

SECTION 01 31 00 - PROJECT ADMINISTRATION

PART 1 - GENERAL

1.1. RELATED DOCUMENTS

- 1.1.1. Contractor's attention is specifically directed, but not limited, to the Uniform General Conditions for University of Texas System Building Construction Contracts (UTUGCs) for other requirements.

1.2. SUMMARY

- 1.2.1. This Section provides Project administrative and procedural requirements for Contractor to supplement requirements defined in the UTUGCs.

1.3. DEFINITIONS

- 1.3.1. Capitalized terms used herein shall have the meanings set forth in the Agreement or the UTUGCs unless expressly defined herein.
- 1.3.2. *Owner's Project Manager (OPM)* means the individual assigned by Owner to act on Owner's behalf with respect to the day-to-day administration of the Project and the Contract Documents.

1.4. SUBCONTRACTS

- 1.4.1. Refer to the UTUGCs for requirements not identified in this Section. Contractor shall furnish to Owner a list of all Subcontractors to Owner as subcontracts are executed.
- 1.4.2. For all Projects enrolled by Owner in the UT System Rolling Owner's Controlled Insurance Program (ROCIP or OCIP), Contractor shall obtain each ROCIP enrolled Subcontractor's written acknowledgement that the Subcontractor is aware that the Project will use an OCIP and that the Subcontractor will participate in the program.

1.5. PREVAILING WAGE RATE

- 1.5.1. Contractor must comply with all aspects of the UTUGCs. Contractor shall require all workers to complete a "Worker Wage Rate Notification Form" before starting Work on the Project. Contractor shall maintain certified payrolls, for Contractor and all Subcontractors, at the Site throughout construction.
- 1.5.2. OPM may verify wage rate compliance in the field by interviewing workers, or otherwise. Contractor shall assist OPM with verification of wage rate compliance, including provisions for non-English speaking workers.

1.6. FLOW OF COMMUNICATIONS

- 1.6.1. Refer to the UTUGCs for requirements not identified in this Section.
- 1.6.2. Unless Owner expressly agrees otherwise, the Architect/Engineer (A/E) is responsible for document control and general Project administration and is the key contact for written communications. Owner's written instructions to Contractor may be issued through the A/E.
- 1.6.3. All Subcontractor correspondence shall be routed through Contractor. All written Contractor correspondence shall be directed to the A/E, with simultaneous copies to OPM. The actual parties for this Project will be confirmed at the Pre-Construction Conference.

- 1.6.4. ODR is the only party authorized to direct changes in the Work. Such direction may be communicated by the ODR through the OPM to Contractor. On behalf of ODR, OPM may issue written and/or oral instructions directly to Contractor.
- 1.6.4.1. All oral instructions must be issued by OPM, or in her or his presence, and shall be promptly confirmed in writing by Contractor. Any oral instructions or discussions with Subcontractors in the absence of Contractor are not contractual and are not binding on either party.
- 1.6.5. Per the UTUGCs, A/E may issue clarification and other information not affecting the Contract Sum or Contract Time by means of an A/E's Supplemental Instruction (ASI) form, or similar clarification form, which will be sequentially numbered. Both A/E and Contractor shall maintain a separate ASI register.
- 1.6.6. All Subcontractor Requests for Information (RFI) shall be submitted by and under cover of Contractor, who is to carefully review and ensure the completeness and appropriateness of the question, sequentially number each, and submit to the A/E with copies to OPM. Contractor and A/E may maintain separate RFI logs.
- 1.6.7. All Project correspondence shall include The University of Texas MD Anderson Cancer Center (MD Anderson) Project Number and Project Name in the title or reference.
- 1.6.8. Contractor shall process Application for Payments, Requests for Information, Changes, and Submittals as shown in Owner's Pre-Construction Brochure.

1.7. CHANGED CONDITIONS

- 1.7.1. Refer to the UTUGCs for requirements not identified in this Section. If Contractor finds conditions at the Site to be materially different from that indicated in the Contract Documents, Contractor shall notify the A/E and OPM immediately, in writing, and prior to disturbing such conditions.

1.8. PROJECT CHANGES

- 1.8.1. Refer to the UTUGCs for requirements not identified in this Section 01 31 00.
- 1.8.2. Upon authorization by Owner, Owner or A/E will prepare and issue all changes to the Contract Documents affecting cost, scope and/or time as a formal Change Order on the standard University of Texas MD Anderson Cancer Center Change Order form. The Change Order may include separate change issues, identified as Change Proposals and field orders.
- 1.8.3. Contractor shall request a change in the Contract Sum, the Contract Time, or both by submitting a Change Order Request (COR) to Owner and A/E. In each COR, Contractor shall identify the reason for the requested change, the proposed adjustment to the Contract Time, and the proposed adjustment to the Contract Sum.
- 1.8.4. Owner may initiate a change in the Work via the issuance of a Proposed Change Order (PCO), which may be prepared by A/E and issued to Contractor for pricing. Contractor shall submit pricing to Owner within twenty-one (21) days and pricing shall be indicated on the standard Owner "Change in Work Cost Analysis" (Cost Analysis) form provided in the Pre-Construction Conference Brochure. Contractor may not include a PCO or a COR within a Change Order unless Owner has accepted the Contractor's response to the PCO or the COR.
- 1.8.4.1. Contractor shall summarize all costs for each change at each level of Subcontractor and supplier by preparing the "Cost Analysis" form, and shall provide each Subcontractor's cost summary on separate "Cost Analysis" forms as backup.

Additional support documentation from both Contractor and each Subcontractor is encouraged, but such will not replace use of the standard form.

1.8.4.2. When Contractor believes it is entitled to a time extension, Contractor shall so state as part of Contractor's response to the PCO, including a justification for a time extension. Owner may grant time extensions only if a PCO affects the activities on the critical path of an Owner approved Work Progress Schedule; i.e., when the Work impacts Substantial Completion.

1.8.4.3. If Owner and Contractor cannot mutually agree upon a fair and reasonable cost and time settlement, Owner may: 1) Reject the quotation and void the PCO, 2) Issue instructions to Contractor to proceed on a time and material basis for a price to be determined later not to exceed a fixed maximum dollar and time, or 3) Issue a Unilateral Change Order.

