



FLORIDA STATE UNIVERSITY

Construction Management
for
Minor Projects
2016



Staff Introductions

Director, Facilities Design & Construction

Larry Rubin

Asst. Director, Facilities Design & Construction

Bill Lamb

- **Project Managers**
 - Brian Cannady
 - Gary Feldman
 - Biff Quarles
 - Justin Shafer
 - Jay Luedecke
 - *Kim Ball, Mary Jo Spector, Brad Adams
- **Project Administrators**
 - Sallie Dixon
 - Jennifer Sanders
 - Debbie Whited
 - Amy Browning



Minor Project: GMP/Construction Amount Must Be Less Than \$2,000,000.00

Our Procedures Are:

- Based on Florida Statutes & Your Contract
- Result of Previous Audit Comments
- An Effort to Standardize Our Methods
 - Apply Our Methods Consistently

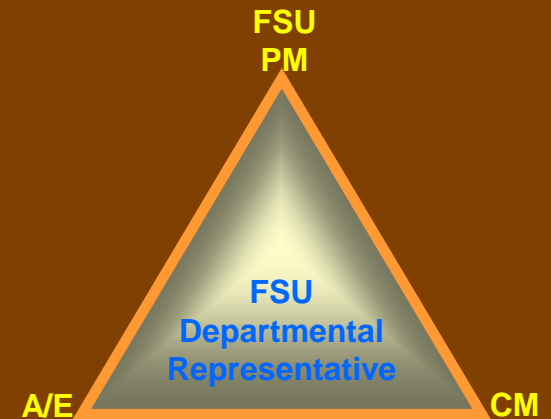


Volume & Distribution of Work

- Annual Volume = Approximately 25 to 30 Million Dollars
- Distribution of Work
 - Consideration for Suitability of Firm's Experience for any Particular Project



Staff Duties



- FSU Project Manager
 - Your Primary Contact With the University
 - Liaison with A/E's and Departmental Representatives
- FSU Project Administrator
 - Manages Project Related Paperwork
 - Contracts, Pay Requests, C.O.'s
- Construction Managers **MUST** avoid working independently with or at the direction of the University's Departmental Personnel



Contract Types

- ✓ **GMP on 100% Construction Documents with Trades Bid**
 - ✓ Minimizes Your Risk on Projects
 - ✓ Limited General Conditions
 - ✓ Fixed Fee
- ✓ **GMP on 100% Construction Documents prior to bidding Trades**
 - ✓ Full General Conditions
 - ✓ Negotiated Fee
- ✓ **Design Build**
 - ✓ CM contracts with A/E
 - ✓ Provides unified contract for design, pre-construction, construction administration and construction



Code Reviews & Permitting

- FSU Building Code Plans Review
 - FSU Building Permit Required for Each Project, With a Few Exceptions
 - CM Must Apply for Building Permit & Call for Building Inspections (owner pays permit fees)
- <http://www.safety.fsu.edu/building.html>



Design Phase

- In-House Design Team
- Continuing Services Architects & Engineers
- Design Build Team



Pre-Construction Services

- ❖ Professional Service
- ❖ Utilized when coordination and interaction between CM, Design team and Owner during design phases desirable
- ❖ Guidelines for preparation of proposals
- ❖ Reports required for each design phase
- ❖ Performance requirements specified in your Agreement
- ❖ Negotiated lump sum only upon PM's approval
- ❖ Billed on AE form
- ❖ Services end upon acceptance of GMP



Fixed Fee or Negotiated?

Fixed Fee

- Limited General Conditions
- Smaller Contracts
- Shorter Time Frame
- Fewer Trades
- Fewer Job Site Complications
- GMP Developed After Bidding
- Contingency Amount – Usually 3% to 5%

Negotiated Fee

- Negotiated General Conditions
- Larger Contracts
- Longer, More Involved
- Pre-Construction Services Utilized
- More CM Project Management Required
- GMP Developed Prior To Bidding
- Excess Contingency Adjusted After Bidding NTE 2-3%



Scale for Fixed CM Fee %

<u>If the Cost of the Work is:</u>	<u>The Fee is:</u>
– Less than \$250,000	14
– \$250,000 to \$499,999	13
– \$500,000 to \$749,999	12
– \$750,000 to \$999,999	11
– \$1,000,000 to \$1,249,000	10
– \$1,250,000 to \$1,499,000	9
– \$1,500,000 to \$2,000,000	To Be Negotiated

The Fee for Each Project is Considered Individually...Factors such as Number of Subcontractors, Schedule and Project Complexity are Considered and may affect percentage



GMP Preparation

- GMP For Each Project:
 - Cost of the Work, General Conditions, CM Fee
- Submit Draft GMP (Electronic) with Breakdown of General Conditions including labor calculations and multipliers
- **Upon Approval, Submit One Electronic Final GMP**
- A Separate Purchase Order Will Be Issued for Each Project
- FSU PM Will Issue a Notice-To-Proceed For Each Project



GMP Preparation Cont'd.

Items Included in the Fee

- Home Office Employees, including their pension contributions, health insurance, bonus, vacations, taxes for such items as unemployment compensation & social security, payroll insurance, taxes attributable to wages & salaries and other company overhead expenses.
 - **CM's Project Manager is Considered a Home Office Employee**
- General Office Operating Expenses
- Overhead & Profit, or General Expenses of Any Kind
- All Travel and Per Diem Costs
- Estimating Services Required During Construction
- Minor Expenses such as Long Distance Phone Calls, Postage, Office Supplies, and Similar Items
- If Limited GC's – all GC costs not allowed as Cost of the Work
- **All Costs Incurred During the Warranty Period After Construction**



GMP Preparation Cont'd.

Items Included in Cost of the Work

- Trade Contract Amounts
 - Including Trade Contractor Bonds, if Required
- CM Limited General Conditions for Fixed OH&P Fee
 - General Superintendent – Full or Part-Time
 - » **Superintendent's Maximum Allowable Hourly Rate is \$45.00**
 - Project Cleanup
 - Shop Drawings, As-Built Documents not in Trade Contracts
 - Safety Related Site Protection
 - Rental of Equipment
- Insurance and Bonds
- **Excluded: Data Processing, Small Tools, Job Site Office & Office Equipment**



Items Required in Final GMP

- Cover Letter Stating Final GMP Total Amount & brief scope statement
- Table of Contents
- Copy of Newspaper Bid Advertisements
- List of Documents GMP is Based Upon
- List of Clarifications & Assumptions
- GMP Breakdown, Including General Conditions
- Payroll Multipliers for all CM employees in GMP
- Signed Bid Tabulation Form and Copies of All Trade Bids
- Letter of Recommendation for Trade Contract Awards
- Request to Self-Perform with Approval
- Proposed Project Schedule
- Insurance Certificates and P & P Bonds



Trade Bids

- **Develop Trade Bidder Interest**
- Less Than \$6,000 – Competitive Quotes not Required
- \$6,000 to \$14,999 – Obtain Three Phone or Fax Quotes
- \$15,000 to \$74,999 – Acquire Min. Three to Five Written Quotes
- Greater Than \$75,000 – Must Publicly Advertise
 - **Advertise for Two Consecutive Sundays in Local Newspaper**
 - **Min. 14 Days From When Ad First Appears Until Opening of Bids**





MBE Participation

- Construction Managers are encouraged to utilize Minority Business Enterprises Certified by the Department of Management Services, Office of Supplier Diversity
- Included are minority-owned, women-owned, and veteran-owned small businesses
- Furnish copies of all Trade Bid Advertisements to FSU Director of Supplier Diversity:

Edward Acoff, 850-645-4737

FSUSupplierDiversity@admin.fsu.edu



Trade Bids Cont'd.

- All Sealed Trade Bids Must Be Publicly Opened At Your Office or Other Location That You Designate in the Advertisement
- FSU PM or Alternate Designee **MUST** Attend All Bid Openings & Sign the Bid Tabulation Form



Self-Performance

- The CM Manages, Schedules and Coordinates the Work, Including the Work of Trade Contractors
- Must Obtain written FSU PM Approval *prior to*:
 - Submitting a Sealed Bid on Trade Bid Package
 - Self-Perform Trade Work
 - Supplement Trade Work with CM personnel
- Provide Written Justification with Approval



Payment and Performance Bonds

- Required for GMP Amounts of \$200,000 and Greater
 - At FSU's discretion, may be required for Projects \$100,000 - \$199,999
- FSU PM Will Issue a Notice-of-Intent-to-Award by email upon acceptance of the GMP
- Submit two undated sets of originals to PM so Contract Purchase Order can be issued
- Bonds will be dated to correspond with PO date and one returned to CM for recording



Insurance Requirements

- General Liability
 - Minimum \$250,000 Per Person, \$500,000 Per Occurrence, or Minimum \$500,000 Combined Single Limit
- Worker's Compensation
 - As Required by Ch: 440, Florida Statutes
- Automobile Liability
 - Minimum \$100,000 Per Person, \$300,000 Per Occurrence, & Property Damage Minimum of \$100,000; or Combined Single Limit of \$300,000 of Bodily Injury & Property Damage
- Builder's Risk
 - Minimum in the Amount of Initial Contract Sum, Plus Modifications Thereto for Entire Work on a Replacement Cost Basis – Maintain Until Final Payment



Construction Phase

- Pre Construction Meeting
- Bi-Weekly Progress Meeting
 - Prepare and Distribute Minutes
- Project Schedule
- Staging and Mobilization / Vehicle Parking
- Construction Parking Permits
- Email Weekly Status Reports and Photos
- Maintain Safety Plan for Each Project
- Communication with the Project Team



Parking Policy

Effective August 2016

- Commercial Hang-Tag
 - Can park in student spaces, faculty/staff spaces, unreserved service vehicle spaces, and loading zones (20-minute limit).
 - Eligible for a gate card and/or clicker.
 - Price is \$310.50 per year (August 15, 2016 through August 15, 2017). This price is prorated monthly.
- Service Vehicle Hang-Tag
 - Can park in unreserved service vehicle spaces and loading zones (20-minute limit).
 - Price is \$54.50 per year (August 15, 2016 through August 15, 2017). This price is prorated monthly.
- Daily and Weekly Parking Permit
 - Can park in student spaces, ungated faculty/staff spaces, and loading zones (20-minute limit).
 - Price is \$3.25 per day.

Current construction parking permits will be honored through expiration date



Unmanned Aircraft Systems Policy

Steps for Authorized Unmanned Aircraft Systems (drone) use on Campus

Hobbyist:

Register your drone at <http://www.faa.gov/uas/registration/>

Public/Governmental/University Entity:

Obtain a Certificate of Waiver or Authorization (COA) from the FAA (Internal to FSU) and provide documentation

Commercial:

Obtain a 333 exemption from the FAA (External to FSU) and provide documentation

Once these approvals have taken place and are on file the following steps are to be followed before the date of the intended flight:

Notify FSUPD Dispatch: 850-644-1234 – 24 hours prior to the flight

Provide Contact Information for the person operating the UA

Notify the FAA Air Traffic Control Tower Tallahassee Operations: 850-942-8311

Notify Tallahassee Airport Operations: 850-891-7830

Follow these protocols when operating the UA: http://www.faa.gov/uas/model_aircraft/



Change Orders

- Required any time the CM's Scope of Work is changed resulting in a change to the contract amount or contract time
- Must include backup documentation to support the Cost of the Change
 - Subcontractor Quotes, Material Quotes, etc.
 - Revised Schedule of Values showing changes



Change Orders, cont'd

- Funded from Project Contingency
 - No increase to Contract Amount
 - Contingency Modification
- Not Funded from Project Contingency
 - Increases the Contract Amount
 - C.O. Form & P.O. Amendment
- Submit All Change Orders Electronically



Contingency Modifications

- Every change to the Schedule of Values requires a Contingency Modification
 - Needs approval by AE, FSU PM
 - Sub Quotes
 - Material Quotes
 - Revised Schedule of Values showing changes



Payment Requests

- Payment Requests Must Be on FSU Form and will be e-Signed by an Officer of the Company
- Submit All Pay Requests Electronically
- **Timesheets Must Be Signed by Employee and Supervisor**
 - Subcontractor Pay Requests Must be Signed by Them
- Overtime Pay Will Be Allowed Only if Included in the Original GMP or Specifically Approved in Writing by the FSU PM
- Payroll Calculations Must be Shown as Follows:
 - Salary Rate X No. of Hours = Subtotal, X Payroll Multiplier = Total
- Receipts required for **ALL items billed directly by the CM**
- Show CM Fee Calculations [**Details on Following Slide**]



OH&P Calculations

Pay Request No: _____

Date: _____

FSU Project No.: _____

Project Name: _____

Costs & Fees, Excluding OH&P, Completed to Date: [Enter Amount]

OH&P Rate For This Project: [Enter %]

Total OH&P Amount Due: [Enter Amount]

OH&P Amount Previously Billed: [Enter Amount]

OH&P Amount Due This Pay Request: [Enter Amount]



Payment for Materials Stored Off-Site

Off-Site Stored Materials Agreement **REQUIRED**

Submit **Executed** Agreement with **each Pay Application** for **each Off-Site Request** with the following:

- Detailed List of Materials
- Location of Materials
- Invoices to support cost
- Photographs of Materials
- Binding statement from insurer
- Binding statement from Surety
- Signatures of Architect, CM, and Subcontractor if applicable



Substantial Completion

- Substantial Completion Form
 - Executed by All Parties on the Date of Substantial Completion
- Fire Marshal Inspection and Approval
- FSU Building Code Inspection and Final Approval
- Certificate of Occupancy
 - Issued by FSU Building Code Official



Project Closeout

- **Submit One Electronic Format of the Following**
 - Minor Project Completion Checklist Form
 - Assignment of Antitrust Claims Form
 - Letter of Certification of Completion of Punch list Items
 - Final Test and Balance Report
 - Operation & Maintenance Manuals (Separate)
 - Executed Certificate of Final Completion
 - Copies of All Warranties
 - Consent of Surety for Final Payment, If Applicable
 - Copy of Final Payment Request
 - As-Built Drawings



Warranty Period

- Typical One Year Contractor Warranty Period
- FSU PM will be Your Primary Contact for Warranty Items
- You are Responsible for Obtaining Warranty Repairs from Your Subcontractors



Accounting Records

- All Cost Savings are Returned to the Owner
 - Submit a Reconciling CO at Project's Completion
- Final Pay Application and Close Out CO should be submitted together
- Preserve All Accounting Records for a Period of 4 Years After Final Acceptance of the Work



Performance Evaluations

- All CM's Under Contract are Evaluated Semi-Annually
- Evaluation Scores are Considered During Future Selections
- Blank Evaluation Provided



Current Forms & Documents

<https://www.facilities.fsu.edu/FDC/>

- Guidelines for Preparation of Pre-Construction Services
- Invoicing Procedures
- Procedures for Self-Performance
- Weekly Report Sample Format
- Change Order
- Contingency Modification (Must be accompanied by C.O. only if Contract amount or time changes)
- Pay Application Form for Construction
- Invoice Form for Pre-Construction Services and Design Phase DB Contract
- Off Site Stored Materials Agreement
- Minor Projects Completion Checklist
- Substantial Completion
- Certificate of Contract Completion
- AIA Document A201 General Conditions, As Modified
- Supplementary General Conditions for CM
- Construction Manager Performance Evaluation
- Assignment of Antitrust Claims



Contact Information

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QUESTIONS

