



FACILITIES PLANNING

Policy & Procedure #3

TITLE **GUARANTEED MAXIMUM PRICE (GMP) – MINOR PROJECTS**

OBJECTIVE AND PURPOSE To assure that GMP's for Minor Projects are submitted in a standard format that is consistent with the contractual terms of the Continuing Services Contract for Construction Managers (CM's).

RESPONSIBILITY **ACTION**

PROJECT MANAGER ♦ Transmits 100% Construction Documents to a Construction Manager, under contract with FAU, and solicits his guaranteed Maximum Price Proposal in a format similar and consistent as shown in **Minor Project GMP Format (Attachment "A")**.

CONSTRUCTION MANAGER ♦ Submits GMP proposal to FAU Project Manager (PM) in a summary format that is consistent with Attachment A, specifically breaking out the cost of the work, which by article 7 of the contract, includes General Conditions, Direct Supervision, Self Performed Work, (if any), and the work itself, showing a schedule of values. The CM must also include Overhead and Profit, as defined in Article 6 of the CM contract.
♦ The GMP shall include a breakdown for General Conditions, Direct Supervision and any work to be self performed.
♦ All work over \$12,500 requires at least two bids; All work over \$75,000 requires the CM to advertise for bid of that work, requesting sealed bids to be opened in the presence of the FAU PM and the AE of the work, entered into a **Bid Tabulation Form (Attachment "B")** and signed by all parties.

PROJECT MANAGER ♦ Reviews GMP submittal for compliance with this policy and for fair and reasonable costs. Reviews the GMP for correct computations. The PM then transmits to the AE of record, if applicable, for his review and concurrence regarding fair and reasonable costs and that the GMP includes all of the work as specified. AE transmits concurrence / recommendation in an email or letter.
♦ In the case of a project that has no AE of record, PM shall perform due diligence in ascertaining that the GMP is complete, fair and reasonable.
♦ In either case, the Project Manager signs off that this due diligence is performed by initialing the appropriate box in **the Project Manager's Minor Project Checklist for GMP (Attachment "C")**.

Issued By: B.Richman	Date Issued: 4.2011	Date Revised:	Effective Date: 4.2011
APPROVED:	Vice President	Associate VP	Director

- PROJECT MANAGER**
 - ◆ Compiles GMP, AE letter, if applicable, and completed ***Project Manager’s Minor Project Checklist for GMP (Attachment “C”)***. Issues draft POR, and submits all documents to the FP Senior Accountant (when the PM is an Associate Director, the Associate Director must comply with all PM tasks and initials).

- SENIOR ACCOUNTANT**
 - ◆ Checks computations. Enters the Cost Data from the ***Project Manager’s Minor Project Checklist for GMP (Attachment “C”)*** into the Minor Projects Cost Data Base Spreadsheet and maintains this database. Initials checklist and submits entire package to the appropriate Associate Director.

- ASSOCIATE DIRECTOR**
 - ◆ Reviews all material for compliance and initials ***Project Manager’s Minor Project Checklist for GMP (Attachment “C”)***. Initials draft POR for final typing. Forwards package to Senior Secretary for typing of POR.

- SENIOR SECRETARY**
 - ◆ Types POR and forwards to Director.

- DIRECTOR**
 - ◆ Reviews package and initials or signs POR depending on authority of account.

REFERENCE: Facilities Planning P&P #29 – Purchase Order Requisitions

ATTACHMENTS: ***Minor Project GMP Format – Attachment “A”***
Bid Tabulation Form - Attachment “B”
Project Manager’s Minor Project Checklist for GMP – Attachment “C”

MINOR PROJECT GMP FORMAT

MINOR PROJECT GMP SAMPLE FORMAT		Date:
Project Name:		Project No:
DIV	ITEM	COMMENTS
<i>Cost of the Work - See Article 7 of contract:</i>		
1	General Conditions Equipment, Etc. (Article 7 List Separately)	
	Direct Supervision (Article 7 List Separately)	
	Self performed work	
2	Sitework	
3	Concrete	
4	Masonry	
5	Metals	
6	Wood & Plastics	
7	Thermal & Moisture Protection	
8	Doors & Windows	
9	Finishes	
10	Specialties	
11	Equipment	
12	Furnishings	
13	Special Construction	
14	Conveying Systems	
15	Mechanical	
16	Electrical	
	Subtotal Work: (All Above)	
	Contingency	(____ %)
	Insurance	
	Bonds	
	Other	
	SUBTOTAL COST OF WORK	
		Includes General Conditions, and Labor Costs, Insurances, Bonds
<i>OH&P, & Fee - See Article 6 of contract:</i>		
	CM Fee (____ %)	
	SUBTOTAL CM FEE	
		Max 16% of Cost of Work Maximum
	Guaranteed Maximum Price	

NOTE: All grey boxes must be filled.

Sample Back-up to Cost of the Work – Use separate tables for GCs and for Labor

MINOR PROJECT GENERAL CONDITIONS DETAIL (Article 7 of contract)					Date:
Project Name:					Project No:
General Conditions Item	Quantity	Unit	Unit Price	Subtotal	Burden
Project Manager	160	hrs	\$ 62.50	\$ 10,000.00	1.60
Superintendent	160	hrs	\$ 50.00	\$ 8,000.00	1.60
Secretary	40	hrs	\$ 20.00	\$ 800.00	1.60
Other	20	hrs	\$ 20.00	\$ 400.00	1.60
Fencing	135	lf	\$ 4.25	\$ 573.75	1.60
Staking	1	rs	\$ 1,200.00	\$ 1,200.00	1.60
Trailer	4	months	\$ 750.00	\$ 3,000.00	1.60
Layout	1	rs	\$ -	\$ -	1.60
Vehicles	4	months	\$ 500.00	\$ 2,000.00	1.60
Total					\$ 41,558.00

ATTACHMENT "A"

BID TABULATION SHEET

PROJECT NAME: _____

PROJECT NUMBER: _____

BID OPENING TIME: _____

BID OPENING DATE: _____

BIDDERS	BASE BID	ALTERNATE #1	ALTERNATE #2	ALTERNATE #3	BASE BID PLUS ALT.	BID BOND	ADD.

BIDS OPENED BY: _____

BID OPENING WITNESSED BY: _____

We hereby submit and recommend _____ to be our subcontractor to furnish _____
 for the referenced project. The budget from the GMP Cost Summary is: Line Item _____ Amount \$ _____

 Construction Manager

We concur with the recommendation of the contractor for the award of this bid package.

 Architect

The University concurs with this recommendation and authorizes execution of the trade contract.

 University Representative

ATTACHMENT "B"

PROJECT MANAGER'S MINOR PROJECT CHECKLIST FOR GMP

MINOR PROJECT GMP CHECK-LIST		Date:	
<i>Project Name:</i>		<i>Project No.:</i>	
Project Manager:			
	ITEM		COMMENTS
Cost of the Work - See Article 7 of contract:			
	General Conditions Equipment, Etc.		
	Direct Supervision		
	Self Performed Work		
	The Work / Trades and Subcontractors		
	Contingency		(____%)
	Insurances/Bonds		
	SUBTOTAL COST OF WORK		Includes General Conditions, and Labor Costs
CONSTRUCTION MANAGER'S FEE- See Article 6 of contract:			
	SUBTOTAL CONSTRUCTION MANAGER'S FEE		Max 16% of Cost of Work Maximum
	TOTAL Guaranteed Maximum Price		

To be initialed by FAU PM:	Initials	
Reviewed for compliance with Articles 6 and 7 of contract.		
Contains back-up to Labor rates including Labor Burden		
FEE is 16% or less per Article 6		
GMP seems fair and reasonable for the work		
AE letter of concurrence with work and reasonable cost		or costs checked by self
To be initialed by Sr. Accountant:		
Computations checked		
POR checked for compliance		
Entered into FP Spreadsheet for tracking		
To be initialed by Associate Director:		
Spot checked for fair and reasonable cost		
All required material is attached		
Checklist is complete and correct		
Recommends GMP to Director		

NOTE: All grey boxes must be filled out or initialed

ATTACHMENT "C"