

**FPC PROJECT MANAGEMENT GUIDE**

**PMG-C03: POLICY FOR SELF-PERFORMED WORK  
UNDER CONSTRUCTION MANAGEMENT AND DESIGN/BUILD AGREEMENTS**

**PURPOSE:** To establish guidelines for the award of self-performed work under Construction Management and Design Build contracts, including defining the inclusion of work performed by related parties.

**A. Introduction.**

Construction Management and Design Build contracts are awarded based on qualifications and experience. Construction Management and Design Build fees are negotiated with the most qualified firm after the selection process. It is to the University's advantage for the Construction Manger or Design/Builder, referred to herein as Builder, to competitively bid out the trade contracts. While trade contracts may reasonably be awarded to the Builder or its subsidiaries and related parties in certain circumstances, this practice increases the potential for non-competitive pricing.

**B. Policy.**

Unless otherwise authorized by FPC, all of the Work shall be performed under trade contracts held by the Builder. The Builder shall not bid on any of the trade contractor work or perform such work with its own forces without the prior written consent of FPC. The requirement to obtain prior written FPC consent also applies to trade contracts with related parties which share the same or related ownership, management, and/or administration.

The Builder is required to disclose, in writing, all related parties during the trade contractors bidding process. The Builder's prequalification form shall contain a statement requiring all trade contractors to disclose any related party relationships. This is not the FPC Project Manager's responsibility.

Consent may be given either for the Builder to bid on a specific portion of the Work or to submit a proposal for self-performance of the Work, together with two bids from other contractors for performance of that same work in compliance with Owner's policy.

Items that may be considered for self-performance under this policy include, but are not limited to:

1. Work for which sufficient scope does not exist to attract trade contractor interest,
2. Work for which the schedule spans a sporadic and broken time period over the duration of the project, which reduces Trade Contractor interest,
3. Work which must be performed to eliminate safety violations or to remedy emergency conditions,
4. Unforeseen work for which the timing has a significant and negative impact on the schedule of the Project,
5. Work for which FPC mandates an accelerated schedule to complete component parts of the Project,
  - a. Circumstances such as completeness of architectural drawings, time required to generate appropriate bid packages and change order liability will be considered.
6. Portions of the Work for which the Builder has a proven track record of performing such Work and for which the participation of the Builder would be advantageous to the University.

If consent is granted for self-performed Work – see attached form – the work will be paid for on a cost reimbursement basis with a guaranteed maximum price, unless two other competitive bids are received in compliance with Owner's policy. In that case, the work may be invoiced in the same manner as other trade contractors.

**SELF-PERFORMANCE OF WORK APPROVAL FORM**

PROJECT #:	GMP AMOUNT:
PROJECT NAME:	BID PKG. BUDGET:
BUILDER:	BID DATE:

In accordance with the provisions of the Agreements for CM and D/B Services, the Builder requests approval to Self-Perform the scope of work described below. Changes to this self-performed scope of work shall be documented and approved in accordance with the bid award and analysis and payment certification requirements of the applicable Agreement. A fully executed copy of this approval letter shall be included with the other bid & award documentation for this bid package.

BID PKG. NAME, #:	<b>JUSTIFICATION:</b>
DESCRIPTION OF BID PACKAGE SCOPE:	<input type="checkbox"/> LACK OF QUALIFIED OR COMPETITIVE SOURCES <input type="checkbox"/> BETTER QUALITY OR PRICE <input type="checkbox"/> IMPROVED SCHEDULE OR COORDINATION <input type="checkbox"/> SOLE SOURCE CAPABILITY OF THE CM <input type="checkbox"/> OTHER:

**REQUESTED BY:** (Required Signature)

\_\_\_\_\_  
For the BUILDER

\_\_\_\_\_  
DATE

**RECOMMENDED FOR APPROVAL:**

\_\_\_\_\_  
For the ARCHITECT/ENGINEER

\_\_\_\_\_  
DATE

**RECOMMENDED FOR APPROVAL:** (Required Signature)

\_\_\_\_\_  
For the Owner: UNIVERSITY PROJECT MANAGER

\_\_\_\_\_  
DATE

**APPROVED:** (Required Signature)

\_\_\_\_\_  
For the Owner: ASSISTANT VICE-PRESIDENT  
FACILITIES PLANNING AND CONSTRUCTION

\_\_\_\_\_  
DATE