

**STANDARD OPERATING PROCEDURE # FAC 3.027****Subject: Major Capital, Capital Renewal, and Utilities Infrastructure Appropriated Project Construction Company Multiplier (labor burden) Rates**

**Purpose and Scope:** Provide written guidance and project management to construction companies performing major capital, capital renewal, and utilities infrastructure construction of acceptable not-to-exceed multiplier rates used in the billing of labor hours to ensure the University is not reimbursing companies for unnecessary costs.

**Policy:** Evaluate and monitor Construction Manager @ Risk, General Contractor, Site/Civil Contractor, Mechanical, and Electrical contractor labor multiplier rates reimbursement for project employees' wages and benefits. The attached templates, evaluated annually, provides acceptable UWF multiplier rates. Project Managers will provide guidance to and evaluate construction firm proposals and payment requests.

**Procedures:**

1. Provide construction companies with guidance and Facilities Management's templates. A detail chargeable rate document will be provided for each employee using Support Document #1. The detail document will be summarized on Support Document #2.
2. Obtain construction company actual wages proposed during the negotiation process.
3. Evaluate the wage and multiplier (labor burden) rate percentages.
4. Determine if multiplier rate costs associated with multiplier rates are reimbursable, properly supported, and billed at actual costs.

Note: If a salary change occurs during the course of the agreement, the firm will provide the Project Manager with updated information. The Project Manager will consider these changes for approval. An amendment to the contract will be necessary if the changes will have an effect on the labor cost line items of the contract.




5. ATTACHMENTS: a) UWF Facilities Management Hourly Rates, and b) Multiplier (labor burden) rates:

**Developed by: Facilities Planning & Construction**

**Approved by:**

  
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