1.8.4.4. OPM, acting on behalf of the ODR, may issue field orders directly to Contractor for minor changes to the Work, which can be negotiated in the field. Pricing backup is at the discretion of OPM, but when pricing backup is required for any field order, the pricing backup is to be outlined on the "Cost Analysis" form. When Owner and Contractor have signed the field order, the Work is authorized and the field order may be included in the next Change Order.

1.8.5. Request for payment for Change Order work may be submitted only after the Change Order has been fully executed.

1.9. CLAIMS FOR ADDITIONAL COST

1.9.1. Contractor shall timely and officially certify all claims for additional cost and shall specifically comply with all provisions of the UTUGCs to be considered valid. Contractor can make a claim for additional costs incurred.

1.10. LIQUIDATED DAMAGES

1.10.1. If assessed, Owner may withhold liquidated damages from progress payments beginning with the first payment after the adjusted date achieving Substantial Completion and continuing through any subsequent progress payments until all Work is complete. Owner may assess liquidated damages by deducting the liquidated damages from the Contract Sum or Guaranteed Maximum Price (GMP) Proposal through a unilaterally written deductive Change Order.

1.11. SITE USE ISSUES

1.11.1. Refer to the UTUGCs and to Owner's Special Conditions for site use requirements not identified in this Section. Contractor shall manage, coordinate, and direct the Work from the Site.

1.11.2. Contractor is responsible for actions of the entire workforce whenever the workforce is at the Site, or passing through campus to the Site. Harassment of any kind toward any person will not be tolerated; offending workers will be removed from the Project immediately and permanently.

1.11.3. Contractor shall provide and submit a program plan for worker orientation, identification of workers, and control of access to the Site. Any and all workers on the Project shall participate in this program before beginning Work on the Project. The program plan shall include, as a minimum:

- 1.11.3.1. An overview of Contractor's plan for instruction of Site rules and regulations to all employees who participate on the Project, including but not limited to safety, restricted use of Owner's facilities, parking, conduct/behavior, dress, sanitary facilities, security, etc.
- 1.11.3.2. Employee identification badges with a photograph of the employee, the employer, and employee's name. Badges shall be provided for all employees and produced by a system on Site. This identification shall be worn at all times while on the Site. Lack of an authorized identification badge shall be grounds for removal from the Site.
- 1.11.3.3. A detailed written plan indicating how Contractor proposes to control pedestrian and vehicular traffic into and out of the Site. Contractor shall provide a separate plan for normal working hours, nights, after normal hours, weekends, holidays, etc. This plan may be incorporated into Contractor's staging plan.

1.12. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PLAN

- 1.12.1. Refer to the Agreement, the UTUGCs and Owner's Rider 104; Policy on Utilization of Historically Underutilized Businesses, which is included as an Exhibit to the Agreement, for HUB requirements not identified in this Section.

PART 2 - PRODUCTS

2.1 SCHEDULING REQUIREMENTS

- 2.1.1 Refer to the UTUGCs and Section 01 32 00 – Project Planning and Scheduling for detailed scheduling requirements.

2.2 SHOP DRAWINGS AND SUBMITTALS

- 2.2.1 Refer to the UTUGCs for requirements not identified in this Section.
- 2.2.2 Submittal Procedures: Contractor shall transmit each item using Owner's standard format. Contractor shall identify the project by Owner's assigned project number, Contractor, Subcontractor and supplier. Contractor shall identify pertinent drawing sheet and detail number and specification section number as appropriate. Contractor shall transmit submittals to Owner and A/E as determined in the Pre-Construction Conference.
- 2.2.3 Contractor shall include a Safety Data Sheet (SDS) for any and all materials incorporated into the Project. Contractor shall ensure one (1) copy of the SDS attached to the submittal and one copy is kept in a file of SDS's for all materials at the Site. Contractor shall organize the file by the appropriate technical specification section.
- 2.2.4 If Owner does not assign a submittal tracking number through Owner's internet-based project management system, Contractor shall assign a tracking number to each submittal following a format to be established at the Pre-Construction Conference. The same tracking number with a numerical or alphabetical suffix will be used to identify re-submittals.
- 2.2.5 Submittal Product Data: Contractor shall collect and organize manufacturer's product data into a single submittal for each element of construction or system. Contractor shall include printed product data such as manufacturer's installation instructions, compliance with recognized trade association standards and testing agency standards, catalog data sheets, standard color charts, roughing-in diagrams and templates, standard wiring diagrams and performance curves. Where product data must be specially prepared because standard printed data is not suitable for use, Contractor shall submit as Shop Drawings.

- 2.2.6 Shop Drawings: Contractor shall submit newly prepared information that is drawn to accurate scale. Contractor shall highlight, encircle, or otherwise indicate deviations from the Contract Documents. Contractor shall not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not acceptable as Shop Drawings.
- 2.2.6.1 Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. Contractor shall include at least the following information:
- 2.2.6.1.1 Dimensions.
 - 2.2.6.1.2 Equipment service access area.
 - 2.2.6.1.3 Identification of products and materials included.
 - 2.2.6.1.4 Compliance with specified standards.
 - 2.2.6.1.5 Notation of coordination requirements.
 - 2.2.6.1.6 Notation of dimensions established by field measurement.
- 2.2.7 The burden of timeliness to complete the submittal process is on Contractor. Contractor shall allow sufficient time within the Work Progress Schedule for the A/E and Owner to review all submittals, including time for all re-submittals on any unaccepted/rejected submittals.
- 2.2.8 Contractor shall carefully examine all data submitted for approval and shall certify that the data has been carefully reviewed and found to be correct with respect to the Contract Documents.
- 2.2.8.1 Any deviation from the Contract Documents and the reason for the deviation shall be conspicuously noted on the submittal and the transmittal cover sheet. Contractor's failure to conspicuously note deviations and the reason for the deviation will void any action taken on the submittal.
 - 2.2.8.2 All manufacturer's data contained within the submittal shall have all inapplicable features crossed out or deleted in a manner that will clearly indicate exactly what is to be furnished.
 - 2.2.8.3 Equipment of larger sizes than shown, even though of a specified manufacturer, will not be acceptable unless it can be demonstrated that ample space exists for proper installation, operation, and maintenance.
 - 2.2.8.4 Should the A/E, on initiating A/E's review, find the submittal unstamped or uncertified, non-responsive and/or incomplete, A/E shall return the submittal to Contractor immediately. Such returned documents will not be recognized as having been an official submittal.
- 2.2.9 Owner will not be responsible for payment of any item that has not been submitted and approved through the established submittal process.
- 2.2.10 Contractor should anticipate transmitting submittals electronically to Owner and A/E. Owner's internet-based project management system may be used for transmitting submittals; confirm with OPM. Paper hardcopies of submittals may be required; the exact number of paper hardcopies for distribution will be determined at the Pre-Construction Conference. Refer to Section 01 77 00 – Project Close-out Procedures for submission of approved submittals at Project close-out.

2.2.11 Samples: As required by individual Sections of the Specifications, Contractor shall submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples shall include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern.

2.2.11.1 Contractor shall mount, display, or package Samples in the manner specified to facilitate review by Owner and A/E. Contractor shall prepare samples to match the A/E's Sample, which shall include at least the following information:

2.2.11.1.1 Generic description of the Sample.

2.2.11.1.2 Sample source.

2.2.11.1.3 Product name or name of manufacturer.

2.2.11.1.4 Compliance with recognized standards.

2.2.11.1.5 Availability and delivery time.

2.2.11.2 Contractor shall submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual product delivered and installed.

2.2.11.3 When variation in color, pattern, texture or other characteristics are inherent in the material or product represented, Contractor shall submit no less than three (3) multiple units that show approximate limits of the variations.

2.2.12 Refer to individual Technical Specification Sections for additional submittal requirements.

2.3 SUBSTITUTION PROCEDURES

2.3.1 Refer to the UTUGCs for requirements not identified in this Section.

2.3.2 The specified products used in preparing the Contract Documents establish minimum qualities. Substitutions must be at least equal to the minimum qualities for consideration by Owner as an acceptable substitution. The burden of proof of equality rests with Contractor. Owner retains sole authority for acceptance of substitutions.

2.3.3 Contractor shall submit all substitution requests within sixty (60) days of the Notice to Proceed with Construction and shall allow a minimum of twenty-one (21) days for review of each substitution by the A/E and Owner in addition to the requirements identified in Section 2.2 above. Contractor is solely responsible for allowing sufficient time for substitutions to be considered without affecting Contract Time.

2.3.4 Substitution requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution, including drawings, performance and test data, and other information necessary for an evaluation. Documentation for substitution requests shall show compliance with the following, as applicable:

2.3.4.1 Statement indicating why specified product or fabrication or installation cannot be provided,

2.3.4.2 Coordination information, including a list of changes or modifications needed to other parts of the Work that will be necessary to accommodate proposed substitution.

- 2.3.4.3 Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable specification section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - 2.3.4.4 Product data, including drawings and descriptions of products and fabrication and installation procedures.
 - 2.3.4.5 Samples, where applicable or requested. Owner may require Contractor to provide Samples of both the specified item and the proposed item for comparison.
 - 2.3.4.6 Certificates and qualification data, where applicable or requested.
 - 2.3.4.7 List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - 2.3.4.8 Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - 2.3.4.9 Cost information, including a proposal of change, if any, in the Contract Sum.
 - 2.3.4.10 Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in the substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - 2.3.4.11 Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
- 2.3.5 Owner may base acceptance of materials and equipment on the supplier and/or manufacturer's published data and may be provisional subject to the submission of complete shop drawings and/or specifications indicating compliance with the Contract Documents. Owner's acceptance of materials and/or equipment under this provision shall not be construed as authorizing any deviation from the Contract Documents, unless specifically directed in writing from Owner and/or A/E.
- 2.3.5.1 Contractor shall be solely responsible for all additional costs resulting from the review of any proposed substitution. Additional costs include direct and indirect costs that are not presented at the time of the substitution request and costs that become known after the review and approval of the substitution.
- 2.3.6 Should Owner accept a proposed substitution and should the substitute prove defective or otherwise unsatisfactory for the service intended within the guarantee period, Contractor shall replace the substitute with the material or equipment specified in the Contract Documents at no additional cost to Owner.

2.4 INITIAL APPLICATION FOR PROGRESS PAYMENT

- 2.4.1 Refer to the UTUGCs and Section 01 32 00 – Project Planning and Scheduling for requirements not identified in this Section.
- 2.4.2 Contractor may submit a request for a progress payment once per month. Such request shall be presented on Owner's Application for Payment and Schedule of Values forms (refer to Attachment No. 1 and No. 2) supplemented by columnar continuation sheets, which represent updates to the original Contract Sum Schedule of Values.

- 2.4.3 Contractor shall keep Project accounting records on the basis of generally accepted accounting principles in accordance with cost accounting standards issued by the Federal Office of Management and Budget Cost Accounting Standards Board and organized by each Application for Payment period.
- 2.4.4 Prior to the submission of the first Application for Payment and within twenty-one (21) days of issuance of the Notice to Proceed with Construction, Contractor shall submit the following documents to the A/E, OPM, and Owner's Construction Inspector for review, using Owner's Standard Schedule of Values format.
- 2.4.4.1 Contract Sum or GMP Schedule of Values: Contractor shall submit a single document itemizing the breakdown of the Contract Sum, including general conditions, contingencies and allowances using Owner's Standard Schedule of Values format. Contractor shall submit a draft breakdown at least twenty-one (21) days prior to submitting the initial Application for Payment and such submittal shall be a condition precedent to the processing of the first payment application. Contractor shall submit subsequent draft copies of the Schedule of Values at least seven (7) days prior to formal submission of each monthly Application for Payment.
- 2.4.4.1.1 The Schedule of Values breakdown shall follow the trade divisions of the specifications and shall be itemized by submittal, floor, area, elevation or other building systems, as a minimum. The breakdown shall include a labor and material breakdown for each line item and be of such detail as may be required by Owner and/or A/E, but in general shall limit each line item to less than \$100,000.
- 2.4.4.1.2 Commissioning activities shall be identified as a line item on the Schedule of Values in sufficient detail to allow for Owner's monthly review of progress.
- 2.4.4.1.3 No adjustment to the original detailed breakdown of a Schedule of Values line item shall be made once accepted by Owner and A/E. Once accepted, the breakdown will form the basis for all periodic payments.
- 2.4.4.1.4 For projects using construction manager-at-risk or design-build delivery, Contractor may adjust the detailed breakdown of a General Conditions Cost line item if the total amount for a General Conditions Cost line item exceeds one hundred percent (100%). A corresponding amount shall be deducted from another General Condition Cost line item(s) or the Construction Phase Fee to pay for the General Conditions Cost line item overage.
- 2.4.4.1.5 Contractor shall not use Subcontractor invoices/pay applications in lieu of submitting a Schedule of Values.
- 2.4.4.1.6 The breakdown shall anticipate future Change Orders and make provisions for incorporating all changes into the Schedule of Values listing. If issued, Change Orders shall be identified separately and shall itemize the GMP Change Orders, Change Proposals and/or field orders, which are incorporated into each Change Order for payment on a line-item basis as required by this section.
- 2.4.4.1.6.1 Payments shall not be made for work contained in unexecuted Change Orders.
- 2.4.4.1.7 For Projects for which the Contract Sum is developed through the submittal and acceptance of Guaranteed Maximum Price proposals, the process outlined above shall be repeated each time a subcontract is added to the monthly Schedule of Values.

- 2.4.4.2 Work Progress Schedule: Refer to Section 01 32 00 – Project Planning and Scheduling for all Work Progress Schedule requirements.
 - 2.4.4.3 Submittal Register: Contractor shall provide Owner and A/E with a submittal schedule/register of all items requiring submittal review showing the items' anticipated submission dates and late finish dates for completion of the review process. The submittal schedule/register shall be incorporated with the Work Progress Schedule, and each shall be updated monthly and submitted to the A/E and Owner with each Application for Payment.
 - 2.4.4.4 Equipment Matrix: Section 01 91 00 – General Commissioning Requirements requires a matrix of all operable devices and building system components be submitted to Owner. This matrix may be incorporated into equipment documentation required in Operating and Maintenance Manuals as indicated in Section 01 77 00 – Project Closeout Procedures.
 - 2.4.4.5 Contractor is encouraged to integrate these documents to the extent practical to avoid duplication, both in initial setup and ongoing updates to each.
 - 2.4.5 When Owner and Contractor agree to the Schedule of Values line item amounts, Contractor shall submit two (2) copies of the formal Application for Payment to the A/E, utilizing Owner's form, with original signatures of a duly authorized representative of Contractor and original notarization. Contractor shall furnish a certificate designating a person(s) who has authority to sign pay applications on behalf of Contractor if such is not an officer of the firm.
 - 2.4.5.1 Contractor shall provide attachments to each month's payment request per the UTUGCs. Contractor should verify the number of copies of each attachment with Owner prior to submission.
 - 2.4.5.1.1 Fully executed Application for Payment, which shall provide
 - 2.4.5.1.1.1 Confirmation that Contractor is maintaining and has updated the Record Documents kept at the Site.
 - 2.4.5.1.1.2 Contractor has provided Owner with updates to HUB Progress Assessment Report
 - 2.4.5.1.2 Updated Submittal Schedule/Register.
 - 2.4.5.1.3 Updated Work Progress Schedule.
 - 2.4.5.1.4 Wage rate notification form for each member of the workforce not previously submitted.
 - 2.4.5.1.5 Documentation of partial Release of Liens and Claims in accordance with the value of the monthly Application for Payment.
 - 2.4.6 The formal monthly Application for Payments shall be first certified by the A/E and then submitted to OPM for signature and processing. Contractor may expect receipt of payment within thirty (30) days after OPM receives the formal Application for Payment.
- 2.5 MONTHLY APPLICATION FOR PROGRESS PAYMENTS
- 2.5.1 Refer to the UTUGCs and Section 01 77 00 – Project Closeout Procedures, for requirements not identified in this Section.

2.5.2 For regular monthly Applications for Payment, Contractor shall submit for review and approval a draft payment request to OPM and the A/E no less than seven (7) days prior to formal submission. Contractor shall be prepared to review the draft copy with Owner and the A/E. Failure to comply with the requirements outlined in section 2.4 above shall relieve Owner from Owner's obligation to make payments on any and all line items until Contractor meets all requirements.

2.5.2.1 Payments cannot exceed the Contract Sum, work in-place, or subcontract amounts as depicted on Schedule of Values line items.

2.5.2.2 Retainage shall not be used to cover Punchlist items.

2.5.3 Requests for payments in association with release of, or reduction in, retainage or completion of Work have additional requirements as outlined in the UTUGCs and Section 01 77 00 – Project Closeout Procedures.

2.5.4 Contractor's Application for Payment shall not become final and ready for formal submission for payment until the date OPM signs the Application for Payment indicating the Work for which Contractor is requesting payment in the Application for Payment has been reviewed and is acceptable, subject to the limitations set forth in the UTUGCs.

2.6 PROCUREMENT OF SUBCONTRACTS – CMR AND DB AGREEMENTS ONLY

2.6.1 As used below, Contractor is to be interpreted to mean either the Construction Manager (for projects using construction-manager-at-risk delivery) or the Design/Build Contractor (for projects using design-build delivery).

2.6.2 For projects using construction manager-at-risk (CMR) or design-build (DB) delivery Contractor (Construction Manager for CMR delivery or Design/Build Contractor for DB delivery) shall provide a written Procurement Package Strategy (PPS) for procuring subcontracts including self-performance Work (other than General Conditions), prior to the acceptance of the Guaranteed Maximum Price Proposal (GMP Proposal), but no later than twenty (20) days prior to the first solicitation of offers. The PPS shall be a written plan submitted to and reviewed by Owner and the A/E.

2.6.2.1 The plan shall identify procurement packages that are most advantageous to the Project and align with the Contractor's HUB Good Faith Effort by providing at least three (3) qualified respondents (including the Contractor for any Work Contractor is seeking to self-perform). Each procurement package shall include the UTUGCs, Owner's Special Conditions, Owner's Division 01 Specifications, Drawings and Specifications and any other Owner requirements included in the Contract Documents pertaining to the scope of work covered in the packages.

2.6.2.2 The PPS shall conspicuously identify any and all work for which the Contractor intends to submit a bid/offer, but will not perform with Contractor's own forces (i.e. subcontract to someone else if determined to be "best value").

2.6.2.3 The PPS shall include the following for each procurement package contemplated:

2.6.2.3.1 Anticipated scope of work to be procured.

2.6.2.3.2 Anticipated selection criteria and questions.

2.6.2.3.3 Self-perform work proposals to be submitted by Contractor.

2.6.2.3.4 Proposed advertising dates.

- 2.6.2.3.5 Proposed pre-submittal/HUB/ROCIP meetings.
- 2.6.2.3.6 Proposed Receipt, review and award dates.
- 2.6.2.3.7 Anticipated notice to proceed dates.
- 2.6.2.4 Contractor shall update the PPS monthly as a minimum or whenever conditions change or proposed dates are revised.
- 2.6.3 The goal of the Project Team shall be to have all work procured through an advertised competitive process, however, if a “minor procurement” condition arises during the process, the following procurement guidelines may be used by Contractor, with Owner approval, for procurement of work:
 - 2.6.3.1 Less than \$15,000.00: No requirements
 - 2.6.3.2 \$15,000.01 and up to \$50,000.00: Obtain three (3) informal offers
 - 2.6.3.3 \$50,000.00 or more: Advertised competitive offers
- 2.6.4 This requirement does not pertain to Change Orders to existing subcontracts.
- 2.6.5 Work may be divided into reasonable lots; however, material or labor acquired through purchase order/vendor type agreements are subject to the entire Project (e.g. concrete material shall be procured as a unit price times an estimated total project quantity provided by Contractor to equal a total construction cost). Work shall not be incrementally divided for the purpose of circumventing the procurement guidelines.
- 2.6.6 Contractor may establish selection criteria for each phase of work for review by the Project Team. Criteria shall be qualifications based and consistent with the information needed by Contractor to make a proper evaluation and selection. Contractor shall establish a selection matrix including cost, criteria, weighting and ranking procedures for evaluation. Contractor shall work with the Project Team to tailor the selection criteria to be Project and scope specific, and ensure that the questions are proper and relevant to the goals of the Project. Contractor shall follow the Good Faith Effort (HUB) requirements identified in Owner’s Rider 104, *Policy on Utilization of Historically Underutilized Businesses*, which is included as an Exhibit to the Agreement, including attachments to be completed by first tier subcontractors. However, HUB participation/status cannot be used as criteria for determining “best value”, only for determining if the respondent is responsive.
 - 2.6.6.1 Contractor shall establish clear criteria and questions so that those reading the Invitation to Bid or the Request for Proposals will understand how they will be evaluated.
 - 2.6.6.2 If criteria are not included in a Request for Proposals, the request shall be considered an Invitation to Bid, and Contractor shall award the subcontract to the responsible, responsive bidder that submits the lowest price offer.
 - 2.6.6.3 After selection criteria have been established, Contractor shall publicly advertise the work in general circulations and trade. This advertisement shall include, at a minimum, the following:
 - 2.6.6.3.1 Owner Project Number and Owner Project Name.
 - 2.6.6.3.2 Contractor name and address.
 - 2.6.6.3.3 Contractor contact name and phone number.

- 2.6.6.3.4 Location for viewing plans and specifications.
- 2.6.6.3.5 Date, time and location of Pre-submittal/HUB/ROCIP meeting.
- 2.6.6.3.6 Date, time deadline(s), and location for receiving proposals.
- 2.6.6.3.7 Instructions to respondents for submitting offers.
- 2.6.6.3.8 Selection criteria, questions and submittal requirements.
- 2.6.6.3.9 Reference to and a copy of Owner's Rider 104, Policy on Utilization of Historically Underutilized Businesses.
- 2.6.6.3.10 For projects enrolled in The University of Texas System Rolling Owner's Controlled Insurance Program (ROCIP or OCIP),
 - 2.6.6.3.10.1 a copy of Owner's Specification Section 00 73 16, Project Insurance (OCIP),
 - 2.6.6.3.10.2 a copy of Owner's Specification Section 01 35 23, Project Safety (OCIP), and
 - 2.6.6.3.10.3 To ensure compliance with Texas statutory requirements, each offer or bid response form shall include the following language on the signature page; "By signing and submitting this offer, I acknowledge that this project will use an Owner Controlled Insurance Program (OCIP) and I will participate in the program."
- 2.6.7 At the time and location identified in the advertisement, Contractor shall hold a Pre-submittal/HUB/ROCIP meeting for all prospective respondents with the Project Team and Owner's HUB Coordinator. Contractor shall review as a minimum:
 - 2.6.7.1 The general scope of the Project and the specific scope of work included in the package.
 - 2.6.7.2 Instructions to respondents for submitting offers.
 - 2.6.7.3 Selection criteria and questions.
 - 2.6.7.4 HUB Good Faith Effort requirements.
 - 2.6.7.5 Project Safety requirements.
 - 2.6.7.6 OCIP requirements (if applicable).
 - 2.6.7.7 Work Progress Schedule requirements.
 - 2.6.7.8 Payment procedures and requirements, including retainage.
 - 2.6.7.9 Commissioning and Close-out requirements.
- 2.6.8 If Contractor identifies any self-performance in the PPS (work to be performed by Contractor's own employees), Contractor shall submit a proposal to Owner at the advertised time and location in a manner so as not to compromise the competitive process.
 - 2.6.8.1 Regardless of the work or method of accepting offers, all Contractor self-performance offers shall be:

- 2.6.8.1.1 Estimated and submitted by a separate estimating team that is not associated with Contractor's pre-construction and/or construction team;
 - 2.6.8.1.2 Submitted in a sealed envelope;
 - 2.6.8.1.3 The final offer price and not subject to change for any reason prior to recommendation of subcontract award.
- 2.6.9 Contractor shall accept all responses at the advertised location until the advertised deadline. Upon receipt, OPM will initial the response to indicate the time and date received. Any response received after the deadline shall not be considered by Contractor and shall be returned to the respondent unopened.
- 2.6.9.1 Fax responses will not be accepted unless Owner, prior to the initial advertisement for offers, approves a detailed plan by Contractor addressing issues related to receipt, care and custody that will ensure the integrity of the competitive procurement process.
- 2.6.10 After compiling, reviewing and verifying the prices and scope associated with all offers, Contractor shall provide an "offer tabulation" matrix and a proposed Schedule of Values for review by the Project Team.
- 2.6.10.1 The "offer tabulation" matrix shall compare all equivalent scope proposals to the Contractor's estimate.
 - 2.6.10.2 Each matrix shall indicate Contractor's estimate for each scope of work and identify the respective cost savings/over-runs.
 - 2.6.10.3 Contractor may use values/quantities from Contractor's own estimate to provide full scope comparisons between each respondent, however, these "plug" numbers shall be clearly identified in the matrix to the Project Team and be used only to compare the various offers.
 - 2.6.10.4 The proposed updated Schedule of Values shall summarize all executed and recommended subcontracts to provide a current status of the Guaranteed Maximum Price Proposal.
 - 2.6.10.5 Once the offers are compiled into an "offer tabulation" matrix and the proposed Schedule of Values has been updated, Contractor shall request a meeting with the Project Team to review the offers.
- 2.6.11 Contractor shall lead the offer review meeting by reviewing the scope of work, the offers received, any exclusions or conditions, identify any non-qualified respondents and any other problems that may have occurred during the process.
- 2.6.11.1 Contractor shall confirm that the respondents are qualified, meet the established selection criteria (if applicable), and identify the amount of each offer.
 - 2.6.11.2 Contractor shall identify the recommended offer and the current status of the buy-out savings to the Project Team. If the recommend offer causes the Cost of Work line item (including any contingencies) to exceed the amount in the GMP, Contractor shall acknowledge that the overage will be deducted from Contractor's Construction Phase Fee.
- 2.6.12 Once a recommended respondent has been identified by Contractor, without exception by Owner, Contractor shall finalize negotiations with the recommended respondent.

- 2.6.12.1 Contractor shall identify and confirm with OPM the “plug” numbers, if any, Contractor intends to use in Contractor’s negotiations. “Plug” numbers may be established through Contractor’s own estimate (if submitted to OPM before the advertised deadline) or values included in other non-selected respondent offers.
 - 2.6.12.2 If Contractor cannot reach an agreement with the selected respondent, Contractor shall notify OPM that Contractor intends to begin negotiations with the second recommended” respondent.
 - 2.6.12.3 Contractor shall issue a letter to Owner indicating that Contractor intends to write a subcontract to the selected respondent (including self-perform work), identifying the following:
 - 2.6.12.3.1 The procurement package number.
 - 2.6.12.3.2 The base price from the selected respondent and any alternates included in the offer.
 - 2.6.12.3.3 The total value of the proposed subcontract with a description of any changes from submittal day values.
 - 2.6.12.3.4 Drawings and/or specifications related to the subcontract.
 - 2.6.12.3.5 Additional scope items added to the subcontract (as previously agreed to by Owner) and their value.
 - 2.6.12.3.6 Current status of the GMP identifying current savings/overages.
 - 2.6.12.3.7 A copy of the offer tabulation matrix.
 - 2.6.12.3.8 A copy of the executed subcontract or purchase order, etc. is required prior to any request for payment by Contractor for applicable work.
 - 2.6.12.4 If Owner objects to the recommended respondent identified by Contractor, Owner may conduct an evaluation of the selection process and/or results.
 - 2.6.12.4.1 If, after evaluation, Owner disagrees with Contractor’s recommendation, Owner may instruct Contractor to either re-solicit the scope of work or use Owner’s preferred selection.
 - 2.6.12.4.2 If the value of Owner’s preferred selection causes Cost of Work line item to exceed the amount in the GMP, the amount of the excess will be the responsibility of Owner.
 - 2.6.12.5 Contractor shall provide one (1) complete copy of all recommendation letters and offers to OPM for record, as they occur until Final Payment.
- 2.6.13 For additional procurement packages, Contractor shall repeat the steps identified outlined above as many times as identified in the current PPS for the entire Project.

2.7 DAILY REPORT

- 2.7.1 Contractor shall provide on a daily basis, the A/E and OPM with a report detailing Contractor’s daily activities on the Project using a format acceptable to Owner. All tests that Contractor performs and all work reports required of Subcontractors shall be attached to Contractor’s daily report.

- 2.7.2 The report shall include, as a minimum, the following information as it relates to the day's activities on the Site:
- 2.7.2.1 Total number of employees on the Site (including total number of employees for Contractor and each Subcontractor); any change in personnel;
 - 2.7.2.2 Equipment;
 - 2.7.2.3 Areas of work and type of work performed;
 - 2.7.2.4 Material received;
 - 2.7.2.5 Tests performed;
 - 2.7.2.6 Any injuries and/or accidents;
 - 2.7.2.7 Any oral instructions received;
 - 2.7.2.8 Any material damage; and anything else that might impact quality or schedule.

PART 3 – EXECUTION

3.1 PRE-CONSTRUCTION CONFERENCE (WITH OR WITHOUT A PARTNERING WORKSHOP)

- 3.1.1 Owner may provide a Pre-Construction Brochure, as an overview of administrative procedures for the Project. A review of the brochure, identification of key Project personnel, Owner's sample administrative forms, and other information will be conducted at the Pre-Construction Conference.
- 3.1.2 Upon mutual agreement, a Partnering Workshop may be held with or near the time of the Pre-Construction Conference. Contractor shall pay for the Pre-Construction Conference and/or Partnering Workshop in total and Owner will reimburse Contractor for fifty percent (50%) of the mutually agreed-upon costs. For projects using construction manager-at-risk or design-build delivery, 100% of the costs will be reimbursed to Contractor as part of the General Conditions Costs.
 - 3.1.2.1 The Pre-Construction Conference and/or Partnering Workshop is intended to provide further understanding among the parties, to establish mutual goals for the Project, and to develop strategies for achieving those goals.
- 3.1.3 Owner will schedule a Pre-Construction Conference to generally coincide with issuance of Notice to Proceed with Construction. The Pre-Construction Conference agenda will cover broad Project issues followed by detail review of administrative procedures.
 - 3.1.3.1 The UTUGC's requires Contractor to comply with Owner's administrative requirements as outlined herein and as reviewed at the Pre-Construction Conference.
 - 3.1.3.1.1 For Projects using construction manager-at-risk or design-build delivery, Owner may require a Pre-Construction meeting prior to Notice to Proceed with Construction.
 - 3.1.3.1.2 For Projects using construction manager-at-risk or design-build delivery and multiple procurement packages, Owner may schedule additional Pre-Construction Conferences to include any Subcontractors added to the Project after the initial Pre-Construction Conference.

3.1.4 Attendance is required at the conference by all appropriate representatives of Contractor, mechanical, electrical, plumbing Subcontractors, and any additional subcontractors (proposed or engaged), whose scope of work represents five percent (5%) or more of the total construction cost. Contractor shall request all HUB subcontractors also be represented. Each firm is to be represented by personnel directly involved in the Project, including project managers and project superintendents or labor foremen, as a minimum.

3.1.4.1 Project representatives of Contractor and all other parties directly involved with the processing or executing of Project submittals, changes and/or payments should attend the Pre-Construction Conference.

3.1.5 Prior to the scheduled time of the Pre-Construction Conference, Contractor shall provide Owner a written outline of all involved firms, Contractor's key personnel, including mailing address and phone numbers to be incorporated into a Project Directory.

3.2 OWNER'S MONTHLY PROJECT PROGRESS MEETINGS

3.2.1 In addition to specific coordination meetings, pre-installation contractor meetings for each element of Work, and other Project meetings for other purposes, Owner may schedule and conduct a Project Progress Meeting at least once each month with the timing generally coinciding with preparation of payment request and submission of the updated Work Progress Schedule.

3.2.2 Contractor shall coordinate with Contractor's Subcontractors so that each entity then involved in planning, coordination, or performance of Work will be properly represented at each meeting.

3.2.2.1 Prior to the monthly Project Progress Meeting, Contractor shall convene a similar progress meeting with Contractor's Subcontractors to review each of the Subcontractor's present and future needs including interface requirements, utility outages required, sequences, deliveries, access, Site utilization, temporary facilities and services, hours of work, hazards and risks, housekeeping, change orders, and documentation of information for payment requests in order to be fully prepared to discuss all pertinent issues with Owner. Contractor shall notify Owner and A/E in advance of such meetings with subcontractors.

3.2.3 Owner's monthly Project Progress Meetings may include review of Contractor's updated Work Progress Schedule and forecast of operations for the coming period, coordination issues, anticipated utility outages, status of requested change proposals and other cost impact issues, status of the commissioning process, updates to the HUB Progress Assessment Report, and other Project issues.

3.2.4 Contractor and A/E shall provide separate tracking logs for submittals, RFIs, ASIs, and changes in a package for each primary meeting participant. For Projects using design-build delivery, a single set of tracking logs may be utilized if accepted in advance by Owner.

3.2.5 OPM will chair the Project Progress Meetings. Contractor shall be specifically prepared to discuss the following at each Project Progress Meeting:

3.2.5.1 Work Progress Schedule Update Reports as required in Section 01 32 00 – Project Planning and Scheduling.

3.2.5.2 Status of "action" items from the previous Project Progress Meeting.

3.2.5.3 Update on subcontract buyout activities (for projects using construction manager-at-risk or design-build delivery).

- 3.2.5.4 Current status of product submittals and shop drawings, requests for information (RFI), and A/E's clarifications (ASI).
- 3.2.5.5 Status of Project changes and other items of significance, which could affect progress.
- 3.2.5.6 Status of the commissioning process for the Project.
- 3.2.6 In addition to the monthly Project Progress Meeting, Owner may also schedule bi-monthly, weekly, or other Project meetings at various stages of the Project as conditions may dictate. However, the complete report requirements noted above will apply only to the monthly Project Progress Meetings.

3.3 UTILITY OUTAGES

- 3.3.1 Contractor shall notify Owner's OPM, in writing, of any planned utility outages in accordance with Owner's Special Conditions.
- 3.3.2 Owner will provide a standard form for processing a request for utility shutdown or any other campus disruption. Contractor shall utilize this form, Utilities Outage Shutdown Request Form, with attachments as necessary, in requesting an outage. Refer also to Section 00 25 00 - Owner's Special Conditions for Owner's Policy for Planned Utility Outages.
- 3.3.3 Contractor shall not turn services on or off, without prior written authorization from Owner. Unless Contractor is directed otherwise, Owner will turn services on and off.

3.4 TESTING

- 3.4.1 Refer to the UTUGCs and Section 01 45 00 – Project Quality Control for additional requirements.
- 3.4.2 Where specific testing is specified in a technical section of the Specifications or otherwise indicated in the Contract Documents, Contractor shall bear the costs of all tests unless the Contract specifically states that it is to be paid for by Owner.

3.5 INSPECTIONS

- 3.5.1 Refer to the UTUGCs and Section 01 45 00 – Project Quality Control for inspection requirements not identified in this Section.
- 3.5.2 Contractor shall provide sufficient, safe and proper facilities at all reasonable times for observation and/or inspection of the Work by Owner and Owner's consultants. This shall include any and all equipment necessary for access to various aspects of the Work.

3.6 ONE-YEAR WARRANTY

- 3.6.1 Refer to the UTUGCs for warranty requirements not identified herein.
- 3.6.2 If informed of a defect, Contractor shall remedy the defect at Contractor's own cost and respond in writing to OPM and the notifying party within ten (10) days indicating the action taken to resolve the defect.
- 3.6.3 Contractor shall attend any and all meetings to resolve warranty issues. Contractor will provide a tracking log of all warranty issues and Contractor's resolution.
- 3.6.4 Contractor shall participate in an end-of-warranty Project review with Owner, as scheduled by OPM, at a time prior to termination of the warranty period.

- 3.6.5 Unless directed otherwise in writing by Owner, all warranties shall use the date of Substantial Completion as the start date for that particular warranty.
- 3.6.5.1 If any equipment and/or system is placed into continuous service prior to the date of Substantial Completion, Contractor shall provide, at Contractor's own cost, for the necessary warranty extension.
- 3.6.5.2 Contractor shall deliver all equipment to Owner in an "as-new" condition. If equipment is put into service for the convenience of Contractor, Contractor shall, at Contractor's own expense, maintain, service and refurbish the equipment to "as-new" condition prior to delivery to Owner.
- 3.6.6 Provisions described herein shall also apply to those items having warranties greater than one-year.

