**Construction Administration Guide**

**CAG-Exhibit 3B**

Edition: November 1, 2016

Transmittal of **GMP Amendment to DCST Agreement for Execution**

Date

Name

DCST Firm Name

DCST Firm Address

**RE:** **USF Project No, USF Project Name**

University of South Florida

Dear Name:

Enclosed are three (**3)** copies of Amendment No. 1, with Payment and Performance Bond forms, for the above referenced project, accepting the Guaranteed Maximum Price which has been approved by our legal counsel. Please execute all three copies as follows:

Have your president or other authorized officer execute each copy (if not signed by the president, submit proof of authority to execute contracts), have a second officer, (include their title) attest the signature and seal the agreements, and have a witness sign the agreements. Please do not fill in the date on the first page.

Three (**3**) copies of the Payment and Performance Bonds must be signed and the corporate seal affixed thereto. The resident agent for the surety company must sign and seal each copy. A power of attorney must be included for both bonds, and the power of attorney must be dated the same as the date appearing on the bond signature page. Do not fill in the date of the Agreement on the first page of the Payment and Performance Bonds. We will enter this date upon execution of the Agreement.

Please return a Certificate of Insurance, ensuring that the Certificate includes the coverages required by **Article 7** of the General Conditions of the Contract for Construction, The Certificate must specify that notification will be given to the Owner of cancellation of insurance. If the standard “ACCORD” certificate of insurance is used, the Existing Cancellation Provision **should be modified** to comply with **Article 7.1.3** of the General Conditions as follows: “Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail thirty (**30**) days written notice to the below named certificate holder.” The modification should be initialed by an authorized representative of the Insurance Company. The University of South Florida and the Trustees of the University of South Florida must be listed as Named Additional Insured, and it must be noted that the coverage is to provide a “Waiver of Subrogation”.

If you have any questions concerning insurance or bonds, contact with Name.

Upon execution, please return all three copies of the Amendment, to this office along with three (**3**) copies of each bond and the insurance certificate. Upon final execution, we will send you one (**1**) set of the executed documents for your files.

Sincerely,

Name, Director

Facilities Management – Design & Construction

University of South Florida

Enclosures: 3 Originals of Amendment No. 1

3 Originals of Payment and Performance Bonds

File: CAG-Exhibit 3B-Transmit DCST GMP Amendment.docx