

**The Florida State University**  
Guidelines for Construction Managers for the  
Preparation of Proposals for Pre-Construction Services

The Guaranteed Maximum Price proposal is developed at the phase specified in the Agreement Between Owner and Construction Manager, usually at 50% Construction Documents.

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. Bound inside the proposal, in the order indicated, should be:

- Transmittal letter, including confirmation of project team
- Table of contents

Tab 1 GMP Summary - (brief general summary of scope of work, alternates, etc.)

Tab 2 List of documents (project manual(s), drawings by sheet number & date)

Tab 3 Description of Work

- Specification listing - provide a detailed listing of specifications by division and section which describes exclusions, substitutions, modifications, etc. If no changes are proposed for a particular section, insert "as per specifications".
- Qualifications and Assumptions - a summary of all qualifications and assumptions included in the specification listing
- Exclusions - a summary of all exclusions included in the specification listing, plus any exclusions not related to the specifications
- Value Engineering recommendations - if applicable
- Allowance Schedule - if applicable
- Add Alternate Schedule - if applicable (a description of alternates with accompanying breakdown of GMP cost)

Tab 4 GMP Cost Summary

- A detailed summary of costs using CSI format, organized according to anticipated bid packages, which includes quantities, unit prices, and cost extensions
- Following the cost summary of the work, the construction manager's fee (as identified in Paragraph 7.2 of the Agreement) must be broken down further. This breakdown must include a detailed listing of home office support, field staff and all other items listed in the definition of "fee" in the Agreement between Owner and Construction Manager. Calculations made to arrive at cost extensions must be shown for each team member, i.e., actual salary rate times number of hours = subtotal, times personnel expense multiplier = total labor cost. The multiplier breakdown must be documented for each individual as provided in the Multiplier Template, which is included as a separate form. The profit multiplier portion of the fee shall be shown on a separate line of the cost summary.

Tab 5 Master Project Schedule