Project No.:       -

Project Name:

|  |  |  |
| --- | --- | --- |
|  YES NO | Agreement |  |
| 1.
 | Construction Manager’s Legal Name, Address, and Telephone Number:                     |  |
|  | Project Architect’s Legal Name, Address, and Telephone Number:                     |  |
|  | Name of County (for Wage Rates)      |  |
| 1. [ ]  [ ]
 | Identify if multi stage or fast track: |  |
| 1. [ ]  [ ]
 | Is a constructability program required? |  |
| 1. [ ]  [ ]
 | 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       |  |
| 1. [ ]  [ ]
 | 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. |  |
| 1. [ ]  [ ]
 | 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) |  |
| 1. [ ]  [ ]  [ ]
 | Uniform General and Supplementary Conditions for Building Construction Contracts for The University of Texas System (UGC) |  |
|  | Owner’s Specifications |  |
| 1. [ ]  [ ]  [ ]
 | Owner’s Special Conditions with Attachments |  |
| 1. [ ]  [ ]  [ ]
 | Prevailing Wage Rate Determination |  |
| 1. [ ]  [ ]  [ ]
 | Project Sign Layout |  |
| 1. [ ]  [ ]  [ ]
 | Project Insurance (OCIP)  |  |
| 1. [ ]  [ ]  [ ]
 | Project Planning and Scheduling  |  |
| 1. [ ]  [ ]  [ ]
 | Project Administration  |  |
| 1. [ ]  [ ]  [ ]
 | Project Quality Control  |  |
| 1. [ ]  [ ]  [ ]
 | Storm Water Management and Controls  |  |
| 1. [ ]  [ ]  [ ]
 | Project Commissioning  |  |
| 1. [ ]  [ ]  [ ]
 | Project Close Out Requirements  |  |
| 1. [ ]  [ ]  [ ]
 | Cast Bronze Dedicatory Plaque  |  |
| 1. [ ]  [ ]  [ ]
 | PDRI for Buildings |  |
| 1. [ ]  [ ]  [ ]
 | Allowable General Conditions Line Items |  |
| 1. [ ]  [ ]  [ ]
 | Guaranteed Maximum Price Proposal Form |  |
| 1. [ ]  [ ]  [ ]
 | Guidelines for the Preparation of the GMP |  |
| 1. [ ]  [ ]  [ ]
 | Payment and Performance Bonds |  |
| 1. [ ]  [ ]  [ ]
 | Security Bond Form |  |
| 1. [ ]  [ ]  [ ]
 | Construction Manager’s Personnel and Monthly Salary Rate |  |
| 1. [ ]  [ ]  [ ]
 | Constructability Implementation Program |  |
| 1. [ ]  [ ]  [ ]
 | Policy on Utilization, Historically Underutilized Businesses |  |
| 1. [ ]  [ ]  [ ]
 | HUB Subcontracting Plan for Pre-Construction Phase Services |  |
| 1. [ ]  [ ]  [ ]
 | 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: