 2575, 2575 and 2576 to increase the level of Chancellor authority for capital project budget and design approvals from the existing threshold of \$5 million to \$10 million.
13-005-C	06/05/13	06/04/13	<b>General Conditions</b> Several sections revised in all families to reflect correct list of exclusions for extra work and statutory requirements for timely recording of the NOC. Revised ITBs, supplemental ITBS and Bid Bonds for consistent instructions on the two stated versions of Bid Bonds.
13-004-C	03/28/2013	03/28/2013	<b>Job Order Contract (The Gordian Group's Contractor License Fee)</b> Renewed system-wide contract with The Gordian Group (TGG) revised some fee terms for the program. The JOC contractor must now pay a fee directly to TGG for every Job Order. Edits to the JOC Guidelines on the FM, Supplementary ITBs and Ad for Bids made to reflect that. Editorial edits made to the Agreement.
13-003-C	03/28/2013	03/28/2013	<b>Instruction to Bidders</b> For all construction contract families, added clarification for required manner of delivery of protest and appeal; reminder to add "or equal" with brand name specifications; information on how to review Builder's Risk and UCIP policies. Vol.5, Chapter 9 edited to clarify required manner of delivery of protest and appeal.
13-002-P	02/14/2013	02/12/2013	<b>Consultant Selection</b> Vol.3, Chapter 2 revised to relax UC policy that extended beyond PCC in retention of architects and other consultants. Language added to allow appointment of an Executive Design Professional with a preliminary or "P" approval. PSA revised to prohibit its use to retain a consultant to perform any design services.
13-001-C	02/13/2013	02/12/2013	<b>Procurement Agreement, SBE and Design-Build RFP</b> University Furnished Information for DB and Information available to Bidders for all other contract families updated to include link to OP Procurement agreements with various vendors. Vol.4, Chapter 4 revised to reflect the same. DB RFP edited to allow one proposal per proposer. SBE categories UC can use changed with Prop 209. Vol.5, Chapter 7 and self certification form edited to reflect that.
12-015-C	10/15/2012	10/15/2012	<b>Notice of Completion</b> NOC form revised in all contract families to note although acknowledgement is optional, the recorder might still refuse to record a non-notarized copy. Vol.5, Part II, Ch.8 revised to reflect NOC to be filed within 15 days of Final Completion.
12-014-C	10/15/2012	10/12/2012	<b>Payment Bond</b> Payment Bond revised for all construction contract families to reference the correct California Civil Code
12-013-P	10/12/2012	10/12/2012	<b>Substantial Change Orders</b> Vol.5, Part II, Chapter 3 revised to provide clarification for substantial change order language. Added section to address contract amendments within the Design-Build and CM@Risk delivery methods. No change in policy was made with this edit.
12-012-C	10/12/2012	08/23/2012	<b>Design Professional Experience Form</b> New Consultant Experience Form added to Design and Consultant contract templates and as part of the Qualification Packet (RD 2.3 in Volume 3) within consultant selection.
12-011-C	08/23/2012	08/23/2012	<b>Notice of Completion and Prequalification Comparison Chart</b> Notice of Completion edited in all construction contracts making notary acknowledgment optional. 'Stop notices' changed to 'stop payment notices' per statutory changes. Edits made to Vol.5, Part II, Ch.8, Sections 8.5 & 8.7. Prequalification comparison chart revised as RD1.11 in Vol.5, Figures, to reflect edits from February 2012 (FM 12-002-C)
12-010-D	08/23/2012	07/21/2012	<b>Contracting Requirements Table</b> New quick reference table (RD1.12 in Vol.5, Figures ) created listing contracting requirements.
12-009-C	08/23/2012	08/23/2012	<b>General &amp; Supplementary Conditions – Notices and Insurance</b> GCs- For all contract families, article 15 edited for methods of delivery of notices. Specific documents require specified delivery. Article 11 edited to include 2004 endorsement for additional insured coverage in addition to 2001. SCs- Mini Form edited to reflect the insurance change listed above. Editorial changes to JOC SC to match article numbers from the GC.
12-008-C	07/06/2012	07/06/2012	<b>Revised Conditional and Unconditional Waiver</b> Conditional and Unconditional waivers on progress and final payments revised across all construction contract families to reflect the revised Civil Code sections 8132-8138 that went into effect July 1, 2012. Mini Form Bid Form revised to clarify optional compensable delay language.
12-007-C	06/11/2012	06/07/2012	<b>General Conditions – Design and Construction Contracts</b> <u>Construction Contracts</u> : : Revised article 14 across all families to show increased maximum penalties for prevailing wage violations per revised Labor Code; added additional insured language, additional trades as excluded parties and revised endorsements in article 11 for all UCIP families. <u>Design Contracts</u> : Revised all Design and Consultant Agreements to show increased maximum penalties for prevailing wage violations per revised Labor Code; added severability of interest provision to general conditions; revised reimbursable expenses exhibit to be consistent across all families. Deleted Transportation Per Diem & Mileage Reimbursement Form as a duplicate. Vol. 5, Bibliography, RD5.18 edited to cite correct Regents Policy. Obsolete policy 6037 deleted.
12-006-P	05/31/2012	05/29/2012	<b>UC CEQA Handbook related</b> Clarified document review and approval to align with the delegated process (Vol.3, Part I, Ch.5, Section 5.2). Increased number of exempt classes of projects from 29 to 33 (Vol.2, Ch.5, Section 5.2.3). Updated links to the UC CEQA handbook in Vol.2, Ch.5 and Vol.3, Part I, Ch.5
12-005-D	05/25/2012	05/22/2012	<b>New Navigation and file types for Contracts on FM</b> New homepages created for each construction contract family with links to individual Word instructions followed by the respective contract template. All zip files and PDFs eliminated. Links revised to target new homepages in the following locations: Vol.4, Part I, Chapters 1, 2, 3, 4, and 5; Vol.5, Part II, Chapters 2, 4 and 5.
12-004-D	04/06/2012	04/06/2012	<b>Records Retention</b> Edits made to Vol.3, Part I, Chapter 3 to include links for information on Records Retention as available on the OP Information Technology Services website.
12-003-C	03/12/2012	03/07/2012	<b>Insurance Changes Builder's Risk</b>

			Per new Builder's Risk Policy, all construction contract families General Conditions revised to reflect Builder's Risk Coverage ends at Final Completion as listed on the NOC.
			<b>Additional Insured and Certificate of Insurance Form</b> UCIP and non-UCIP General Conditions revised for all construction contract families to edit additional insured language. Language edited in certificate of insurance as well-different provisions added for UCIP vs. non-UCIP certificate. Vol.5, Part II, Chapters 1 and 7 edited to reflect the above changes.
12-002-C	02/29/2012	02/24/2012	<b>Prequalification Documents-Confidentiality Information</b> Prequalification questionnaire revised so bidders can choose to mark certain information "confidential" when submitting the form. Prequalification Evaluation form revised to include point system or pass/fail evaluation on one form. All forms on prequal zipfile on UCOP Approved Contract Templates page. Outdated forms from the FM in forms of RDs removed in Volume 5.
12-001-C	02/10/2012	02/10/2012	<b>Instructions to Bidders-Blind bidding for Alternates &amp; Bid Protest Appeal timing</b> ITB (all contracts) and RFP (DB) revised to reflect identity of bidders to be concealed from person or persons selecting Alternates to determine the low bidder. Edited Bid Protest Appeal filing language for consistency (no change in procedure). Mini Form-edited ITB to reflect no public announcement of bid results is required. Editorial changes in Mini Form Supplementary Conditions & Bid Form. Vol.5, Part I, Ch.s 2, 5, 6 and 9 edited to reflect the above changes.
11-050-C	12/23/2011	12/23/2011	<b>Best Value Contractor Selection</b> Statute mandated guidelines added to Vol.5, Part I, Ch.1, Section 1.6. New section added on the approved contracts template page for BV Contract Modifications to various forms across all families. Best Practices for Best Value Selection added. Several templates added to assist in the process.
