

# Construction Manager Agreement Form (~~Multiple-Prime / CM-Adviser /~~ OSFC Project)

## State of Ohio Professional Services Agreements for Public Facility Construction

This Agreement is made as of the date set forth below between the State of Ohio, acting by and through the President and Treasurer of the School District Board, and the Construction Manager in connection with the Project.

**Project Number:** <insert project number>  
**Project Name:** <insert project name>  
Site Address: <insert street address>  
<insert city, county>

**School District Board ("Owner"):** <insert name>  
Owner's Representative: <insert name>  
Address: <insert street address>  
<insert city, state zip code>

**Contracting Authority:** The School District Board above in conjunction with the  
**Ohio Facilities Construction Commission**  
Project Manager: <insert name>  
Address: 30 West Spring Street, 4th Floor  
Columbus, Ohio 43215

**Construction Manager ("CM"):** <insert name>  
CM's Principal Contact: <insert name>  
Address: <insert street address>  
<insert city, state zip code>

### ARTICLE 1 - SCOPE OF WORK; CONSTRUCTION BUDGET; EDGE COMMITMENT

1.1 The CM shall perform and provide all of the Services described in the Agreement.

1.1.1 The project delivery method for this Project shall be Multiple-Prime Contracts with a Construction Manager acting as the adviser to the Owner. The CM shall not hold the Contracts or Subcontracts.

1.1.2 During the Construction Stage, the CM and appropriate Consultants shall be present at the Site not less than <insert number of on-Site hours per week during Construction Stage> hours per week (excluding travel time to and from the Site) whenever any Work is in preparation or progress, unless otherwise expressly provided in writing by the Contracting Authority.

1.2 The Construction Budget is \$<insert Construction Budget amount>.

1.3 The CM shall contract with EDGE-certified Business Enterprise(s) for not less than <insert CM's EDGE commitment> percent of the CM's total compensation.

### ARTICLE 2 - COMPENSATION

2.1 The total compensation for the CM's Services is \$<insert total compensation amount>, which includes the sum of (1) the Basic Fee, (2) Direct Personnel Expense, ~~(2) the Basic Fee, (3) Additional Services Fee,~~ and (4) Reimbursable Expenses. The Owner shall pay the total compensation amount to the CM in exchange for the CM's proper, timely, and complete performance of the Services.

#### 2.2 Direct Personnel Expense

2.2.1 ~~Direct Personnel Expense for the CM's employees and all Consultants for such hours of their time as are devoted to performing Basic Services to the Project shall be determined in accordance with the CM's Staffing Plan. Direct Personnel Expense shall be evidenced by time records certified by the CM.~~

~~2.2.2 The CM shall use all reasonable means to minimize Direct Personnel Expense. In all events, the Owner shall pay the CM Direct Personnel Expense of \$«insert amount of Direct Personnel Expense», which shall not be exceeded without the prior written approval of the Contracting Authority and the Owner and an amendment to this Agreement.~~

**2.3 Basic Fee.**

**2.3.1** For Basic Services provided by the CM and all Consultants in accordance with the **CM Agent/Adviser Scope of Services** attached as **Exhibit B**, the Owner shall pay the CM the Basic Fee of \$«insert amount of Basic Fee», which shall not be exceeded without the prior written approval of the Contracting Authority and the Owner and an amendment to this Agreement. The Basic Fee is subject to the following allocation:

<b>Project Stage/Task</b>	<b>Associated Fee</b>	<b>Portion of Basic Fee</b>
Program Verification Stage	\$«insert fee amount»	«insert percentage»%
Schematic Design Stage	\$«insert fee amount»	«insert percentage»%
Design Development Stage	\$«insert fee amount»	«insert percentage»%
Construction Documents Stage	\$«insert fee amount»	«insert percentage»%
Bidding and Award Stage	\$«insert fee amount»	«insert percentage»%
<u>Conformed Documents</u>	\$«insert fee amount»	«insert percentage»%
Construction Stage	\$«insert fee amount»	«insert percentage»%
Closeout Deliverables	\$«insert fee amount»	«insert percentage»%3%
<b>Total Basic Fee</b>	<b>\$«insert fee amount»</b>	<b>100%</b>

~~2.4 Additional Services~~ Any balance of the final 5 percent of the Basic Fee:

~~2.4.1 For Additional Services provided shall be paid by the CM and all Consultants, the Owner shall pay the CM at Closeout as follows; one-half after review of all Punch-Lists by the Additional Services Fee of up to CM and one-half after completion of all Punch-List items to \$«insert amount of Additional Services Fee», which shall not be exceeded without the prior written approval/reasonable satisfaction of the Contracting Authority and the Owner and an amendment to this Agreement. The Additional Services Fee is subject to delivery of Project Record Submittals to the following allocation: A/E.~~

~~2.5.2.4~~ **Direct Personnel Expense.**

~~2.5.12.4.1~~ Direct Personnel Expense for the CM’s employees and all Consultants for such hours of their time as are devoted to performing Basic Services to the Project shall be determined in accordance with the CM’s Staffing Plan. Direct Personnel Expense shall be evidenced by time records certified by the CM.

~~2.5.22.4.2~~ The CM shall use all reasonable means to minimize Direct Personnel Expense. In all events, the Owner shall pay the CM Direct Personnel Expense of \$«insert amount of Direct Personnel Expense», which shall not be exceeded without the prior written approval of the Contracting Authority and the Owner and an amendment to this Agreement.

