Project No.:       -

Project Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YES NO | Agreement | | |  |
|  | Construction Manager’s Legal Name, Address, and Telephone Number: | | |  |
|  | Project Architect’s Legal Name, Address, and Telephone Number: | | |  |
|  | Name of County (for Wage Rates) | | |  |
|  | Identify if multi stage or fast track: | | |  |
|  | Is a constructability program required? | | |  |
|  | Is there a specific phase of design in which the GMP is required to be submitted? (The contract does not state nor require a specific phase)? If yes, at the conclusion of which phase:        % SD, or        % DD, or        % CD | | |  |
|  | State the amount of the Construction Cost Limitation (CCL):  $ | | |  |
|  | PreConstruction Phase Fee:   1. Pre-Design Phase (Program) 2. Schematic Design Phase 3. Design Development Phase 4. GMP Development Stage 5. Construction Document Phase 6. Bid Proposal Stage   **Total Amount** | 5%  10%  20%  20%  40%  5%  **100%** | $  $  $  $  $  $  **$** |  |
|  | Construction Phase Fee – state the proposed percentage of the CCL in which the fee is based:        % | | |  |
|  | Construction Phase Fee stipulated sum amount (CCL x % fee from above = fee):  $ | | |  |
|  | General Conditions Costs – state the proposed percentage of the CCL in which the general condition costs are based:        % | | |  |
|  | General Conditions Costs – state the maximum allowable amount:  $ | | |  |
|  | Substantial Completion Date (as determined by OFPC and campus): | | |  |
|  | Liquidated damages amount per day:  $       / Day | | |  |
|  | CM shall prepare and update the Estimated Construction Cost report for SD, DD and CD phases at what percentages of completion (state two - i.e. 50% and 95%):        % and       % SD        % and       % DD        % and       % CD | | |  |
|  | State the Owner’s Designated Representative to receive notices of claims (usually the PM): | | |  |
|  | State the designated individual for the CM who will receive notices | | |  |
|  | State the Owner’s Designated Representative for day-to-day management: | | |  |
|  | State the CM’s Designated Representative authorized to act on behalf of the CM on contractual process matters (i.e. authorized to sign change orders and pay applications): | | |  |
|  | State the minimum number of construction document sets that will be furnished to the CM at the expense of the Owner. | | |  |
|  |  | | |  |
|  | Record Documents - If any additional requirements are needed state them below | | |  |
|  | State if you require CM to provide interim record drawings of tele-communication drawings and telecommunication port log one to three months prior to Substantial Completion for Owner’s use for coordination and procurement of equipment. | | |  |
|  | State if you require interim record drawings and specs as a requirement for acceptance of Substantial Completion (to assist Owner in operation of facility until Final Completion is accomplished.) | | |  |

|  |  |  |
| --- | --- | --- |
|  | List of Exhibits |  |
| YES NO N/A | (Note: all exhibits should be included) |  |
|  | Uniform General and Supplementary Conditions for Building Construction Contracts for The University of Texas System (UGC) |  |
|  | Owner’s Specifications |  |
|  | Owner’s Special Conditions with Attachments |  |
|  | Prevailing Wage Rate Determination |  |
|  | Project Sign Layout |  |
|  | Project Insurance (OCIP) |  |
|  | Project Planning and Scheduling |  |
|  | Project Administration |  |
|  | Project Quality Control |  |
|  | Storm Water Management and Controls |  |
|  | Project Commissioning |  |
|  | Project Close Out Requirements |  |
|  | Cast Bronze Dedicatory Plaque |  |
|  | PDRI for Buildings |  |
|  | Allowable General Conditions Line Items |  |
|  | Guaranteed Maximum Price Proposal Form |  |
|  | Guidelines for the Preparation of the GMP |  |
|  | Payment and Performance Bonds |  |
|  | Security Bond Form |  |
|  | Construction Manager’s Personnel and Monthly Salary Rate |  |
|  | Constructability Implementation Program |  |
|  | Policy on Utilization, Historically Underutilized Businesses |  |
|  | HUB Subcontracting Plan for Pre-Construction Phase Services |  |
|  | Additional Services Proposal |  |
|  |  |  |

The PM shall turn in the completed checklist with the Agreement to the Contarct Specialist for processing and execution.

Completed By:       Date: