

INSTRUCTIONS TO CM/GC FOR PRODUCING THE GMP

- A.** Subcontractors that have been disqualified from participating in State Building Commission projects may not be recommended 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 CM/GC shall present the GMP with an acknowledgement of all addenda.
- C.** If the GMP includes work of a subcontract trade regulated by state licensing laws, the CM/GC shall identify the subcontractor's license information called for by licensing law.
- D.** The CM/GC shall provide the following information explaining the derivation of costs:
1. Standard forms provided for documenting the GMP 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. These forms are reproduced in this project manual, and are available as Excel spreadsheets in the Designers' Manual posted on the Owner's website. Standard forms include:
Section 00 42 23 GMP Summary
Section 00 42 71 GMP List of Trade Subcontracts
Section 00 42 75 GMP Disclosure of General Conditions
Section 01 26 55 Form for Price of Work
 2. Provide a Cumulative Summary when adding scope or phases to an existing GMP Contract, and show the history of the current GMP, and the effect of the amending the new GMP to the existing GMP. No standard form is provided, but a format similar to the GMP Summary is preferred.
 3. GMP 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. GMP List 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 GMP Summary. The standard form accommodates this information. List only those allowances that are specified. If an allowance is part of a trade subcontract, show the allowance portion as an allowance, and show the remainder of the trade in the Estimates or Hard Bids, as applicable. 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. An exception to the requirement of bidding a trade can be in accordance with specification section 01 29 16 paragraph 1.03.F.
 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. Copies of the bids shall also be provided, to allow the Designer and Owner the opportunity to correlate the Bid Tabulation to the bids. No standard format is provided.

6. The Self-Performance portion of the GMP shall be itemized using the Form for Price of Work, showing the costs, overhead, and profit in a manner similar to that required for change order price itemization. The standard form accommodates this information.
 7. GMP Disclosure 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 being presented, 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.
- 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