END OF SECTION 01 31 00

Attachment No. 1 – Application for Payment Example

Attachment No. 2 – Schedule of Values Example

**THE UNIVERSITY OF TEXAS
M.D. ANDERSON CANCER CENTER**

APPLICATION FOR PAYMENT - CONSTRUCTION MANAGER AT RISK

APPLICATION FOR PARTIAL PAYMENT No. (ENTER No.) PROJECT No. (ENTER No.)
 FOR THE PERIOD: (ENTER BEGINNING DATE) TO: (ENTER ENDING DATE) INCLUSIVE.
 NAME OF PROJECT: (ENTER PROJECT NAME)
 CM-R NAME & ADDRESS: (ENTER CM-R NAME & ADDRESS)

TO BE COMPLETED BY THE CONSTRUCTION MANAGER AT RISK					
	PRE-CONSTRUCTION SERVICES	+	CONSTRUCTION SERVICES (GMP)	=	TOTAL CONTRACT AMOUNT
1 Original Contract Amount:	\$ 0		\$ 0		\$ 0
2 Approved Change Order Extras:	\$ 0		\$ 0		\$ 0
3 Accepted Change Order Deductions:	\$ 0		\$ 0		\$ 0
4 Current Contract Amount:	\$ 0		\$ 0		\$ 0
5 Total Completed To Date:	\$ 0		\$ 0		\$ 0
6 Less Total Retainage Held To Date:	N/A		\$ 0		\$ 0
7 Total Net Earned Amount:	\$ 0		\$ 0		\$ 0
8 Less Previous Payments:	\$ 0		\$ 0		\$ 0
9 Current Payment Due For Each Part:	\$ 0		\$ 0		\$ 0
10 Balance To Finish, Including Retainage: <i>(line 4 less line 7)</i>	\$ 0		\$ 0		\$ 0

AFFIDAVIT
Insurance: I, agent for the Construction Manager-at-Risk, do hereby certify that all insurances as required by law, and by the specifications, are in full force and effect as of this date.
Claims & Liability: I, agent for the Construction Manager-at-Risk, do furthermore certify that all current invoices and obligations have been paid in full, and there are no claims or liabilities against this contract.

Signature of CM-R

CONSTRUCTION MANAGER AT RISK'S NOTARIZED SIGNATURE

STATE OF TEXAS Personally before me, the undersigned authority, this day appeared _____ (PRINTED NAME OF CM-AGENT) who being by me duly sworn,
 COUNTY OF _____ on his oath says that the account hereto attached, in the amount of _____ (ENTER AMOUNT) in favor of
 _____ (PRINTED NAME OF CONTRACTOR/FIRM) against The Board of Regents of the University of Texas System and M.D. Anderson Cancer Center.
 is, within the knowledge of affiant, just true, and correct; that it is due and that all just and lawful offsets, payments, and credits have been allowed.

Sworn to and subscribed before me, _____ (CONTRACTOR SIGNATURE) this _____ day of _____, 20 ____.

Signature of CONTRACTOR

Notary Public _____ (NOTARY SIGNATURE) _____ (ENTER NAME OF COUNTY) County, Texas

Signature of Notary

CONSTRUCTION SERVICES CERTIFICATE: TO BE COMPLETED BY THE PROJECT ARCHITECT/ENGINEER
 TO THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM, AUSTIN, TEXAS and the M.D. Anderson Cancer Center, Houston Texas

This is to certify that _____, Construction Manager-at-Risk
 for the Project _____ is entitled to payment
 for Construction Services of this Certificate in the amount of \$ _____
 Architect/Engineer _____
 Reviewed and Approved on _____ Date By: _____

Signature of AE

PRE-CONSTRUCTION SERVICES : TO BE COMPLETED BY THE UTMACC PROJECT MANAGER

Current Payment For Pre-Construction Services \$ _____
 Reviewed and Approved on Date By: _____

Signature of PM

CONSTRUCTION SERVICES : TO BE COMPLETED BY THE UTMACC PROJECT MANAGER

CM-at-Risk has submitted an updated Project Schedule: CM-at-Risk has updated the Record Drawings:
 This Pay Application includes a current Release of Retainage: if "Yes", CM-at-Risk has included a "Consent of Surety":
 Current Payment For Construction Services \$ _____
 Reviewed and Approved on Date By: _____

Signature of PM

Attachment No. 2 – Schedule of Values Example
 (Obtain an Electronic Version of This Form From Owner's Project Manager)

The U.T.M.D.A.C.C. Schedule of Values - Contractor's Estimate Continuation Sheet (8 1/2" x 11" Sheet ONLY)														
Project No.:							Project Address:							
Project Name:							Application For Payment Number:							
Construction Manager Name:							Application Period: From _____ To _____							
Spec. Section / Bid Package	Description of Work / Subcontractor / Supplier / Vendor / Specification Section	Initial Proposed Line Item Values	Additional Services / GMP Change Order Values	Actual Subcontract Amount at Buyout	Delta (Proposed to Actual)	Subcontract, Purchase Order or Vendor No.	Detailed Breakdown of Contract Line Items	Total Amount Previously Requested & Percent	Current Application				Retainage (5%)	
									Total Amount This Period & Percent		Total Amount Completed To Date & Percent			
									D'	L'	H / G	L - H		J / G
Column Equations														
Pre-Construction Services														
Programming (20% If Applicable)		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	0%	
Schematic Design (20%)		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	0%	
Design Development (20%)		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	0%	
GMP Development (10%)		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	0%	
Construction Documents (20%)		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	N/A
Bidding/Proposals (10%)		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	0%	
Additional Services		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	0%	
Pre-Construction Services Subtotal		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	0%	
Construction Services														
General Conditions														
On-Site Project Management Staff														
Project Scheduler		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Project Executive		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Superintendent(s)		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Office Engineer(s)		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Project Manager(s)		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Project Expeditor(s)		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Project Support Staff		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Assistant Superintendent(s)		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Safety Coordinator/Assistant(s)		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Out-of-State Project Specific Travel*		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Bonds and Insurance														
Builder's Risk Insurance		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
General Liability Insurance		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Payment and Performance Bonds		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Other Project Insurance as Required by Contract		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Temporary Project Utilities														
Dumpsters		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Project Water		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Project Electricity		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Temporary Toilets		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Monthly Telephone / Internet Service		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Temporary Fire Protection		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Street Rental and Barricades		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Telephone / Internet System Installation		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Fencing and Covered Walkways		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Temporary Water Distribution and Meters		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Temporary Electrical Distribution and Meters		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Site Erosion Control (BMP) and Project Entrance(s)		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Field Offices & Office Supplies														
Partnering Costs		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
First Aid Supplies		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Job Photos/Videos		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Reproduction Services		\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -

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DOCUMENT REVISION HISTORY					
Issue	Date	Revision Description	Author or SME	Approved By	Edited By
Rev. 1	20190301	Original Issuance			FPDC
Rev. 2	20200130	Revisions by Jim Waters	Jim Waters	Jim Waters	Richard Fitzgerald
Rev. 3	20200206	Format revisions to place attachments before the revision block	Jim Waters	Jim Waters	Richard Fitzgerald
Rev. 4					
Rev. 5					
Rev. 6					