

FPC PROCEDURE

PMG-C120: GUIDELINES FOR PREPARING CM OR D/B GUARANTEED MAXIMUM PRICE PROPOSALS

The Guaranteed Maximum Price (GMP) proposal is developed at the phase specified in the Agreement for Construction Management Services or Agreement for Design/Build Services.

The GMP proposal should be bound and entitled, "Guaranteed Maximum Price Proposal for "(name of project, project number)" and must include a date on the cover. Proposal pages must be numbered and bound inside the proposal, in the order indicated below:

- A. Transmittal letter, including confirmation of project team
- B. Table of contents
- C. Tab 1, GMP Summary. (brief general summary of scope of work, alternates, budget summary)
- D. Tab 2, List of Documents. A recital of the specific Construction Documents, including drawings, specifications, and all addenda thereto, used in preparation of the GMP proposal (project manual(s), drawings by sheet number & date, etc.)
- E. Tab 3, Description of Work.
 - 1. **Qualifications and Assumptions.** A summary of all qualifications and assumptions included in the specification listing. No qualifications or exceptions may be introduced that conflicts with the requirements of the General Terms & Conditions, Construction Contingency use, or Staffing/General Conditions Costs as described in the Agreement.
 - 2. **Exclusions.** A summary of all exclusions included in the specification listing, plus any exclusions not related to the specifications. No qualifications or exclusions may be introduced that conflict with the requirements of the General Terms & Conditions, Construction Contingency use, or Staffing/General Conditions Costs as described in the Agreement.
 - 3. **Proposed Substitutions, Modifications, or Variances.** If applicable
 - 4. **Value Engineering Recommendations.** If applicable
 - 5. **Allowance Schedule.** If applicable
 - 6. **Additive/Deductive Alternate Schedule.** If applicable (a description of alternates with accompanying breakdown of cost/savings in the GMP format including critical dates for inclusion in GMP)
- F. Tab 4, GMP Cost Summary
 - 1. **Major Elements of the GMP**
 - a) Guaranteed Maximum Cost of the Work, detailed by each subcontract, trade, or bid division, including all quantities and unit prices.
 - b) Contingency, calculated as a fixed percentage of the Cost of the Work.
 - c) Guaranteed Maximum Staffing Costs, detailed by expense category and coded to Article 4.2(a)(1) of the Agreement.
 - d) Guaranteed Maximum General Conditions Costs – including bonds & insurance – detailed by expense category and coded to Article 4.2(b)(1) of the Agreement.
 - e) Guaranteed Maximum Overhead & Profit, calculated as a fixed percentage of the (4) items listed above **less bonds & insurance.**
 - 2. **Schedule of Values.** Also provide a draft Schedule of Values using the CSI format, organized according to anticipated bid packages and including quantities, unit prices, and cost extensions. Provide a reconciliation to/with the GMP and previous estimates if those proposals or estimates were organized or broken down differently.
- G. Tab 5, Final Construction Schedule
- H. Tab 6, Bidding Phase Outline
 - 1. List and description of bid packages.
 - 2. Bidding and award schedule.
 - 3. List of pre-qualified bidders organized by package.
 - 4. Draft bid tabulation summary.
- I. Other information as needed.