

Working as a CM/Contractor at VUMC

VUMC welcomes contractors of all diversities and backgrounds from within the building industry who are committed to professionalism, honesty, and integrity. VUMC takes pride in providing a safe and non-discriminating work environment for both staff, contractors, and vendors.

A VUMC designated Project Manager (PM) with Planning • Design • Construction is the primary point of contact for the project. Each project will be assigned a Construction Coordinator (CC), also with Planning • Design • Construction, to observe the construction work and workers to ensure that work is being performed in accordance with the applicable codes and safety standards. The PM, the Project Architect and/or the Project Engineer will perform observations for conformance to the design. The General Contractor is fully responsible for adherence to the design drawings and specifications.

Construction Contracts for VUMC

Refer to the “Forms of Agreement” section within the CM/Contractor tab for documentation and resources used on construction projects with our partnering teams.

Selection of a Contractor

The selection of a contractor is handled by Planning • Design • Construction. This is usually handled in two phases.

RFP: A Request for Proposal will be issued, and the response will be thoroughly reviewed for pricing as well as content, completeness, schedules, a clear understanding of the project scope. This may include on campus and off campus construction work. Best Value is the driving factor for contractor selections. VUMC wants contractors who are responsible, take pride in their work, give attention to detail, flexible, and creative when dealing with changing requirements and unforeseen circumstances.

Interview: A formal “In Person” interview with the general contractor to learn about the company, its size, organization, history, and construction specialties. The VUMC PDC office will want to meet the personnel who will be working on VUMC projects to include the general manager, project managers, superintendents, quality controllers, and other key members. As part of the selection process, the contractor must provide documentation to show:

- Licensing
- Insurance
- Bonding Capacity
- Experience Modification Rate (EMR)

Once selected as the successful bidder, the General Contractor shall:

- Select a construction manager (CM) to be the primary point of contact for the construction work.
- Provide detailed meeting minutes to the Project Manager and meeting participants.
- CM shall create meeting agendas through construction in accordance with the PM.

- The PM will determine the frequency of standard progress meetings and meetings to address specific issue and items.
- The CM is responsible for construction schedules and updates.

Project Communication: Communication with the CM, General Contractor staff, and sub-contractors will be directly with the Construction Coordinator and the Project Manager. All construction related personnel shall refrain from communication with the VUMC Users regard the project. The CC or PM are to be notified immediately of any project related questions, suggestions, or requests from the Users. The general communication flow chart to be followed is:

ORDER OF COMMUNICATION

