PROJECT TEAM RULES FOR SOUTHERN UTE INDIAN TRIBE PROJECTS WITH C&PM

"Rules of the Road"

1. Communication & the Project Team:
   a) Always copy the Construction & Project (C&PM) Project Manager on communications. No back-channel communications. An example of back-channel communications is a contractor's sub reaching out to Property & Facilities without C&PM's knowledge.
   b) The project team will be comprised of the contractor, architect, the architect's consultants, C&PM, Property and Facilities and Users as assigned on behalf of the project.
   c) The C&PM Project Manager and/or designee from the office of Risk Management is the designated site "safety officer" and is responsible for on site safety as it relates to the Tribe.
   d) Injury reporting: All injuries as well as any property damage, must be reported to the C&PM Project Manager immediately. If someone is injured while performing the Work for the Tribe, in the performance of job-related duties, and the injury requires medical attention; you are required to report the event to your immediate Supervisor and the C&PM Project Manager, who will then notify Southern Ute Risk Management.

2. Confidentiality:
   a) All issues discussed on behalf of any project are confidential and should be kept among project team members only.
   b) All public communications must be internally coordinated through the Tribe. These are initiated by the C&PM Project Manager.
   c) Contractors or Consultants of the Tribe should refer all inquiries back to the C&PM Project Manager. No project shall be listed in marketing materials without the Tribes consent. Photographic use of any of our property or facilities must be granted by the Tribe prior to use.

3. Meetings:
   a) Every meeting must be accompanied with an Agenda and provided to meeting attendees no later than 24 hours prior to any meeting.
   b) If you are unable to attend a meeting, as a decision-maker a proxy representative must be provided capable of making the decision on your behalf.
   c) Tribal Council presentations require a good deal of advanced work, at least 2 weeks in advance. Be prepared to do the homework. Tribal Council meetings are for decision making, not brainstorming.
   d) We welcome the best ideas – voice your opinion, even if it is not your area of expertise.
   e) Be respectful of everyone's time and be on time.
   f) The first draft of meeting minutes is due within 24 hours after the meeting. Critical items for the next meeting should be listed at the end of the meeting notes, "Next Steps". It is important for the Project Team and stakeholders to read the meeting notes and comment in a timely manner.

4. Issue Resolution & Decision making:
   a) When a problem arises, immediately notify the C&PM Project Manager, and be prepared with possible solutions.
   b) All issues must be resolved with transparency with the project team. Don't be hero, by solving something on your own. This goes for stakeholders, building users, consultants, and contractors.

c) Contractors are not hired to make decisions solely on their own. If a question arises on site, we want the full support of the project team behind issuing clarifications. It is the Contractor's responsibility to issue an RFI within 5 business days of noticing any issue.
d) If the Contractor submits an RFI on an issue, please propose a solution when it's applicable to help facilitate quick feedback and communication amongst the project team.
e) If any decision changes the scope of work, budget or schedule, this must first be vetted and approved by the Project Team. If changes are significant, Tribal Council may need to be involved and at a minimum our funding offices (Grants/Finance).
f) Decisions will be made at the designated meetings, so all input to the decision needs to be ready at the meeting date or communicated ahead of time to the C&PM Project Manager.

5. Scope of work changes:
   a) If anyone feels they are being asked to do things outside of their scope of work, then notify the Project Manager for C&PM immediately.
   b) If the contractor proceeds with an action outside of the contracted scope of work without getting approval from the C&PM project manager, the cost of this work will be on the Contractor and not the Tribe.
   c) All proposed change orders shall be known as a Change Order Request or COR and shall be documented numerically by number. Each COR must include changes in the scope of work, the broken-down cost summary associated with it, as well as any changes to the project schedule.
   d) An actual "change order" may include many of these CORs and will be documented as needed as an actual change order to the contract.

6. Formats for Communication
   a) Most items will be sent electronically (meeting notes, submittals, etc.)
   b) Physical samples must be provided for approval during the submittal process.
   - GC to establish and maintain a "phone tree" at job site and to be distributed to all sub-contractors. Phone tree to be updated as necessary as project progress. In the absence of proper phone trees it is common for the wrong people to be notified and/or in the wrong priority.

8. Estimate and Delivery Expectations
   a) Predesign and programming documents and project budgets/estimates need to be reliable information to gain approval of Tribal Council. An opinion of probable cost is suitable for Predesign phases. When a budget number has been requested by a Contract and its used in the construction contract, this must be an estimated construction cost.
   b) Estimate & Schedule changes need to be tracked as the project progresses and reissued when changes are made or updated.
   c) C&PM will also be carrying forward a total project budget and it needs to be always coordinated with the estimated construction cost.

9. Crossing Permits and TERO
   a) Every contract must come with a TERO application form for compliance. Provide this within 5 business days of contracting with the Tribe.
   b) When on the Tribe's property, a crossing permit is required.
   c) Break out time/labor on site as the TERO fee of 4% is applied to this work unless noted otherwise by the TERO office.
   d) Contact Crossings Permit Office with any questions; 970-563-2216.