

STANDARD OPERATING PROCEDURE # FAC 3.029

Subject: Procedures for the **Administration of Construction Agreements** for Construction Manager and Design/Build Services

Purpose and Scope: To establish procedures for the administration of Construction Manager (CM) and Design/Build Services (DB) agreements, including negotiation for preconstruction services and for the Guaranteed Maximum Price (GMP); Amendments and Change Orders; bidding; and payments.

Procedures:

1. **Scheduling and Negotiations.** Upon approval of the selection, the University schedules the negotiation meeting with representatives of the selected firm and the University. The University transmits to the selected firm the standard Agreement, the Project Manual as applicable, the Supplementary General Conditions of the Contract for Construction, any applicable supplemental or special conditions, and a copy of this procedure document. These documents can be obtained from the Office of Facilities Planning and Construction. The University directs the selected firm to prepare a proposal for preconstruction services in accordance with the "Guideline for Preparation of Proposals for Preconstruction Services" and the "Guideline for Preparation of Proposals for Preconstruction Services- Multiplier Breakdown" (See Attachments).

2. **Negotiation for Preconstruction Services.** Representatives of the University meet with selected firm to negotiate the preconstruction portion of the contract. If negotiations with the first ranked firm are unsuccessful, the university may terminate negotiation with that firm and begin negotiations with the second ranked firm. If negotiations with the second ranked firm are unsuccessful, the university may terminate negotiations with that firm and begin negotiations with the third ranked firm. If negotiations with the third ranked firm are unsuccessful, the university may terminate negotiations with the third ranked firm, and may select additional firms from the original pool or re-advertise the project. At any time during the negotiation process, the University may terminate negotiations entirely and reconsider the use of Construction Manager or Design/Build Services for the project.
 - a. **Preconstruction Agreement File.** The University maintains a preconstruction agreement file containing: the preconstruction agreement, the preconstruction fee proposal, a copy of the contractor's license for the selected firm(s), and any additional information related to the preconstruction negotiation.
 - b. **Preparation of Agreement.** Upon completion of successful negotiations, the university prepares the "Agreement between Owner and Construction Manager" or the "Agreement between Owner and Design/Build Services Team" for preconstruction services. After approval by the university general counsel, the university transmits copies of the agreement to the selected firm for execution.
 - c. **Distribution of Executed Agreement.** Upon final execution of the agreement by the University president or designee, the University distributes copies to the contracted firm, the University Facilities Management office, and the architect/ engineer (for CM agreements).

3. **Negotiation of Guaranteed Maximum Price (GMP).** When it is time for the contracted firm to develop the GMP proposal, the University directs preparation in accordance with the "Guidelines for Preparation of Guaranteed Maximum Price Proposal" (see attachment).

After the contracted firm develops the GMP, the University reviews the proposal. The University ensures that the Architect/Engineer receives a copy for review (for CM or DB agreements), and obtains a written

recommendation from the Architect/Engineer that the GMP be accepted. When all parties have reviewed the GMP proposal, the University schedules the negotiation meeting.

If negotiations regarding the terms of the GMP proposal are unsuccessful, the university may terminate negotiations with that firm and begin negotiations with the second ranked firm from the original selection. If negotiations with the second ranked firm are unsuccessful, the university may terminate negotiations with that firm and begin negotiations with the third ranked firm from the original selection. If negotiations with the third ranked firm are unsuccessful, the university may terminate negotiations with the third ranked firm, and may select additional firms from the original pool or re-advertise the project. At any time during the negotiation process, the University may terminate negotiations entirely and reconsider the use of construction management or Design/Build Team Services for the project.

4. **Preparation of the GMP Amendment.** Upon successful negotiation of the GMP, the University prepares the GMP amendment to the Agreement. The amendment shall establish the **GMP amount**, the **number of calendar days for completion** and the **liquidated damages** amount, and shall reference any applicable supplements to the list of contract documents.
 - a. **Transmittal of Amendment to contracted firm.** After approval by the University General Counsel, the University transmits copies of the Agreement amendment to the contracted firm.
 - b. **Review of Insurance Certificates.** Upon receipt of the signed amendment and the required insurance certificates from the contracted firm, the University will review the certificate documents for compliance with the specifications.
 - c. **Performance Bond and Labor and Materials Payment Bond.** The contracted firm also submits to the University the Performance Bond and the Labor and Materials Payment Bond. The University will review the bonds for compliance with the specifications.
 - d. **Distribution of Executed GMP Amendment.** Upon final execution of the GMP amendment by the University President, or Designee, the University distributes copies, each with a set of bonds, to all parties, including the Architect/Engineer (for CM agreements).
 - e. **GMP File.** The University maintains a GMP file containing: the executed GMP amendment, the Performance and Payment Bonds, the insurance certificate(s), the approved GMP proposal, a recommendation letter from the architect/engineer, documentation of the University's approval of the bonds and insurance, documentation of the calculation for liquidated damages, and any correspondence related to the GMP.
 - f. **100% Construction Documents.** If the GMP was based on documents prior to the final 100% Construction Documents, the contracted firm shall be required to execute a Change Order which accepts the 100% Construction Documents as the basis for construction. If there are scope increases between the 100% Construction Documents and the documents on which the GMP was based, those shall be addressed in the Change Order. Increases in Project scope after 100% CDs resulting from building inspection review may be eligible for a Change Order.
 - g. **Bidding Schedule.** The University discusses the bidding schedule with the contracted firm. Based on the proposed schedule, the University develops a payment schedule with the architect/engineer for the architect/engineer's bidding phase payments.
 - h. **Prequalification of Subcontractors.** The contracted firm develops procedures for prequalification of trade contractors, and coordinates with the University to ensure that the procedures are acceptable.

5. **Bid Openings and Award Recommendations.** The contracted firm publicly advertises for each bid package. While the bid openings are not required to be public, a University representative must be present when bids received are opened by the contracted firm.

After receipt of bids, a scope review with the apparent low bidder may indicate the need to negotiate the bid amount. The Construction Manager may conduct such negotiations upon approval of the University representative.

The University instructs the contracted firm to provide a letter of recommendation for award of each bid package, the letter of recommendation from the architect/ engineer, a copy of the bid tabulation form and a copy of each bid proposal. The university maintains this information on file for audit purposes.

Bids which differ from the GMP line item budget must include a deductive/additive Contingency Modification, if funds are available. Bids which exceed the overall budget should be reviewed with the University representative for a potential Change Order. Subcontracts should not be executed with the subcontractor prior to subcontract acceptance by the University representative.

6. **Change Orders.** Prior to approval by the University, change orders must be supported by bids or by the unit prices established in the original bid.

The CM markup on the Change Order will be limited to the percentage of profit approved in the original GMP.

7. **Procedures for Self-Performance of Work.** These procedures are to be followed for any Work which is neither included in the contracted firm's fee, nor competitively bid.

a. **The Agreement provides:** "Unless otherwise authorized by the Owner, all Work shall be performed by licensed entities, under trade contracts held by the contracted firm. The contracted firm shall not bid on any of the Trade Contractor Work or perform such Work with its own forces without the prior written consent of the Owner."

b. **Prior Consent.** The contracted firm must make its request to self-perform Work to the University. If the University concurs, the University president, or designee, shall send written authorization to the contracted firm.

i. Consent may be given either:

1. for the contracted firm to bid on a specific portion of the Work, or
2. for the contracted firm to submit a proposal for self-performance of the Work, together with three quotes from other contractors for performance of that same Work. If the contracted firm is unable to secure three quotes due to insufficient trade contractor interest, the contracted firm shall provide documentation of its efforts to secure the required quotes.

ii. Items which will be considered for self-performance include, but are not limited to:

1. General Conditions items.
2. Work for which sufficient scope does not exist to attract trade contractor interest, or for which the schedule for the Work spans a time period which is sporadic and broken over the duration of the Project.
3. Work which must be performed to eliminate safety violations or remedy emergency conditions.-
4. Unforeseen Work for which the timing has significant and negative impact on the schedule of the project, or work for which the Owner mandates an accelerated schedule to complete component parts of the Project. (Circumstances such as completeness of architectural drawings, time required to generate appropriate bid packages, and change order liability will be considered.)
5. Portions of the Work for which the contracted firm has a proven track record of performing such Work, and for which the participation by the contracted firm would be advantageous to the Owner.

8. Invoicing Procedures

- a. **Preconstruction Phase Payments.** Preconstruction Phase fees are negotiated as a lump sum amount, with fees associated with individual deliverables. Upon approval of the deliverable, the contracted firm may invoice the amount stated in the contract for that deliverable.

Utilize the UWF standard Certificate for Payment form for preparation of invoice. One original invoice is required (including backup, if any), to be submitted to the University. Provide two additional copies if requested.

If any additional services have been authorized in writing by the University, a copy of the authorization (and supporting documentation, if required by the authorization) must be attached to the invoice.

- b. **Construction Phase Payments.** Construction Phase payments are submitted using the UWF standard Certificate for Payment form, and are sent to the architect/engineer. These payments are approved by the University. The actual construction is paid based on percentage completed as supported by the schedule of values and backup documentation from trade contractors for work completed.
- c. **Fee and General Conditions Pay Request Documentation:**
- i. The overhead and profit portion of the fee, approved during the negotiations as a percentage of cost of Work, may be invoiced in proportion to the percentage of Work completed. No backup documentation is required.
 - ii. General Conditions items which were awarded based on competitive bidding are paid based on percentage completed as supported by the schedule of values. No additional documentation is required.
 - iii. **Full-time site staff:** A calculation showing hours times the hourly rate for the days worked during the pay period. Line item amounts from the GMP for these costs shall not be exceeded without prior approval of the University.
 - iv. **General Conditions and fee items not provided by the contracted firm:** e.g. utilities to the site trailer, custodial service, office equipment rental or purchase, bonds, etc. A copy of the invoice or rental agreement from the provider must be included in the pay request.
 - v. **Fee or General Conditions items provided by the contracted firm:** e.g. home office labor support, site cleanup (if not provided by a subcontractor and if approved for self-performance under the procedures established herein). A calculation showing hours times the hourly rate for the days worked during the pay period. Include time sheets. Line item amounts from the GMP for these costs shall not be exceeded without prior approval of the University.
- d. **Self-Performed Work:**
- i. If the contracted firm is self-performing Work for which the contracted firm's price is the result of being the low bidder (if the Work was competitively bid) or of being the low proposed price (if three quotes were provided), then the pay request is made in the same manner as for other subcontractors.
 - ii. If circumstances (e.g., schedule requirements, 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, where competition is available and feasible. 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 (where competition is available and feasible, obtain at least three (3) sealed bids). 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, where competition is available and feasible. Documentation of the required quotations shall be submitted with the first pay request which includes payment for such materials.
- e. **Savings:**
- i. 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.
- f. **General Conditions and Fee:**
- i. Items budgeted as part of the fee (as identified by the Agreement) are line item budgets, and are not interchangeable without specific approval of the University.
 - ii. Items budgeted as part of the General Conditions (as identified by the Agreement) are line item budgets, and are not interchangeable without specific approval of the University.

- iii. 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.

9. **Contingency Modification.** Where the GMP includes a contingency amount for the Construction Manager's use as described in the Agreement, the University must approve a Contingency Authorization for all expenditures of this contingency or any changes to the Schedule of Values. These expenditures are to be supported by detailed breakdowns, including labor and material costs. Work performed utilizing contingency funds is not due additional mark-up by the contracted firm.

10. Contractor Evaluations

- a. 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.
- b. Evaluations will be kept on file.

Developed by: Facilities Planning, & Construction

Approved by:



Mel Manor
Director
Facilities Planning, & Construction



Dr. Melinda S. Bowers
Associate Vice President
Administration/Facilities Management

ATTACHMENT 1A - SOP #FAC3.029

GUIDELINES FOR PREPARATION OF PROPOSALS FOR PRECONSTRUCTION SERVICES

THE CONSTRUCTION MANAGER IS TYPICALLY SELECTED AT THE BEGINNING OF THE DESIGN PROCESS.

THE GUARANTEED MAXIMUM PRICE IS USUALLY PREPARED BASED ON 50% CONSTRUCTION DOCUMENTS. IN THESE TYPICAL CASES THE PRECONSTRUCTION DELIVERABLES INCLUDE REPORTS AT THE COMPLETION OF ADVANCED SCHEMATIC DESIGN, DESIGN DEVELOPMENT AND 50% CONSTRUCTION DOCUMENTS. THE DELIVERABLES AT 50% CONSTRUCTION DOCUMENTS INCLUDE THE GUARANTEED MAXIMUM PRICE PROPOSAL. REPORTS INCLUDE DISCUSSION OF THE ITEMS OUTLINED IN THE AGREEMENT AS PRECONSTRUCTION SERVICES.

