SECTION 01 31 00 - PROJECT ADMINISTRATION

PART 1 - GENERAL

1.1. RELATED DOCUMENTS

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

1.2. SUMMARY

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

1.3. DEFINTIONS

1.3.1. Refer to the UGC for Contract definitions used throughout the Contract Documents.

1.4. SUBCONTRACTS

1.4.1. Refer to the UGC for requirements not identified in this Section. Contractor shall furnish to the Owner a list of all first tier subcontractors to the Owner as subcontracts are executed.

1.5. PREVAILING WAGE RATE

1.5.1. The Contractor must comply with all aspects of the UGC. Contractor shall require all workers to complete a “Worker Wage Rate Notification Form” before starting Work on the Project. The Contractor shall maintain certified payrolls, for the Contractor and all subcontractors, at the jobsite throughout construction.

1.5.2. The Owner’s Project Manager may verify wage rate compliance in the field by interviewing workers, or otherwise. The Contractor shall assist the Owner’s Project Manager with verification of wage rate compliance, including provisions for non-English speaking workers.

1.6. FLOW OF COMMUNICATIONS

1.6.1. Refer to the UGC for requirements not identified in this Section.

1.6.2. The Architect/Engineer is responsible for document control and general Project administration and is the key contact for written communications. The Owner's written instructions to the Contractor will generally be issued through the Architect/Engineer. On Design/Build projects, the construction management staff may provide this service if approved by the Owner.

1.6.3. All subcontractor correspondence shall be routed through the Contractor. All written Contractor correspondence shall be directed to the Architect/Engineer, with simultaneous copies to the Owner’s Project Manager and Owner’s Construction Inspector. The actual parties for this Project will be confirmed at the Pre-Construction Conference.

1.6.4. The Owner’s Project Manager and the Owner’s Construction Inspector are the Owner's primary representatives for the Project. The Owner’s Construction Inspector is the key contact for verbal communications and Site issue coordination.

1.6.5. The Owner's Project Manager and the Owner's Construction Inspector are the only parties authorized to direct changes in the Work, and issue written and/or oral instructions directly to the Contractor.

1.6.5.1. All verbal instructions must be issued by the Owner's Construction Inspector and/or the Owner's Project Manager, or in their presence, and shall be promptly confirmed in writing by the Contractor. Any verbal instructions or discussions with subcontractors in the absence of the Contractor are not contractual and are not binding on either party.

1.6.6. Per the UGC, the Architect/Engineer may issue clarification and other information not affecting the Contract cost or time by means of an Architect/Engineer's Supplemental Instruction form, (ASI), or similar clarification form, which will be sequentially numbered. Both the Architect/Engineer and the Contractor shall maintain a separate ASI register.

1.6.7. All subcontractor Requests for Information (RFI) shall be submitted by and under cover of the Contractor, who is to carefully review and ensure the completeness and appropriateness of the question, sequentially number each, and submit to the Architect/Engineer with copies to the Owner's Project Manager and Owner's Construction Inspector. The Contractor and Architect/Engineer may maintain separate RFI logs.

1.6.8. 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.

1.6.9. Contractor shall process Application for Payments, Requests for Information, Changes, and Submittals as shown in the Owner's Pre-Construction Brochure.

1.7. CHANGED CONDITIONS

1.7.1. Refer to the UGC for requirements not identified in this Section. If the Contractor finds conditions at the Site to be materially different from that indicated in the Contract Documents, Contractor shall notify the Architect/Engineer, the Owner's Construction Inspector, and the Owner's Project Manager immediately in writing and prior to disturbing such conditions.

1.8. PROJECT CHANGES

1.8.1. All changes shall be administered per the UGC.

1.8.2. Upon authorization by the Owner, the Owner or Architect/Engineer will prepare and issue all changes to the Contract affecting cost, scope and/or time as a formal Change Order to the Contract 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. Upon authorization by the Owner, Change Proposals may be issued to the Architect/Engineer for pricing by the Contractor. Contractor shall submit pricing to the 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 Change Proposal within a Change Order unless the Owner has accepted the Change Proposal.

1.8.3.1. The 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 the Contractor and Contractor's subcontractors is encouraged, but such will not replace use of the standard form.

1.8.3.2. When the Contractor believes it is entitled to a time extension, Contractor shall so state as part of Contractor's response to the Change Proposal, including a justification for a time extension. Owner may grant time extensions only if a Change Proposal affects the activities on the Longest Path of an Owner approved Work Progress Schedule; i.e., when the Work impacts the "Contract Substantial Completion Date".

