**Minor Projects Project Administration Checklist**

**PART A INFORMATION TO REVIEW AT CONTRACT NEGOTIATION**

[ ]  **1.** Identify CM’s Project Manager and Superintendent for this Agreement (included in CM Fee.)

|  |  |  |
| --- | --- | --- |
| **A.** | CM Project Manager | **CM PM Name** |
| **B.** | CM Superintendent  | **CM Sup Name** |

[ ]  **2.** Local (813) cellular and/or pager required for Construction Project Manager and Superintendent:

|  |  |  |  |
| --- | --- | --- | --- |
| **A.** | **Construction Project Manager:** | Telephone: | **000-000-0000** |
|  | E-mail:: | **email** | Cell phone: |  |
|  | Emergency: |  | FAX#: |  |
|  |  |
| **B.** | **Superintendent:** | Cell phone: | **000-000-0000** |
|  | E-mail: | **email** | Telephone: |  |
|  | Emergency: |  | FAX: |  |

[ ]  **3.** Hourly rates for key personnel.

|  |  |  |  |
| --- | --- | --- | --- |
| **A.** | CM Project Manager | **$** **000.00 / Hour X 000 Hours** | **$ 000.00** |
| **B.** | CM Superintendent  |  |  |
| **C.** |  |  |  |
| **D.** |  |  |  |

[ ]  **4.** Graduated CM Fee Scale (not to exceed). (these percentages include all costs associated with an on-site office)

|  |  |  |
| --- | --- | --- |
| **A.** | Not to exceed % (**Paragraph 7.5** of the Agreement) for all projects. | **0.0 %** |
| **B.** | Limited scope/one major Trade Contractor |  |
| **C.** | Limited scope/limited number of Trade Contractors |  |

[ ]  **5.** CM Fee includes but is not limited to: (refer to **Paragraph 7.2** of the Agreement).

|  |  |
| --- | --- |
| **A.** | Off-site employees and burden, office overhead, and CM Project Manager. (**Subparagraph 7.2.1** of the Agreement) |
| **B.** | All travel and per diem costs (**Subparagraph 7.2.5** of the Agreement) |
| **C.** | Estimating costs (**Subparagraph 7.2.6** of the Agreement) |
| **D.** | Minor expenses such as telephone charges, postage, office supplies (**Subparagraph 7.2.7** of the Agreement) |
| **E.** | All costs incurred for Warranty work. |
| **F.** |  |

[ ]  **6.** General Conditions & Cost of the Work items.

[ ]  **7.** Labor Burden back up.

[ ]  **8.** MP-GMP Proposal format.

[ ]  **9.** Time for development of sub-project MP-GMP proposals. Required Substantial Completion date and Certificate.

|  |  |  |
| --- | --- | --- |
| **A.** | Substantial Completion Date: |  |
| **B.** | Final Completion Date:  |  |
| **C.** | Phased Occupancy: |  |

[ ]  **10.** Bidding of Trade Contractors/Subcontractor Work. See **Paragraphs 2.1** and **Subparagraph 2.1.3** of the Agreement. No transferring of work to another CM or General Contractor; work to be performed by Trade Contractors only, unless approved otherwise by the University Project manager. Open Bids in the presence of the University’s Project Manager or designated representative. Provide Bid Tab, Bid analysis and recommendations to University’s Project Manager.

[ ]  **11.** Bidding Requirements and Information (for value of each Trade Contractor): (These ranges do not represent the total project cost but individual Trade Contractor bids/amounts.)

|  |  |  |
| --- | --- | --- |
| **A.** | $0 to $3,499.99 | Clear scope, reasonable price and detailed backup with written confirmation of the USF PM. |
| **B.** | $3,500 to $24,999.99 | Two written quotes. |
| **C.** | $25,000 and above | Three Trade Contractor competitive bids or sole source justification |

[ ]  **12.** Self-Performance of Work, only with approval of University Project Manager**.**

[ ]  **13.** Bonding and Liquated Damages for Sub-projects over two-hundred thousand dollars (**$200,000.00**).

[ ]  **14.** Invoicing procedures.

[ ]  **15.** Payment procedures as described in **Subparagraph 6.1.5** and **6.1.6** of the Agreement.

[ ]  **16.** CBE participation.

[ ]  **17.** Building Code Administration Program compliance

[ ]  **18.** University Project Procedures.

[ ]  **19.** Required **Monthly Status Report** due the 1st of each month in accordance with **Paragraph 2.1.17** of the Agreement using **Exhibit J** (Minor Project Monthly Workload Volume Report).

[ ]  **20.** Project Substantial Completion and Close out Procedures.

[ ]  **21.** USF Campus on-site office trailer (this is not an individual project trailer) vs. off-site office.

[ ]  **22.** USF Campus on-site trailer for site staff and/or interior storage trailer ONLY. No outside lay-down or stock piling of materials allowed at this area.

[ ]  **23.** Parking Permits

[ ]  **24.** CM Evaluations.

**PART B ATTEST**

Complete/fill in the blanks (**Items 1, 2, 3, 4, 5 & 9** herein), provide hourly rates and labor burden back up, sign, date and return to Facilities Planning and Construction, Contracts Administrator. This will be an attachment to your Agreement as an acknowledgement of the review, discussions and agreement to the **Information to Review at Contract Negotiation** and the CM provided information with the University.

|  |  |  |
| --- | --- | --- |
| Company: |  |  |
| **CM Firm Name** |  |  |
| Name: |  | Signature |
| **Name** |  | Date: |

**PART C REFERENCES**

1. Agreement for Construction Management Continuing Services
2. USF Minor Projects Guide for Administration of Construction Management Agreement (MPG)
3. USF Project Manual (UPM)
4. USF Building Code Administration Program (BCA)
5. USF Professional Services Guide (PSG)
6. USF Direct Owner Purchase Order Program (DOPO)

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