IF THE DESIGN PHASES ARE DIFFERENT FROM THE STANDARD PHASES, OR DELIVERABLES ARE REQUIRED WHICH DIFFER FROM THE STANDARD PROJECT DESCRIBED ABOVE, THE CONSTRUCTION MANAGER (OR DESIGN BUILD SERVICES TEAM) WILL BE NOTIFIED, AND THE PRECONSTRUCTION PROPOSAL WILL BE PREPARED ACCORDINGLY.

THE FOLLOWING COSTS ARE TO BE INCLUDED IN THE PROPOSAL: DIRECT LABOR COSTS, TRAVEL (WHEN APPLICABLE), PRINTING COSTS, PERSONNEL EXPENSE AND OVERHEAD (INCLUDED AS A MULTIPLIER). THE PROPOSAL SHOULD INCLUDE THE NUMBER OF HOURS BY TEAM MEMBER FOR EACH PHASE.

A SAMPLE FORMAT:

ITEM	RATES	SD		DD		GMP @ 50% CD		PRE-CONSTRUCTION	
	\$/HR	HOURS	TOTAL \$	HOURS	TOTAL \$	HOURS	TOTAL \$	HOURS	TOTAL \$
PROJ. EXEC.	\$ 35	0	\$ 0	0	\$ 0	4	\$ 140	4	\$ 140
PROJ. DIRECTOR	\$ 29	24	\$ 696	72	\$ 2,088	96	\$ 2,784	192	\$ 5,568
PROJ. MGR.	\$ 25	16	\$ 400	72	\$ 1,800	96	\$ 2,400	184	\$ 4,600
SR. ESTIMATOR	\$ 28	16	\$ 448	12	\$ 336	24	\$ 672	52	\$ 1,456
ESTIMATORS	\$ 22	d	\$ 0	24	\$ 528		\$ 704	56	\$ 1,232
TOTAL DIRECT LABOR		56	\$ 1,544	180	\$ 4,752	250	\$ 6,700	488	\$ 12,996
*MULTIPLIER			1.6		1.6		1.6		1.6
TOTAL LABOR COST			\$ 2,470		\$ 7,603		\$ 10,720		\$ 20,794
*TRAVEL			\$ 0		\$ 0		\$ 200		\$ 200
*PRINTING			\$ 75		\$ 100		\$ 125		\$ 300
PROJECT TOTAL			\$ 2,545		\$ 7,703		\$ 10,845		\$ 21,294

*SEE BREAKDOWNS LISTED BELOW

THE MULTIPLIER, TRAVEL (IF ALLOWED) AND PRINTING ITEMS MUST INCLUDE A FURTHER BREAKDOWN.

TRAVEL BREAKDOWN

1. **DRIVING--** THE NUMBER OF MILES TO BE TRAVELED TIMES THE CURRENT STATE MILEAGE RATE
2. **FLYING--** THE AIR FARE
3. **PER DIEM--** CURRENT APPROVED STATE OF FLORIDA PER DIEM AMOUNT FOR MEALS
 - a. FOR BREAKFAST (IF TRIP COMMENCES PRIOR TO 6.00 A.M.)
 - b. FOR LUNCH
 - c. FOR DINNER (IF THE TRIP EXTENDS BEYOND 8:00 P.M.)
4. **THE HOTEL RATE**
 FIRMS WHO REPRESENT THAT THEY HAVE, OR WILL HAVE, AN OFFICE LOCAL TO THE PROJECT SITE ARE NOT ELIGIBLE FOR TRAVEL EXPENSES.

THE PRINTING BREAKDOWN INCLUDES

THE NUMBER OF PAGES OF SPECIFICATIONS TIMES THE PRINTING RATE
 THE NUMBER OF SHEETS OF DRAWINGS TIMES THE PRINTING RATE.

MULTIPLIER BREAKDOWN

THE MULTIPLIER BREAKDOWN MUST BE DOCUMENTED FOR EACH INDIVIDUAL AS PROVIDED IN THE MULTIPLIER TEMPLATE.