1.8.3.3. If the Owner's Project Manager and Contractor cannot mutually agree upon a fair and reasonable cost and time settlement, the Owner's Project Manager may: 1) Reject the quotation and void the Change Proposal, 2) Issue instructions to the 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.

1.8.3.4. The Owner's Construction Inspector and/or Owner's Project Manager may issue field orders directly to the Contractor for minor changes to the Contract, which can be negotiated in the field. Pricing backup is at the discretion of the Owner's Construction Inspector, but pricing backup is required for any field order, the pricing backup is to be outlined on the "Cost Analysis" form. When the Owner and Contractor have signed the field order, the Work is authorized and the field order may be included in the next Change Order.

1.8.4. 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 UGC to be considered valid. Note that only the Contractor can make a claim for additional cost under the terms of the Contract Documents.

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 Contract completion date and continuing through any subsequent progress payments until all Work of the Contract is complete. Owner may assess liquidated damages by deducting the liquidated damages from the Contract price or Guaranteed Maximum Price (GMP) Proposal through a unilaterally written deductive Change Order.

1.11. SITE USE ISSUES

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

1.11.2. The 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. The 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 the 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 the 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 the Contractor's staging plan.

1.12. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PLAN

1.12.1. Refer to the UGC and Exhibit H of the Agreement for HUB requirements not identified in this Section.

1.12.2. The Contractor agrees to the Good Faith Effort procurement of historically underutilized businesses in accordance with the Historically Underutilized Business Plan (HUB) included in the Contract.

1.12.3. No subcontractor may be changed or added without the Owner's written consent.

PART 2 - PRODUCTS

2.1 SCHEDULING REQUIREMENTS

2.1.1 Refer to the UGC and Section 01 32 00 – Project Planning and Scheduling for detailed scheduling requirements not identified in this Section.

2.2 SHOP DRAWINGS AND SUBMITTALS

2.2.1 Refer to the UGC 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 Architect/Engineer as determined in the Pre-Construction Conference.

2.2.3 The Contractor shall include a Material Safety Data Sheet (MSDS) for any and all materials incorporated into the Project. Attach one (1) copy of the MSDS to the submittal and keep one copy in a file of MSDS'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 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 the Contractor. The Contractor shall allow sufficient time within the Work Progress Schedule for the Architect/Engineer and Owner to review all submittals, including time for all re-submittals on any unaccepted/rejected submittals, as indentified in the UGC.

2.2.8 The 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 Architect/Engineer, on initiating Architect/Engineer’s review, find the submittal unstamped or uncertified, non-responsive and/or incomplete, Architect/Engineer shall return the submittal to the Contractor immediately. Such returned documents will not be recognized as having been an official submittal.

2.2.9 The 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 The Contractor should anticipate transmitting submittals electronically to Owner and Architect/Engineer. Owner's internet-based project management system may be used for transmitting submittals; confirm with Owner's Project Manager. 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 Contract Documents, 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 Architect/Engineer. Contractor shall prepare samples to match the Architect/Engineer'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 UGC 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 the Contractor. The 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 for Construction and shall allow a minimum of twenty-one (21) days for review of each substitution by the Architect/Engineer 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 the Owner and/or Architect/Engineer.

2.3.5.1 Contractor shall be solely responsible for all additional costs resulting from the review of any 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 the Owner accept a 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 the Owner.

2.4 INITIAL APPLICATION FOR PROGRESS PAYMENT

2.4.1 Refer to the UGC and Section 01 32 00 – Project Planning and Scheduling for requirements not identified in this Section.

2.4.2 The Contractor may submit a request for a progress payment once per month. Such request shall be presented on the University of Texas MD Anderson Cancer Center Application for Payment and Schedule of Values (refer to Attachment No. 1 and No. 2) forms supplemented by columnar continuation sheets, which represent updates to the original Contract price or GMP Schedule of Values.

2.4.3 The 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, the Contractor shall submit the following documents to the Architect/Engineer, Owner's Project Manager, and Owner's Construction Inspector for review, using the Owner's Standard Schedule of Values format.

2.4.4.1 Contract Price or GMP Schedule of Values: Contractor shall submit a single document itemizing the breakdown of the Contract price or GMP, including general conditions, contingencies and allowances using the Owner Standard Schedule of Values format. The Contractor shall submit a draft breakdown at least twenty-one (21) days prior to the initial Application for Payment and such submittal shall be a condition precedent to the processing of the first payment application. The Contractor shall submit subsequent draft copies of the Schedule of Values at least seven (7) days prior to formal submission of each monthly 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 the Owner and/or Architect/Engineer, 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 Contract line item shall be made once accepted by the Owner and Architect/Engineer. Once accepted, the breakdown will form the basis for all periodic payments.

2.4.4.1.4 Contracts with Construction Manager-at-Risk or Design-Build Agreements may adjust the detailed breakdown of a General Conditions line item if the total amount for a General Conditions line item exceeds one hundred percent (100%). A corresponding amount shall be deducted from another General Condition line item(s) or the Construction Phase Fee to pay for the General Conditions' line item overage.

2.4.4.1.5 Contractor shall not use subcontractor invoices/pay applications in lieu of a single Schedule of Values from the Contractor.

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 Contracts with Guaranteed Maximum Price proposals shall repeat the process outlined in this section every time a subcontract is added to the monthly Schedule of Values for payment.

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 the Owner and Architect/Engineer with a Submittal 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 Register shall be incorporated with the Work Progress Schedule, and each shall be updated monthly and submitted to the Architect/Engineer 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 the 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 The 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 the Owner and Contractor agree to the Schedule of Values line item amounts, the Contractor shall submit four (4) copies of the formal Application for Payment to the Architect/Engineer, utilizing the University of Texas MD Anderson Cancer Center form, with original signatures of an officer of the contracting firm and original notarization. The Contractor shall furnish a certificate designating a person(s) who has authority to sign pay applications on behalf of the firm if such is not an officer of the firm.

2.4.5.1 The Contractor shall provide attachments to each month's payment request per the UGC. Contractor should verify the number of copies of each attachment with Owner prior to submission.

2.4.5.1.1 Monthly HUB Progress Assessment report (Attachment H to Exhibit H).

2.4.5.1.2 Updated Submittal Register.

2.4.5.1.3 Application for Payments required by the Contract.

2.4.5.1.4 Wage rate notification form for each member of the workforce not previously submitted.

2.4.5.1.5 Updated Work Progress Schedule as specified in Section 01 32 00 – Project Planning and Scheduling.

2.4.5.1.6 Documentation of partial Release of Liens and Claims in accordance with the value of the monthly Application for Payment.

2.4.5.1.7 Confirmation that Contractor has maintained and updated the Record Documents kept at the Site.

2.4.6 The formal monthly Application for Payments shall be first certified by the Architect/Engineer and then submitted to the Owner's Project Manager for signature and

processing. The Contractor may expect receipt of payment within thirty (30) days after the Owner's Project Manager receives the formal Application for Payment.

2.5 MONTHLY APPLICATION FOR PROGRESS PAYMENTS

2.5.1 Refer to the UGC and Section 01 77 00 – Project Closeout Procedures, for requirements not identified in this Section.

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

2.5.2.1 Payments cannot exceed the Contract, 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 UGC and Section 01 77 00 – Project Closeout Procedures.

2.6 PROCUREMENT OF SUBCONTRACTS – CM-R AND DB AGREEMENTS ONLY

2.6.1 The Construction Manager-at-Risk (CM-R) or Design-Build Contractor (DB) shall provide a written Bid/Proposal Package Strategy (B/PPS) for procuring subcontracts including self-performance Work (other than General Conditions), prior to the approval of the Guaranteed Maximum Price, but no later than twenty (20) days prior to the first advertisement for proposals. The B/PPS shall be a written plan submitted to and reviewed by the Owner and the Architect/Engineer.

2.6.1.1 The plan shall identify bid packages that are most advantageous to the Project and align with the CM-R/DB's HUB Good Faith Effort (Exhibit H) by providing at least three (3) qualified respondents (including the CM-R/DB). Each bid package shall include the UGC, Owner's Special Conditions, the Owner's Division 1 Specifications, Drawings and Specifications and any other Owner requirements included in the CM-R/DB Agreement pertaining to the scope of work covered in the packages.

2.6.1.2 The B/PPS shall conspicuously identify any and all work that the CM-R/DB will submit a bid/proposal for, but will not perform with CM-R/DB's own forces (i.e. subcontract to someone else if determined to be "best value").

2.6.1.3 The B/PPS shall include the following for each bid package contemplated:

2.6.1.3.1 Anticipated scope of work to be procured.

2.6.1.3.2 Anticipated selection criteria and questions.

2.6.1.3.3 Self-perform work proposals to be submitted by the CM-R/DB.

2.6.1.3.4 Proposed advertising dates.

2.6.1.3.5 Proposed pre-proposal/HUB/ROCIP meetings.

2.6.1.3.6 Proposed Receipt, review and award dates.

2.6.1.3.7 Anticipated notice to proceed dates.

2.6.1.4 The CM-R/DB shall update the B/PPS monthly as a minimum or whenever conditions change or proposed dates are revised.

2.6.2 For CM-R contracts, Texas Education Code 51.782 mandates: "A construction manager-at-risk shall publicly advertise, in the manner prescribed by the institution, and receive bids or proposals from trade contractors or subcontractors for the performance of all major elements of the work other than general conditions work. A construction manager-at-risk may seek to perform major elements of the work itself if the construction manager-at-risk submits its bid or proposal for that work in the same manner as all other trade contractors or subcontractors and if the board determines that the construction manager-at-risk's bid or proposal provides the best value for the institution."

2.6.3 The goal of the Project Team shall be to have all work procured through advertised competitive proposals, however, if a "minor procurement" condition arises during the process, the following procurement guidelines may be used by the CM-R/DB, with Owner approval, for procurement of work:

2.6.3.1	Less than $15,000.00:	No requirements
2.6.3.2	Between $15,000.01 and $50,000.00:	Obtain three (3) informal proposals
2.6.3.3	Greater than $50,000.00:	Advertised competitive proposals

2.6.4 This specification 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 (i.e. concrete material shall be procured as a unit price times an estimated total project quantity provided by the CM-R/DB to equal a total construction cost). Work shall not be incrementally divided for the purpose of circumventing the procurement guidelines.

2.6.6 The CM-R/DB 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 the CM-R/DB to make a proper evaluation and selection. The CM-R/DB shall establish a selection matrix including cost, criteria, weighting and ranking procedures for evaluation. The CM-R/DB 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. The CM-R/DB shall follow the Good Faith Effort (HUB) requirements identified in Exhibit H of 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 The CM-R/DB shall establish clear criteria and questions so that those reading the Request for Proposals will understand how they will be evaluated.

2.6.6.2 If criteria are not included in the advertisement for proposals, the proposal shall be considered a lump sum bid, and the CM-R/DB shall award the work to the lowest qualified, responsive bidder.

2.6.6.3 After selection criteria have been established, the CM-R/DB shall publicly advertise the work in general circulations and trade associations in accordance with Texas Education Code 51.782 for CM-R, Article 5 of the current Agreement for DB and Texas

Administrative Code 111.14 – "HUB" for both CM-R and DB. 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 Institution/Campus name.

2.6.6.3.3 CM-R/DB name and address.

2.6.6.3.4 CM-R/DB contact name and phone number.

2.6.6.3.5 Location for viewing plans and specifications.

2.6.6.3.6 Date, time and location of Pre-proposal/HUB/ROCIP meeting.

2.6.6.3.7 Date, time deadline(s), and location for receiving proposals.

2.6.6.3.8 Instructions to respondents for submitting proposals.

2.6.6.3.9 Selection criteria, questions and submittal requirements.

2.6.7 At the time and location identified in the advertisement, the CM-R/DB shall hold a Pre-proposal/HUB/ROCIP meeting for all potential subcontractors with the Project Team and Owner's HUB Coordinator. The CM-R/DB shall review as a minimum:

2.6.7.1 The general scope of the Project and the specific scope of work included in this package.

2.6.7.2 Instructions to respondents for submitting proposals.

2.6.7.3 Selection criteria and questions.

2.6.7.4 HUB Good Faith Effort requirements (Exhibit H).

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 the CM-R/DB identifies any self-performance in the B/PPS (work to be performed by CM-R/DB's own employees), the CM-R/DB shall submit a proposal to the 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 proposals, all CM/DB self-performance proposals shall be:

2.6.8.1.1 Estimated and submitted by a separate estimating team that is not associated with the CM/DB's pre-construction and/or construction team;

2.6.8.1.2 Submitted in a sealed envelope;

2.6.8.1.3 The final proposal price and not subject to change for any reason prior to recommendation of subcontract award.

2.6.9 The CM-R/DB shall accept all proposals at the advertised location until the advertised deadline. Upon receipt, the Owner's Project Manager will initial the proposal to indicate the time and date received. Any proposals received after the deadline shall not be considered by the CM-R/DB, and shall be returned to the respondent unopened.

2.6.9.1 Fax proposals will not be accepted unless the Owner, prior to the initial advertisement for proposals, approves a detailed plan by the CM-R/DB of care and custody.

2.6.10 After compiling, reviewing and verifying the costs and scope associated with all proposals, the CM-R/DB shall provide a "bid tabulation" matrix and a proposed Schedule of Values (refer to Attachment No. 2) for review by the Project Team.

2.6.10.1 The "bid tabulation" matrix shall compare all equivalent scope proposals to the CM-R/DB's estimate.

2.6.10.2 Each matrix shall indicate the CM-R/DB estimate(s) for each scope of work and identify the respective cost savings/over-runs.

2.6.10.3 The CM-R/DB may use values/quantities from CM-R/DB'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 proposals.

2.6.10.4 The proposed updated Schedule of Values shall summarize all executed and recommended "best value" subcontracts to provide a current status of the Guaranteed Maximum Price Proposal.

2.6.10.5 Once the proposals are compiled into a "bid tabulation" matrix and the proposed Schedule of Values has been updated, the CM-R/DB shall request a meeting with the Project Team to review the proposals.

2.6.11 The CM-R/DB shall lead the proposal review meeting by reviewing the scope of work, the proposals 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 The CM-R/DB shall confirm that the respondents are qualified, meet the established selection criteria (if applicable), and identify the amount of the proposals.

2.6.11.2 The CM-R/DB shall identify the "best value" and the current status of the buy-out savings to the Project Team. If the "best value" causes the CM-R/DB to exceed the Cost of Work line item, including contingencies in the GMP the CM-R/DB shall acknowledge that the overage will be deducted from the CM-R/DB's Construction Phase Fee.

2.6.12 Once the "best value" respondent has been identified by the CM-R/DB, without exception by the Owner, the CM-R/DB shall finalize negotiations with the selected "best value" respondent.

2.6.12.1 The CM-R/DB shall identify and confirm with the Owner's Project Manager the competitive proposal "plug" numbers CM-R/DB intends to use in CM-R/DB's negotiations. "Plug" numbers may be established through the CM-R/DB's own estimate (if submitted to the Owner's Project Manager before the advertised deadline) or values included in other non-selected respondent competitive sealed proposals.

2.6.12.2 If the CM-R/DB cannot reach an agreement with the selected respondent, the CM-R/DB shall notify the Owner's Project Manager that CM-R/DB intends to begin negotiations with the second "best value" respondent.

2.6.12.3 The CM-R/DB shall issue a letter to the Owner indicating that CM-R/DB intends to write a subcontract to the selected "best value" respondent (including self-perform work), identifying the following:

2.6.12.3.1 The bid package number.

2.6.12.3.2 The base bid from the selected respondent and any alternates included in the proposal.

2.6.12.3.3 The total value of the proposed subcontract with a description of any changes from bid 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 the 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 bid 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 the CM-R/DB for applicable work.

2.6.12.4 If the Owner objects to the "best value" identified by the CM-R/DB, the Owner may conduct an evaluation of the selection process and/or results.

2.6.12.4.1 If, after evaluation, the Owner disagrees with the CM-R/DB "best value" recommendation, the Owner may instruct the CM-R/DB to either re-bid the scope of work or use the Owner's "best value" selection.

2.6.12.4.2 If the value of the Owner's selection causes an increase in the Contract Sum, the increase will be the responsibility of the Owner.

2.6.12.5 The CM-R/DB shall provide one (1) complete copy of all recommendation letters and proposals to the Owner's Project Manager for record, as they occur until Final Payment.

2.6.13 For additional bid packages, the CM-R/DB shall repeat the steps identified in this section as many times as identified in the current B/PPS for the entire Project.

2.7 DAILY REPORT

2.7.1 The Contractor shall provide on a daily basis, the Architect/Engineer, Owner's Project Manager and Owner's Construction Inspector 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 the 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. The Contractor shall pay for the Pre-Construction Conference and/or Partnering Workshop in total and the Owner will reimburse the Contractor for fifty percent (50%) of the mutually agreed-upon costs (100% of the costs will be reimbursed to the Contractor as part of the General Conditions in the GMP for CM-R and DB contracts).

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 The 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 UGC requires the Contractor to comply with the Owner's administrative requirements as outlined herein and as reviewed at the Pre-Construction Conference.

3.1.3.1.1 For projects with Guaranteed Maximum Price contracts the Owner may require a Pre-Construction meeting prior to Notice to Proceed with Construction.

3.1.3.1.2 For projects with Guaranteed Maximum Price contracts and multiple bid packages, the 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 the 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. The 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 the 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, the Contractor shall provide the 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, the 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 The 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, the 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 the Owner. The Contractor shall notify the Owner and Architect/Engineer 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, status of the HUB Plan, and other Project issues.

3.2.4 The Contractor and Architect/Engineer shall provide separate tracking logs for submittals, RFIs, ASIs, and changes in a package for each primary meeting participant. On Design-Build contracts, a single set of tracking logs may be utilized if accepted in advance by the Owner.

3.2.5 The Owner's Project Manager will chair the Project Progress Meetings. The 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 Status of buyout on Guaranteed Maximum Price projects.

3.2.5.4 Current status of product submittals and shop drawings, requests for information (RFI), and Architect/Engineer'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, the 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 The Contractor shall notify the Owner's Construction Inspector and the Owner's Project Manager, in writing, of any planned utility outages in accordance with Owner's Special Conditions.

3.3.2 The Owner will provide a standard form for processing a request for utility shutdown or any other campus disruption. The 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 The Contractor shall not turn services on or off, without prior written authorization from Owner. Unless directed otherwise, the Owner will turn services on and off.

3.4 TESTING

3.4.1 Refer to the UGC 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 indicated in the Contract Documents, the Contractor shall bear the costs of all tests unless the Contract specifically states that it is to be paid for by the Owner.

3.5 INSPECTIONS

3.5.1 Refer to the UGC and Section 01 45 00 – Project Quality Control for inspection requirements not identified in this Section.

3.5.2 The Contractor shall provide sufficient, safe and proper facilities at all reasonable times for observation and/or inspection of the Work by the 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 If informed of a defect, the Contractor shall remedy the defect at Contractor's own cost and respond in writing to the Owner's Project Manager and the notifying party within ten (10) days indicating the action taken to resolve the defect. Refer to the UGC.

3.6.2 The Contractor shall attend any and all meetings to resolve warranty issues. The Contractor will provide a tracking log of all warranty issues and Contractor's resolution.

3.6.3 The Contractor shall participate in an end-of-warranty Project review with the Owner, as scheduled by the Owner's Project Manager, at a time prior to termination of the warranty period.

3.6.4 Per the UGC, unless directed otherwise in writing by the Owner, all warranties shall use the date of Substantial Completion as the start date for that particular warranty.

3.6.4.1 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, as required by the UGC.

3.6.4.2 Contractor shall deliver all equipment to the Owner in an "as-new" condition. If equipment is put into service for the convenience of the Contractor, the Contractor shall, at Contractor's own expense, maintain, service and refurbish the equipment to "as-new" condition prior to delivery to the Owner.

3.6.5 Provisions described herein shall also apply to those items having warranties greater than one-year.

END OF SECTION 01 31 00

☐Yes ☐No

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: *(line 4 less line 7)*	$ 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 CMR

Example

CONSTRUCTION MANAGER AT RISK'S NOTARIZED SIGNATURE

STATE OF TEXAS
COUNTY OF

(STAMP SEAL BELOW)

Personally before me, the undersigned authority, this day appeared {PRINTED NAME OF CM-R AGENT} who being by me duly sworn, 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 _____ By: _____
Date *Signature of A/E*

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

Current Payment For Pre-Construction Services $ _____

Reviewed and Approved on _____ By: _____
Date *Signature of PM*

CONSTRUCTION SERVICES : TO BE COMPLETED BY THE UTMDACC 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 _____ By: _____
Date *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:
Costruction Manager Name:	Application Period: From To

A	B	C		D	E	F	G	H	I	J	K	L	M	N
										Current Application				
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		Total Amount This Period & Percent		Total Amount Completed To Date & Percent		Retainage (5%)
	Column Equations			C'	C - D		D'	L'	H / G	L - H	J / G	H + J	L / G	L x 5%
Pre-Construction Services														
Programming (20% If Applicable)		$ -	$ -	$ -	$ -	N/A	$ -	$ -	0%	$ -	0%	$ -	0%	N/A
Schematic Design (20%)		$ -	$ -	$ -	$ -		$ -	$ -	0%	$ -	0%	$ -	0%	
Design Development (20%)		$ -	$ -	$ -	$ -		$ -	$ -	0%	$ -	0%	$ -	0%	
GMP Development (10%)		$ -	$ -	$ -	$ -		$ -	$ -	0%	$ -	0%	$ -	0%	
Construction Documents (20%)		$ -	$ -	$ -	$ -		$ -	$ -	0%	$ -	0%	$ -	0%	
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%	$ -

Example