11-049-C	12/23/2011	12/23/2011	<b>Labor Compliance Program Modifications</b> New section added on the approved contracts template page for LCP contract modifications to the Supplementary Conditions in accordance with changes to State law (AB436). Vol.5, Part I, Ch.4, Section 4.5 revised to reflect information on debarred contractors. Vol.5, Part II, Ch.4, Section 4.2 revised to reflect requirement for UC to monitor and enforce payment of prevailing wage for State bond funded projects after 1/1/12.
11-048-C	12/20/2011	12/06/2011	<b>Certificate of Insurance – Additional Insured Coverage &amp; Professional Liability</b> Revised certificate of insurance added to all design and construction contract families - requirements for Additional Insured coverage and for contractual liability coverage under Professional Liability policies edited. <u>General Conditions</u> edited for all contract families for revised language.
11-047-P	09/15/2011	09/15/2011	<b>Guidelines for Acceptance of Construction Related Donations</b> Section 6.8.6 added to Vol2, Ch.6 in order to reference and link to Donation Guidelines (Opinion of Counsel Stephen Morrell). Links to Volunteer Labor (Vol4, Part I, Ch.5, Section 5.4.25) and Volunteer Waiver Forms (Vol4, Part I, Attachment 13) added.
11-046-P	09/09/2011	09/09/2011	<b>Informal Competitive Bidding Procedures</b> Revised Vol.5, Part I, Ch.1, Section 1.1 and 1.2 to include procedures for Informal Competitive Bidding.
11-045-C	09/07/2011	09/07/2011	<b>Builder's Risk Insurance Renewal</b> UC system-wide Builder's Risk Insurance Policy was renewed. The new coverage summary was added to all contract families; the revised application and the premium calculation sheet were added to Vol5, Part II, Ch.1, Section 1.6.4
11-044-P	08/26/2011	08/26/2011	<b>New (Revised) Seismic Safety Policy</b> A new combined policy for Seismic Safety was issued by the President's office replacing three (3) separate policies. Changes made to Vol.3, Part I, Ch.5, Section 5.3.
11-043-C	08/08/2011	08/08/2011	<b>Mini Form Contract—New Look</b> The Mini Form was converted from one big file to individual contract templates similar to other contract formats. No contract language changes made. PDFs for all forms created as well as a homepage for the Mini Form.
11-042-C	07/29/2011	07/25/2011	<b>Brief Form Contract – Various Forms</b> Editorial changes: Cost Proposal, Instructions to Bidders, Escrow Agreement and Selection of Retention Option revised in Brief Form to reflect those changes made in FM Revision #s FM 11-019-C, 24-C, and 25-C in LF and other contract families, but not made in the Brief Form at that time.
11-041-C	07/25/2011	07/25/2011	<b>General Conditions – Nondiscrimination Language</b> Revised nondiscrimination language in all contract families (construction and design contracts) to comply with law and to clarify requirements. Sections affected: LF 14.2.3.1, BF 14.1.1.1, MF 13.1, CM@R 14.2.3.1, DB 14.1.3.1, JOC 14.2.3.1, PSA VI.A.1, EDPA 11.1.1. <i>Additionally, JOC GC: Sections 9.5.2 and 9.5.3 revised to clarify procedure and timing for payment of Final Payment and release of Retention.</i> This revision was made in FM 11-018-C but got accidentally deleted in later revisions.
11-040-C	07/25/2011	07/25/2011	<b>Advertisement for Bids – EEO and Nondiscrimination Language</b> For all contract families, Advertisement for Bids modified to add equal employment opportunity / nondiscrimination language to strengthen provision; statement added that contract work is a public work subject to Labor Code sec. 1771 as required by Labor Code sec. 1781.
11-039-C	07/25/2011	07/12/2011	<b>Escrow Agreement – Address for Correspondence</b> Common Escrow Agreement form created for all contract families. OP address deleted from page 1 and the facility address clarified as address for all correspondence to avoid confusion for banks, resulting in statements, etc. being sent to OP instead of Facility.