<b>Description of Additional Services</b>	<b>Allowance</b>	<b>Associated Fee</b>
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
<b>Total Additional Services Fee</b>		<b>\$«insert fee amount»</b>

~~2.62.5~~ **Reimbursable Expenses.**

~~2.6.12.5.1~~ For Reimbursable Expenses incurred by the CM and all Consultants, the Owner shall pay the CM up to \$«insert amount of Reimbursable Expenses», which shall not be exceeded without the prior written approval of the Contracting Authority and the Owner and an amendment to this Agreement. Reimbursable Expenses are subject to the following allocation:

<b>Description</b>	<b>Allowance</b>	<b>Associated Amount</b>
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Description	Allowance	Associated Amount
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
«insert description»	«Y/N»	\$«insert fee amount»
<b>Total Reimbursable Expenses</b>		<b>\$«insert fee amount»</b>

**ARTICLE 3 - KEY PERSONNEL**

3.1 The CM’s key personnel for the Project are:

- 3.1.1 «insert name», Project Manager;
- 3.1.2 «insert name», Lead Scheduling Engineer;
- 3.1.3 «insert name», Lead Estimator;
- 3.1.4 «insert name», General Superintendent.

*Edit the above list as appropriate for the project.*

3.2 The identities of the principal persons, and the extent of their participation in performing the CM’s services as identified above, shall not be altered without the Contracting Authority’s prior written consent.

3.3 The CM shall dismiss from the Project any individual employed by the CM or a Consultant who the Contracting Authority finds, in its sole discretion, to be incompetent, guilty of misconduct, or detrimental to the Project.

**ARTICLE 4 - CONSULTANTS**

4.1 The CM’s Consultants for the Project are:

4.1.1 «insert discipline»:

- «insert firm name»
- «insert firm address»
- «insert firm address»
- «insert consultant contact name, title»
- «insert consultant contact name, title»
- ~~«insert consultant contact name, title»~~

4.1.2 «insert discipline»:

- «insert firm name»
- «insert firm address»
- «insert firm address»
- «insert consultant contact name, title»
- «insert consultant contact name, title»
- ~~«insert consultant contact name, title»~~

*Edit the above list as appropriate for the project.*

**ARTICLE 5 - GENERAL PROVISIONS**

**5.1 Effectiveness.**

**5.1.1** It is expressly understood by the CM that none of the rights, duties, and obligations described in the Contract Documents shall be valid and enforceable unless the Treasurer of the School District first certifies that there is a balance in the School District's treasury or are in the process of collection to an appropriate fund, free from any previous encumbrance.

**5.1.2** Subject to **Section 5.1.1**, the Agreement shall become binding and effective upon execution by the School District Board and ~~the CMA/E~~, subject to approval of the Commission.

**5.1.3** This Agreement may be executed in several counterparts, each of which shall constitute a complete original Agreement, which may be introduced in evidence or used for any other purpose without production of any other counterparts.

**5.2 Representations.**

**5.2.1** The CM represents and warrants that it is not subject to an unresolved finding for recovery under ORC Section 9.24. If this representation and warranty is found to be false, the Agreement is void, and the CM shall immediately repay to the Owner any funds paid under this Agreement.

**5.2.2** The CM hereby certifies that neither the CM nor any of the CM's partners, officers, directors, shareholders nor the spouses of any such person have made contributions in excess of the limitations specified in ORC Section 3517.13.

**5.2.3** The CM, by signature on this Agreement, certifies that it is currently in compliance with, and will continue to adhere to, the requirements of Ohio ethics laws and conflict of interest laws and will take no action inconsistent with those laws.

**5.2.4** The CM affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Agreement. Notwithstanding any other terms of this Agreement, the State reserves the right to recover any funds paid for services the CM performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Agreement.

**ARTICLE 6 - ENUMERATION OF DOCUMENTS**

**6.1** This Agreement includes the following documents:

**6.1.1** CM Adviser **Standard Terms and Conditions** attached as **Exhibit A**;

**6.1.2** CM Adviser **Scope of Services** attached as **Exhibit B**;

**6.1.3** **Minimum Stage Submission Requirements** attached as **Exhibit C**;

**6.1.4** **Contracting Definitions** attached as **Exhibit D**; and

**6.1.5** CM Adviser **Special Terms and Conditions** attached as **Exhibit E**.

~~**6.1.6** CM Adviser **Staffing Plan** attached as **Exhibit F**.~~

**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth below:

«INSERT CM'S NAME»

STATE OF OHIO

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Printed Name*  
School District Board President

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*  
School District Board Treasurer

\_\_\_\_\_  
*Date*

**TREASURER’S CERTIFICATION**

IT IS HEREBY CERTIFIED that the moneys required to meet the obligations of the **Board of Education of the «insert name» School District** under the foregoing Agreement have been lawfully appropriated for such purposes and are in the treasury of the «insert name» School District or are in the process of collection to an appropriate fund, free from any previous encumbrance.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*  
School District Board Treasurer

**APPROVAL OF THE OHIO FACILITIES CONSTRUCTION COMMISSION**

\_\_\_\_\_  
Richard David M. Hickman Chovan  
Interim Executive Director

**END OF DOCUMENT**