Project No.:       -

Project Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YES NO | Agreement | | |  |
|  | Design/Build Contractor’s Legal Name, Address, and Telephone Number: | | |  |
|  | Project Architect’s Legal Name, Address, and Telephone Number: | | |  |
|  | Contract Manager to confirm:        Secretary of State name registration        Company charter describing who is authorized to sign documents        Acquire Certificate of Good Standing (franchise tax status) | | |  |
|  | Name of County (for Wage Rates) | | |  |
|  | Basic Design Services shall include (select appropriate services):   1. Architectural Services 2. Landscape Architectural Services 3. Civil Engineering Services 4. Structural Engineering Services 5. Mechanical Engineering Services 6. Electrical Engineering Services 7. Construction Cost Estimating 8. Professional Measurement and Verification Services 9. Acoustical Engineering and Consulting Services 10. Storm Water Pollution Prevention Plan Design Services 11. Life Safety Engineering 12. Hazardous Materials Assessment and Abatement Documentation 13. Telecommunications/Data Engineering 14. Security Engineering and Planning 15. Integrated Scheduling Services 16. As-Built Drawings on CADD (Basic /Additional) 17. Traffic Consultant 18. Others: | | |  |
|  | The following services, if requested by Owner, are Additional Services:   1. Provide financial feasibility or other special studies other than as they relate to energy conservation and guaranteed savings, and the cost of the Project. 2. Provide planning surveys, site evaluations, environmental studies or comparative studies of prospective sites. 3. Provide services relative to future facilities, systems and equipment which are not intended to be constructed during the Construction Phase. 4. Provide services to make detailed investigation of existing conditions or facilities or to make measured drawings thereof, other than to verify the accuracy of drawings or other information furnished by the Owner. 5. Provide coordination of Work performed by Owner’s separate Contractors or by the Owner’s own forces. 6. Provide services in connection with the Work of separate consultants retained by the Owner. 7. Provide services for planning tenant or rental spaces. 8. Making revisions in Drawings, Specifications, or other documents when such revisions are inconsistent with written approvals or instructions previously given, are required by the enactment or revision of codes, laws of regulations subsequent to the preparation of such documents or are due to other causes not solely within the control of the Design/Build Contractor. 9. Make investigations, surveys, valuations, inventories or detailed appraisals of existing facilities, except as necessary and appropriate for the performance of the services of this Part I, and services required in connection with construction performed by the Owner. 10. Provide consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing services as may be required in connection with the replacement of such Work. 11. Provide services after final payment pursuant to Part II to the Design/Build Contractor, or expiration of the Warranty, whichever is later, except as otherwise required by the Contract. 12. Prepare to serve or serving as an expert witness at the request of the Owner in connection with any public hearing, arbitration proceeding or legal proceeding. 13. Provide any other services not otherwise customarily furnished in accordance with generally accepted architectural or engineering practice. 14. Provide “as-built” drawings” in CADD format. 15. Provide Hazardous Material Abatement Consultant 16. Provide Commissioning Consultant | | |  |
|  | Will the D/B Contractor be required to employ and pay a specialized company to prepare a detailed cost estimate? If no, only the D/B will provide estimates to the Owner. | | |  |
|  | What kind of as-built record drawings shall be provided to the Owner   1. CADD (Basic service) 2. CADD (Additional service) | | |  |
|  | 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 | | |  |
|  | The Owner will provide the Design Criteria Package.  The Owner has already provided the Design Criteria Package in the RFP. | | |  |
|  | Confirm the following Owner Provided Services:   1. Surveying Services 2. Geotechnical Services 3. Existing Facility Surveys 4. Construction Cost Estimating 5. Integrated Scheduling 6. Testing and Balancing 7. Hazardous Materials Surveying and Abatement 8. Laboratory Testing (Soils, Materials, Environment, Welding, Steel Construction) 9. Project Commissioning 10. Wind Tunnel/Air Quality analysis 11. Exhaust Stack Testing 12. Vibration Analysis 13. Radio Frequency Interference Testing | | |  |
|  | 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 7. **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, including A/E Construction Administrative Services (CCL x % fee from above = fee):  $ | | |  |
|  | Construction Administrative Services 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:  $ | | |  |
|  | Additional services hourly rate times a multiplier ­­\_\_\_.  Other: | | |  |
|  | Additional Design Services of Architect entitled to maximum ­­\_\_% mark-up per contract | | |  |
|  | Reimbursable Expenses \_\_\_% maximum on certain items only. If no, what is allowed mark-up multiplier: | | |  |
|  | Identify any special warranties or guarantees: (typically none) | | |  |
|  | Substantial Completion Date: | | |  |
|  | Liquidated damages amount per day:  $       / Day | | |  |
|  | D/B Contractor shall provide how many design review sets of drawings:  Schematic Design: 50% and 95%       sets  Design Development: 50% and 95%       sets  Construction Documents: 50% and 95%       sets | | |  |
|  | DB shall prepare and update the Estimated Construction Cost report (per 4.2.3.1) 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 DB who will receive notices (default will be President for VP stated in DB’s Proposal): | | |  |
|  | State the Owner’s Designated Representative for day-to-day management: | | |  |
|  | State the DB’s Designated Representative authorized to act on behalf of the DB on contractual process matters (i.e. authorized to sign change orders and pay applications): | | |  |
|  | The Project Architect shall inspect the Project at intervals appropriate to the type and stage of construction progress. Number of Project visits / month during construction phase: | | |  |
|  | The DB shall conduct a minimum of how many job conferences each month. | | |  |
|  | The DB shall attend how many full day Partnering sessions:  (Example: one session at beginning of design and one session at beginning of construction.) | | |  |
|  | The DB Contractor shall prepare a Facility Program as part of PreConstruction Services | | |  |
|  |  | | |  |
|  | Record Documents - If any additional requirements are needed state them below (default will be no additional requirements): | | |  |

|  |  |  |
| --- | --- | --- |
|  | 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.) |  |

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|  | 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 |  |
|  | Attachment “A” - Prevailing Wage Rate Determination |  |
|  | Attachment “C” - 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 |  |
|  | Payee Information Form (UT Austin Projects ONLY) |  |

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

Completed By:       Date: