

(FM-DC). The University directs the selected firms to each prepare a proposal for preconstruction services in accordance with the [CAG-Exhibit 1A \(Guideline for Preparation of Proposals for Preconstruction Services\)](#) and [CAG-Exhibit 1B \(Guideline for Preparation of Proposals for Preconstruction Services- Multiplier Breakdown\)](#).

C NEGOTIATION FOR PRECONSTRUCTION SERVICE

Representatives of the University meet with the selected firm to negotiate the preconstruction portion of the contract.

Materials Payment Bond, for execution. Either example [CAG-Exhibit 3A \(Transmittal of GMP Amendment to the Construction Manager Agreement for Execution\)](#) or [CAG-Exhibit 3B](#)

other subcontractors.

- b. If circumstances (e.g., emergencies, etc.) are such that the contracted firm is self-performing Work, and the award was not based on the conditions described in the paragraph above, then the contracted firm shall include the following documentation with the pay request:

- .1 All labor shall be documented on weekly time records at a wage scale commensurate with that paid in the area and trade including all labor taxes and insurance. (The contracted firm shall provide justification for rates used.)

- .2 Material purchases in amounts equal to or greater than twenty-five-thousand dollars (\$25,000.00) and less than seventy-five thousand dollars (\$75,000.00) shall be documented by written quotations from at least three vendors. For material purchases equal to or greater than seventy-five thousand dollars (\$75,000.00) competitive bids shall be obtained in accordance with the Agreement and General Conditions, unless otherwise approved by the Owner. Documentation for material purchases for amounts less than twenty-five-thousand dollars (\$25,000.00) shall include documented telephonic quotations from at least three vendors. Documentation of the required quotations shall be submitted with the first pay request which includes payment for such materials.

5. Savings:

- a. Trade contracts: if a bid package exceeds the line item amount provided in the GMP, the entire cost is payable to the contracted firm, provided that the GMP is not exceeded. Savings in trade contracts accrue in accordance with the provisions of the Agreement.

6. General Conditions and Fee:

- a. Items budgeted as part of the fee as identified by [Paragraph 7.2 \(Agreement between Owner and Construction Manager\)](#) or as [Paragraph 13.2 \(Agreement between Owner and Design/Construction Services Team\)](#) are line item budgets, and are not interchangeable without specific approval of the University.
- b. Items budgeted as part of the General Conditions as identified by or as [Paragraph 8.2 \(Agreement between Owner and Construction Manager\)](#) are [Paragraph 13.3 \(Agreement between Owner and Design/Construction Services Team\)](#) line item budgets, and are not interchangeable without specific approval of the University.
- c. A change or increase to field staff or home office support staff must have prior approval of the University. Savings in General Conditions and fee accrue according to the provisions of the Agreement.

H CONTRCATOR EVALUATIONS

- 1. The Construction Manager, or the Contractor component of the Design and Construction Services Team, will be evaluated by the University while under contract: annually for major projects; and at additional times if determined by the University to be beneficial in the development of a project. See sample evaluation forms: [PMG-28B \(Contract Evaluation\)](#) and [PMG-28C \(Contract Evaluation bet Customer\)](#).
- 2. Evaluations will be kept on file.

END OF USF CONSTRUCTION ADMINISTRATION GUIDE (CAG)