11-038-C	07/12/2011	07/08/2011	<b>Waiver &amp; Release on Progress and Final Payment</b> Word "subcontractor" deleted from all forms in all contract families to allow for use by contractor and subcontractor; Application for Payment # added to all forms. Forms have been consolidated such that same forms are applicable to all contract families.
11-037-C	07/08/2011	07/08/2011	<b>Equal Employment Opportunity Language in Advertisements for Bids</b> Language added in Advertisements for Bids regarding Equal Employment Opportunity. Bidders may be required to show evidence of its EEO policy. All contract families updated.
11-036-C	07/08/2011	07/08/2011	<b>JOC Sample Scope Revisions</b> Sample scope descriptions revised in Agreement. The previous scope examples were vague and misleading and they should not be used as samples. New examples have been added.
11-035-C	07/08/2011	07/08/2011	<b>Insurance Changes (all construction and design contract documents)</b> Revised Supplementary Conditions to require UC be named as additional insured on General Liability and Business Auto Policies. Added new ACORD certificate of insurance form; revised special provisions on Certificate of Insurance to comply with BUS-63

11-034-P	07/06/2011	07/06/2011	<b>Small Business Enterprise (SBE) Information</b> Revised the time of collection of information for contracts awarded to SBE, WBE and DVBE from the end of the project to the time of award.
11-033-P	07/06/2011	07/06/2011	<b>Consultant Selection</b> Revised Vol.3, Part I, Ch.2, Section 2.2 to reflect the change in Delegation of Authority for appointment of Design Professionals (DA 2220). Flowchart created by UCSB, edited by UCOP added as well to clarify the process.
11-032-D	06/21/2011	06/21/2011	<b>Navigational Changes-Vol. 3, 4 and 5</b> Various chapters converted from PDFs to HTMLs and links fixed on new HTML files for ease of navigation and consistency throughout the Facilities Manual.
11-031-P	06/20/2011	06/17/2011	<b>Record Retention</b> Vol. 3, Part I, Ch. 6: Amended and updated to coordinate with and link to current policy documents
11-030-P	06/20/2011	06/17/2011	<b>Equipment Purchase</b> Vol. 4, Part 1, Ch. 3, Section 3.1.4 revised to add requirement that language of BUS-43, Exhibit C, Appendix A, Article 9 be added in its entirety to all contracts, purchase orders and sub-agreements for the purchase of equipment, materials or supplies
11-029-C	06/17/2011	06/16/2011	<b>PSA-Confidential Information &amp; Insurance Limits</b> Added language in Section III.K. to clarify consultant's obligation regarding confidential information when legal process demands disclosure. Added "minimum" in Section V.B.1.c. to per claim & aggregate limits for Professional Liability Insurance.
11-028-P	06/14/2011	06/14/2011	<b>Code and Regulatory Compliance</b> Various changes to applicable codes and regulations in Vol. 4, Ch. 4
11-027-P	06/10/2011	06/10/2011	<b>Assignment of Construction Contracts</b> Vol. 5, Part II, Ch. 1. Section 1.4: Reference added to the Accounting Manual. RD2.40 "Assignment of Subcontractors" deleted
11-026-C	06/06/2011	06/06/2011	<b>UCIP Cost Proposal</b> Insurance & Bonds percentage revised from 2% to 0.75%. Added contractor certification that no cost for insurance provided by University is included. UCIP Safety and Health Declaration-- Corrected misspelling
11-025-D	06/06/2011	06/06/2011	<b>Equipment Rental Rates &amp; Definition of Contract</b> General Conditions and Cost Proposal revised to specify the reference for the maximum rental charge shall be those published by CalTrans at <a href="http://www.dot.ca.gov/hq/construc/equipmnt.html">http://www.dot.ca.gov/hq/construc/equipmnt.html</a> General Conditions revised for definition of "Contract" to reference definition in Article 2 or 3 of Agreement. Editorial changes to definition of "Contract" in Agreement.