THE MULTIPLIER BREAKDOWN LISTS ALL ITEMS INCLUDED IN THE FIRM'S PERSONNEL EXPENSE MULTIPLIER AS INCLUDED IN **ATTACHMENT 1B (GUIDELINE FOR PREPARATION OF PROPOSAL FOR PRECONSTRUCTION SERVICES- EMPLOYEE MULTIPLIER BREAKDOWN)**.

OVERHEAD AND PROFIT ARE NOT INCLUDED IN THE PRECONSTRUCTION PHASE, AS THOSE ITEMS WILL BE INCLUDED IN THE GMP FOR THE CONSTRUCTION PHASE.

ATTACHMENT 1B - SOP #FAC3.029

GUIDELINES FOR PREPARATION OF PROPOSAL FOR PRECONSTRUCTION SERVICES

EMPLOYEE MULTIPLIER BREAKDOWN

COMPANY NAME: _____
 DATE: _____
 EMPLOYEE NAME: _____
 PROJECT ROLE*: _____

* AS REPORTED IN THE PROJECT TEAM ORGANIZATIONAL CHART

	\$	MULTIPLIER
1. SALARY		
2. PAYROLL TAXES		
FICA		
MEDICARE		
STATE UNEMPLOYMENT (RATE VARIES)		
FEDERAL UNEMPLOYMENT		
3. WORKERS COMP		
4. INSURANCES		
HEALTH		
LIFE		
5. BENEFITS		
a. RETIREMENT		
6. b. LEAVE BENEFITS		
SICK LEAVE		
VACATION		
HOLIDAY		
TOTAL COST MULTIPLIER:		
HOURLY RATE:		
TOTAL CHARGEABLE RATE:		

* BONUS: (INCENTIVE COMPENSATION PROGRAM)
 DISCRETIONARY BETWEEN THE EMPLOYEE AND THE COMPANY. MAY NOT BE INCLUDED.

IT: INCLUDE IN GENERAL CONDITIONS
 SAFETY: INCLUDE IN GENERAL CONDITIONS
 LIABILITY INS: INCLUDE IN GENERAL CONDITIONS
 CERTIFICATION: EACH COMPANY MUST SUBMIT A CERTIFIED MULTIPLIER RATE FOR EACH INDIVIDUAL

ATTACHMENT 2 - SOP #FAC3.029

GUIDELINE FOR PREPARATION OF GUARANTEED MAXIMUM PRICE PROPOSAL

THE GUARANTEED MAXIMUM PRICE PROPOSAL IS DEVELOPED AT THE PHASE SPECIFIED IN THE AGREEMENT, USUALLY AT 50% CONSTRUCTION DOCUMENTS.

THE GMP PROPOSAL SHOULD BE BOUND AND ENTITLED, "GUARANTEED MAXIMUM PRICE PROPOSAL FOR (NAME OF PROJECT, PROJECT NUMBER)" AND MUST INCLUDE A DATE ON THE COVER. PROPOSAL PAGES MUST BE NUMBERED, BOUND INSIDE THE PROPOSAL, IN THE ORDER INDICATED BELOW:

- TRANSMITTAL LETTER (SIGNED BY CORPORATE REPRESENTATIVE)
- PROJECT TEAM ORGANIZATIONAL CHART WITH CONFIRMATION OF PROJECT TEAM MEMBERS
- TABLE OF CONTENTS

TAB 1 GMP EXECUTIVE SUMMARY (BRIEF GENERAL SUMMARY OF PROJECT / SCOPE OF WORK, ALTERNATES, ETC.)

TAB 2 LIST OF CONTRACT DOCUMENTS

A RECITAL OF THE SPECIFIC CONSTRUCTION DOCUMENTS, INCLUDING DRAWINGS (BY SHEET NUMBER AND DATE), PROJECT MANUAL / SPECIFICATIONS, AND ALL ADDENDA THERETO, WHICH FORM THE BASIS OF THE GMP PROPOSAL, ETC.

