

**Construction Management Proposal - Guidelines for Diocese of St. Petersburg  
(Rev. 006-01-2024)**

**Construction Manager:** \_\_\_\_\_

**Scope of CM Services**

- Perform Construction Management services on an approximate \$ \_\_\_\_\_ project for the construction of \_\_\_\_\_.
- Work closely with the Architect/Engineer/Design Consultant, School/Parish, and the Diocese of St. Petersburg as a team to help create an efficient & constructible design that maximizes the Owner's investment.
- Contract will be CM-at-Risk with 1% CM contingency and 2% Owner contingency.
- Contract format will be AIA A104-2017 with DOSP Addendum and supporting documents.
- All sub trades will be bid to prequalified subcontractors with a minimum of 3-5 subcontractor bids per bid package.
- Self-perform work by CM will be limited to \$10,000 max per scope or competitively bid.

**Preconstruction Services..... \$ \_\_\_\_\_ .00 (Not-to-Exceed)**

- Attend a minimum of (4) design meetings
- Perform site investigations and selective demo as needed
- Prepare (2) budget cost estimates during design development
- Attend budget revision meetings as necessary
- Develop phasing plans and final CPM schedule
- Develop a comprehensive GMP estimate based on actual sub-contract bids.
- Preconstruction costs will be rolled into the project GMP or invoice after 1-year of GMP submittal, whichever comes first.
- Preconstruction services to be performed under executed letter of agreement here within.

**Lump Sum General Condition..... \$ \_\_\_\_\_ .00 (Per Month)**

- General Conditions includes all project staff (salary plus labor burden), vehicles, equipment, and all costs tied to staff (phone & laptop tablet computers, etc.)
- Superintendent is dedicated full-time to the project
- Project Manager is dedicated half-time to the project
- Project Administration Staff is dedicated as needed to the project

**Estimated Monthly Reimbursable Expenses (General Requirements) ... \$ \_\_\_\_\_ (Approx.)**

- Actual reimbursable expenses will be fully itemized and included in the GMP estimate, this is just an estimated budget based on the anticipated scope and general requirements.
- Reimbursable expenses do not include: final cleaning, insurance, bonds, restoration of site staging areas, dust control measures, temporary walls, interior temporary protection, layout & surveying, temporary fencing, temporary security, permit fees, or testing.

**Overhead & Profit (CM Fee) as a Percentage of Direct Cost of Work..... \_\_\_\_\_%**