11-024-C	06/06/2011	06/06/2011	<b>Retention-Risk of Bank Failure</b> General Conditions modified so the Contractor and its surety shall be at risk for failure of the bank selected for deposit of the retention. Added same language to Escrow Agreement for Deposit of Securities and Selection of Retention Options. Section 5.5.2 revised to reflect same language. Section 5.2 Percent of retention changed from 10% to 5% to conform to law.
11-023-C	06/06/2011	06/06/2011	<b>CMA Ownership of Documents</b> Revised Article 8 to clarify UC's ownership of all documents, materials and systems created for a Project and CM's obligation to deliver them.
11-022-D	06/06/2011	06/06/2011	<b>Compensable Delay Language (Bid Form)</b> Article 7 in Bid Form (for LF and BF) revised for correct language and reference to CM at Risk language taken out.
11-021-C	06/06/2011	06/06/2011	<b>Information Available to Bidders</b> Comment #2 of the Cover Sheet for Information Available to Bidders changed to reflect that "all relevant information <u>must</u> be provided".
11-020-C	05/27/2011	05/25/2011	<b>JOC Contract Templates</b> Clarified contract with altered JOC terminology; a "Proposal" is renamed as a "Schedule of Values". "Proposal" suggested a negotiation process. Non-prepaid price limited to <10% or \$100,000. Included an "Inspection Acceptance" form.
11-019-C	05/27/2011	05/25/2011	<b>Instructions to Bidders</b> <ul style="list-style-type: none"> <li>· Revised section 7.2.3 procedure for sending Notice of Appeal of Facility decision on bid protest;</li> <li>· Section 5.3.4 clarified that email bid submission is invalid;</li> <li>· Section 3.1.1 bid docs available only in complete sets.</li> <li>· Cover sheet revised advising that the Facility determine the date of the protestor's receipt of the Facility's decision on the bid protest, since the time within which an appeal must be filed is measured from that date of receipt.</li> </ul>
11-018-C	05/27/2011	05/25/2011	<b>General Conditions</b> <u>For LF, BF, CM@Risk and DB (with and without UCIP):</u> <ul style="list-style-type: none"> <li>· Sections 9.5.1 and 9.8 revised to provide procedure for payment of Final Payment and release of Retention</li> <li>· Subsection 7.3.2.7 revised so machinery and equipment rental charges shall not exceed the rates authorized by the California Department of Transportation</li> <li>· Subsection 9.5.2 added so Contractor and its surety shall be at risk of failure of the Escrow Agent selected</li> <li>· Definition of "Contract" revised in Section 1.1.8 to reference definition of the term in Article 2 or 3 of the Agreement.</li> </ul> <u>For Multiple Prime (with and without UCIP):</u> <ul style="list-style-type: none"> <li>· Sections 9.5.1 and 9.8 revised to provide procedure for payment of Final Payment and release of Retention</li> <li>· Section 7.3.2 "Cost of Extra Work" – added language that costs must be both reasonable and actually incurred</li> <li>· Section 4.4.4 "Assertion of Claims" – added language to clarify section for right to arbitrate.</li> </ul> <u>For JOC:</u> <ul style="list-style-type: none"> <li>· Sections 9.5 revised to provide procedure for payment of Final Payment and release of Retention</li> <li>· Articles 6 &amp; 13 and section 1.1.38 revised to clarify requirement of exclusive scope</li> <li>· Section 4.2.6.4 clarified to require the lowest of 3 bids for non-prepriced work</li> <li>· Various editorial and clarifying changes.</li> </ul>
11-017-P	05/23/2011	11/12/2010	<b>Prequalification into Confidentiality</b> Subsection 6 added to Vol.5, Part I, Ch. 4, Section 4.3.2 in order to provide guidance on the confidentiality of information provided by potential bidders during prequalification and response to

			a request under the California Public Records Act. The form (model 2.2) in RD2 updated as well.