TAB 3 DESCRIPTION OF WORK

1. **SPECIFICATION LISTING:** PROVIDE A DETAILED LISTING OF SPECIFICATIONS BY DIVISION AND SECTION WHICH DESCRIBES EXCLUSIONS, SUBSTITUTIONS, MODIFICATIONS, ETC. IF NO CHANGES ARE PROPOSED FOR A PARTICULAR SECTION, INSERT "AS PER SPECIFICATIONS".
2. **QUALIFICATIONS EXCLUSIONS, AND ASSUMPTIONS:** A SUMMARY OF ALL QUALIFICATIONS, EXCLUSIONS, AND ASSUMPTIONS INCLUDED IN THE SPECIFICATION LISTING. PLUS ANY EXCLUSIONS NOT RELATED TO THE SPECIFICATIONS. NONE OF WHICH SHALL CONFLICT WITH THE REQUIREMENTS OF THE GENERAL TERMS & CONDITIONS, THE AGREEMENT FOR CM OR D/B SERVICES, THE OWNER'S POLICIES, OR THE CONSTRUCTION/BID DOCUMENTS.
3. **PROPOSED SUBSTITUTIONS, MODIFICATIONS, OR VARIANCES:** IF APPLICABLE.
4. **VALUE ENGINEERING RECOMMENDATIONS:** IF APPLICABLE.
5. **ALLOWANCE SCHEDULE:** IF APPLICABLE.
6. **ADD ALTERNATE SCHEDULE:** IF APPLICABLE (A DESCRIPTION OF ALTERNATES WITH ACCOMPANYING BREAKDOWN OF GMP COST); INCLUDING CRITICAL DATES FOR INCLUSION IN GMP.

TAB 4 GMP PROPOSAL

1. MAJOR ELEMENTS OF THE GMP
 - a. COST OF THE WORK. A DETAILED SUMMARY OF COSTS USING CSI FORMAT, ORGANIZED ACCORDING TO ANTICIPATED SUBCONTRACT/TRADE BID PACKAGES, WHICH INCLUDES QUANTITIES, UNIT PRICES, AND COST EXTENSIONS.
 - b. FOLLOWING THE COST SUMMARY OF THE WORK, THE FEE (AS IDENTIFIED IN THE AGREEMENT) MUST BE BROKEN DOWN FURTHER.
 - c. GENERAL CONDITIONS COSTS – INCLUDING BONDS & INSURANCE – DETAILED BY EXPENSE CATEGORY.
 - d. STAFFING COST, DETAILED BY STAFF MEMBER AND EXPENSE CATEGORY. ALSO INCLUDE A SUMMARY OF THE LABOR BURDEN RATES FOR EACH BILLABLE STAFF MEMBER.
 - i. THIS BREAKDOWN MUST INCLUDE A DETAILED LISTING OF HOME OFFICE SUPPORT, FIELD STAFF AND ALL OTHER ITEMS LISTED IN THE DEFINITION OF "FEE" IN THE AGREEMENT.
 - ii. CALCULATIONS MADE TO ARRIVE AT COST EXTENSIONS MUST BE SHOWN FOR EACH TEAM MEMBER, I.E., ACTUAL SALARY RATE TIMES NUMBER OF HOURS = SUBTOTAL, TIMES PERSONNEL EXPENSE MULTIPLIER = TOTAL LABOR COST.
 - iii. A BREAKDOWN JUSTIFYING THE MULTIPLIER USED FOR PERSONNEL EXPENSE MUST BE INCLUDED. THE PROFIT MULTIPLIER PORTION OF THE FEE SHALL BE SHOWN ON A SEPARATE LINE OF THE COST SUMMARY.
 - e. OVERHEAD & PROFIT, CALCULATED AS A FIXED PERCENTAGE OF ITEMS LISTED ABOVE EXCLUDING BONDS & INSURANCE.
 - f. CONTINGENCY, CALCULATED AS A FIXED PERCENTAGE OF THE COST OF THE WORK AS AGREED TO IN THE AGREEMENT.
2. SCHEDULE OF VALUES.
 - a. ALSO PROVIDE A DRAFT SCHEDULE OF VALUES, ORGANIZED BY ANTICIPATED BID PACKAGES AND INCLUDING QUANTITIES, UNIT PRICES, AND COST EXTENSIONS. IN ADDITION, PROVIDE A RECONCILIATION TO/WITH THE GMP AND PREVIOUS ESTIMATES, IF THOSE PROPOSALS OR ESTIMATES WERE ORGANIZED OR BROKEN DOWN DIFFERENTLY.

TAB 5 MASTER PROJECT SCHEDULE

1. DETAILED CONSTRUCTION SCHEDULE
2. BIDDING PHASE OUTLINE
 - a. LIST AND DESCRIPTION OF BID PACKAGES
 - b. BIDDING AND AWARD SCHEDULE