INSTRUCTIONS TO GMP PROPOSER

A. Subcontractors that have been disqualified from participating in State Building Commission projects may not be proposed for any part of this Work, and shall not be allowed to perform any part of this Work. The CM/GC and its subcontractors shall not knowingly utilize the services of an illegal immigrant in the performance of this Work, and shall not knowingly utilize the services of any subcontractor, sub-subcontractor, or consultant who utilizes the services of an illegal immigrant in the performance of this Work.

B. The proposal shall include an acknowledgement of all addenda.

C. If the proposal includes work of a subcontract trade regulated by state licensing laws, the proposal shall identify the subcontractor’s license information called for by licensing law.

D. The proposal shall provide the following information explaining the derivation of costs:

1. Standard forms provided for documenting the proposal are recommended for the convenience of the Owner, to provide the CM/GC with a basic format most easily evaluated and accepted by the Owner. Standard forms include:
   - Section 00 42 23 Proposal Summary
   - Section 00 42 71 Proposal of Trade Subcontracts
   - Section 00 42 75 Proposal of General Conditions
   - Section 00 42 79 Proposal of Self-Performance

2. Proposal Cumulative Summary is required in the case of a proposal to add scope or phases to an existing GMP Contract, and shall show the history of the current GMP, and the effect of the proposed amendment. No standard form is provided, but a format similar to the Proposal Summary is preferred.

3. Proposal Summary shall show the cost elements of trade subcontracts, general conditions, self-performance, CM/GC contingency, fee, and a total of these, with percentages for self-performance, contingency, and fee. If alternates are required and/or volunteered, these shall be shown distinct from the cost of the base work, and the cost elements named above provided for each. The standard form accommodates this information as if there are three required and three volunteered alternates; however, it is not intended to infer a required number of alternates for a particular project. The Owner normally expects quality pre-construction services to produce no alternates.

4. Proposal of Trade Subcontracts shall show hard bids distinct from allowances and estimates. If there are alternates, these shall be shown distinct from the cost of the base work, similar to the Proposal Summary. The standard form accommodates this information. Trades may only be so designated to the extent that they are being procured through bidding, either before or after the GMP agreement or amendment, in accordance with the Master Contract. Portions of the Work that the CM/GC will procure through direct purchase without bidding cannot be Trades, and must be a part of Self-Performance.

5. Bid Tabulation of Trade Subcontracts shall show the various trade bids in a manner that facilitates easy comparison and determination of the low bidder, with notations explaining post-bid adjustments and rejections. No standard format is provided.

6. Proposal of General Conditions shall list the line items included in the original proposal by which the CM/GC was selected, and the comparable costs included in the specific GMP proposal, identifying and explaining deviations. The standard form accommodates this information based on commonly used line items, but is not necessarily all-inclusive of line items applicable in this instance.

7. Proposal of Self-Performance shall itemize the costs, overhead, and profit in a manner similar to that required for change order price itemization. The standard form accommodates this information.

E. The proposal is to be submitted to the Owner and copied simultaneously to the Designer.

F. Once submitted, the proposal must be firm for thirty (30) days for the Owner to evaluate and complete the award or amendment, including five (5) days allowed for the proposer to sign and return award or amendment documents, once provided by the Owner, plus all required bonds and insurance documents.

END OF SECTION