11-016-G	05/20/2011	05/04/2011	<b>JOC Guidelines</b> Added guidelines for Job Order Contracting as part of Vol. 4, Part II, Book 7, Section 1.3.7
11-015-C	05/18/2011	12/21/2010	<b>Anti-collusion Language</b> Need for anti-collusion affidavit determined from the bidder. Language added to the Bid Form
11-014-P	05/10/2011	05/09/2011	<b>UC Policies</b> Consolidated all Regents and Presidential Policies related to the Facilities Manual in one location- Vol. 1, Ch. 5; fixed links, deleted rescinded policies, updated obsolete policies with new
11-013-G	05/02/2011	05/02/2011	<b>The American Recovery and Reinvestment Act of 2009 (ARRA) Guidelines</b> Broad guidelines, for construction projects funded through ARRA. Vol. 5, Part I, Ch. 3, Section 3.5.1
11-012-C	04/19/2011	04/18/2011	<b>Conditional &amp; Unconditional Waiver &amp; release Upon Final Payment</b> Two forms added to the exhibits for LF, BF, CM@Risk, DB, JOC Contract templates.
11-011-C	04/06/2011	04/06/2011	<b>Field Order Form</b> Updated notes section of the Field Order form in the Brief Form and Design-Build Form to reflect changes made in 2008. Notes are already current in the other forms of contracts.
11-010-D	04/04/2011	04/04/2011	<b>Archives of Changes</b> All hyperlinks removed in the arch_chngs.pdf. The search engine was producing false positive results from links in the <a href="#">Archive of Changes</a> document, showing bad/outdated links.
11-009-D	04/04/2011	04/04/2011	<b>Volunteer Labor</b> "Volunteer Labor"/ "Waiver of Liability, Assumption of Risk, and Indemnity Agreement" for adult and minor volunteer participant. When receiving volunteer services, UC still requires agreements. Vol. 4, Ch. 5, Added Section 5.4.25 and RD 6.13
11-008-D	04/04/2011	04/04/2011	<b>Prevailing Wage Rates Language edit</b> Vol. 5, Part II, Ch. 4 Section 4.2.1 Point 4 wording changed from "maintenance" to "construction"
11-007-D	04/04/2011	04/04/2011	<b>Statement of Experience</b> Statement of Experience need not be used with the Mini Form. Vol. 5, Part I, Ch. 8, Section 8.5.3
11-006-P	04/04/2011	04/04/2011	<b>Competitive Bidding</b> The Regents rescinded the outdated competitive bidding policy in January of 2007. The policy was superfluous since UC follows competitive bidding as obligated by statute. Vol. 1, Ch. 5
11-005-P	04/04/2011	04/01/2011	<b>UC Governance and Org</b> Updates reflect most recent UC governance & organization. Vol. 1, Ch. 3
11-004-P	03/24/2011	03/21/2011	<b>Faculty as Consulting Architects</b> The Regents rescinded the policy forbidding UC architects to work on UC projects in January of 2007. Any architect may compete for a project. Links to DA 2134 replaced with DA 2220. Vol. 3, part I, Ch. 2, Section 2.12 deleted.
11-003-D	02/18/2011	02/18/2011	<b>Navigation and link improvements of Volume 3</b> Updated and reformatted the welcome pages, corrected bad links.
11-002-D	01/10/2011	01/10/2011	<b>Builder's Risk Insurance Program</b> Increase of water damage deductible effective on projects with coverage inception on or after February 1, 2011. Updated file <a href="http://www.ucop.edu/facil/fmc/facilman/volume4/part2/long/ex12.pdf">http://www.ucop.edu/facil/fmc/facilman/volume4/part2/long/ex12.pdf</a> <a href="http://www.ucop.edu/facil/fmc/facilman/cm_risk/E13_SBR.pdf">http://www.ucop.edu/facil/fmc/facilman/cm_risk/E13_SBR.pdf</a>
11-001-D	01/04/2011	01/04/2011	<b>University Governance and Organization</b> Updated Vol. 1, Ch. 3 to update and reflect current UC organization. <a href="http://www.ucop.edu/facil/fmc/facilman/volume1/ch3.html">http://www.ucop.edu/facil/fmc/facilman/volume1/ch3.html</a>
10-006-D	10/20/2010	10/20/2010	<b>Navigation and link improvements</b> Updated and reformatted the Approved Contracts Template table to access UCIP specific files.
