

The Florida State University
Procedures for Self-Performance of Work
On Florida State University Construction Management Projects

These procedures are to be followed for any Work which is neither included in the CM's fee (percentage amount for OH&P), nor competitively bid.

Paragraph 2.2 of the Agreement between Owner and Construction Manager provides, "Unless otherwise authorized by the Owner, all Work shall be performed under Trade Contracts held by the construction manager. The construction manager shall not bid on any of the Trade Contractor Work or perform such Work with its own forces without the prior written consent of the Owner, in accordance with FSU Online Policies and Procedures OP-B-11-D3, Administration of Construction Manager Agreements.

PRIOR CONSENT

The construction manager must make its request to self-perform Work to the university. If the university concurs, the project manager shall send written authorization to the construction manager.

Consent may be given either:

- 1) for the CM to bid on a specific portion of the Work, or
- 2) for the CM to submit a proposal for self-performance of the Work, together with three quotes from other contractors for performance of that same Work. If the CM is unable to secure three quotes due to insufficient trade contractor interest, the CM shall provide documentation of its efforts to secure the required quotes.

Items which will be considered for self-performance include, but are not limited to:

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

Supporting Documentation for Award of Self-Performed Work

If the CM is awarded work to be self-performed, it must submit to the Owner a staffing plan and cost breakdown with the trade contract recommendation.

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