10-005-P	10/01/2010	10/01/2010	<b>University Controlled Insurance Program (UCIP)</b> Updated and reformatted the Approved Contracts Template table to access UCIP specific files. <a href="http://www.ucop.edu/facil/fmc/facilman/dcpdocs/welcome.html">http://www.ucop.edu/facil/fmc/facilman/dcpdocs/welcome.html</a>
	10/01/2010	10/01/2010	<b>Added UCIP instructions</b> <a href="http://www.ucop.edu/facil/fmc/facilman/ucip/welcome.html">http://www.ucop.edu/facil/fmc/facilman/ucip/welcome.html</a>
	10/01/2010	05/28/2010	<b>Added UCIP specific contract zip files to:</b> <a href="http://www.ucop.edu/facil/fmc/facilman/dcpdocs/">http://www.ucop.edu/facil/fmc/facilman/dcpdocs/</a> i. mp_ucip_5-28-10.zip ii. lf_ucip_5-28-10.zip iii. db_ucip_5-28-10.zip iv. cm_ucip_5-28-10.zip v. e01c_ucip_man_5-21-10.pdf
	10/01/2010	03/08/2010	<b>Added JOC Template Contracts</b> <a href="http://www.ucop.edu/facil/fmc/facilman/dcpdocs/">http://www.ucop.edu/facil/fmc/facilman/dcpdocs/</a> i. joc_30810.zip
10-004-D	9/29/2010	09/10/2010	<b>UC Labor Compliance Program</b> SBX2-9 Regulation requirements replacing 2009 LCP. Interim document until DIR approves. <a href="http://budget.ucop.edu/dc/documents/lcp.pdf">http://budget.ucop.edu/dc/documents/lcp.pdf</a>
10-003-D	08/31/2010	06/17/2009	<b>UC Labor Compliance Program</b> Approved 2009 LCP replacing 2003 LCP <a href="http://budget.ucop.edu/dc/documents/lcp.pdf">http://budget.ucop.edu/dc/documents/lcp.pdf</a>
10-002-D	08/30/2010	08/30/2010	<b>RD2.43 Builder's Risk Program Application</b> Replaced the three forms with one editable PDF document. <a href="http://www.ucop.edu/facil/fmc/facilman/volume5/model43.pdf">http://www.ucop.edu/facil/fmc/facilman/volume5/model43.pdf</a>
10-001-D	05/06/2010	02/12/2010	<b>Brief Form</b> compensable delay language and patient confidentiality clause.
09-004-P	04/15/2009	04/15/2009	<b>Volume 3, Part I language updated removing EDPA versions</b>
09-003-D	01/16/2009	01/16/2009	<b>Language referring to the separate EDPA versions was removed</b>
09-002-D	02/06/2009	02/06/2009	<b>Volume 3, Part II – Exhibit G – Update of Reimbursement allowances</b> <a href="http://www.ucop.edu/facil/fmc/facilman/volume3/part1/exg.pdf">http://www.ucop.edu/facil/fmc/facilman/volume3/part1/exg.pdf</a>
09-001-P	01/20/2009	01/16/2009	<b>Volume 3, Part I – RD 1.4 List of Electronic Publications for the Annual Announcement</b> <a href="http://www.ucop.edu/facil/fmc/facilman/volume3/part1/figure4.pdf">http://www.ucop.edu/facil/fmc/facilman/volume3/part1/figure4.pdf</a>

**ARCHIVE OF CHANGES TO THE FACILITIES MANUAL**

A complete list of archive changes can be found at [http://www.ucop.edu/facil/fmc/facilman/documents/arch\\_chngs.pdf](http://www.ucop.edu/facil/fmc/facilman/documents/arch_chngs.pdf)

The changes listed above are numbered sequentially by using the following format:

**11** - **001** - **D or P or C or G**  
{year} {change number} {letter designating whether a change  
is to a document, policy/instruction, contract or guidelines}

Changes to contract templates that correct errors or otherwise do not modify the terms of the contract and are labeled "D"

Questions or comments concerning this document may be sent to:

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