

**Agreement for Professional Construction Management Services**

**SCHEDULE OF PROJECT DETAILS**

for the

**[PROJECT NAME]**

U-M Project No. P0000\_\_\_\_\_

This SCHEDULE OF PROJECT DETAILS supplements and is incorporated into the Agreement for Professional Construction Management Services dated\_\_\_\_\_ between THE REGENTS OF THE UNIVERSITY OF MICHIGAN, and \_\_\_\_\_. Where any such item is amended, voided or superseded; only that portion of such item not specifically amended, voided or superseded shall remain in effect.

**1. Description of Project** (Recital A of Agreement)

**2. Schedules** (Section 3.7 of Agreement)

The Design Professional design release dates of documents to CM are:

Document description	Design Release Date
_____	_____

These dates are incorporated in the Construction Manager's Project Schedule in accordance with Section 3.7.1 of the Agreement.

The Project Schedule Substantial Completion and occupancy date for all areas of the Project is \_\_\_\_\_.

Additional established contract milestone dates are:

Description	Date
_____	_____

**3. Construction Cost** (Section 2.10 and Part 7 of Agreement)

A Fixed Limit of Construction Cost (**FLCC**) is hereby established in accordance with Agreement Section 2.10.7 for \$\_\_\_\_\_.

DESCRIPTION	AMOUNT
Construction Base (Trades & Supply Contracts)	\$
General Conditions Costs	\$
<b>CONSTRUCTION SUBTOTAL</b>	<b>\$</b>
<b>Construction Manager's Fee (LUMP SUM)</b> Calculated in accordance with Sections 2.10.4 and 8.2 of the Agreement, including costs of all contractually required insurance, personnel vehicle allowances, parking and transportation to/from Project Site incurred by the Construction Manager. In accordance with Section 3.8.7 of the Agreement, this Fee shall not be adjusted due to bid results, except that the cost of additional General Liability Insurance that is based on the delta between the Fixed Limit of Construction Cost and the bid results will be reimbursed.	\$
Construction Manager's Pre-Construction Personnel	\$
Construction Manager's Construction Personnel	\$
Construction Manager's Contingency	\$
<b>FIXED LIMIT OF CONSTRUCTION COST</b>	<b>\$</b>

The components of this Fixed Limit of Construction Cost will be tracked by the Construction Manager via the U-M *Construction Cost Control Summary (CCCS)*, in the form provided by Owner in accordance with Section 1.3.3 of the Standard General Conditions, beginning with the first Schematic Design estimate, and the Construction Manager shall issue monthly reports as to compliance. In addition, Bid Release Recommendations and Award Recommendations shall include an updated CCCS report as of the date of Recommendation submittals.

The Guaranteed Maximum Price (GMP) will be submitted in accordance with Part 7 of the Agreement.

**4. Pre-Construction Phase Services** (Section 3.8 of Agreement)

The Construction Manager shall prepare and update detailed cost estimates in accordance with Section 3.8 as the Design Professional progresses with the preparation of the Schematic, Design Development and Construction Documents for each document package as detailed in the Agreement.

In addition, these detailed costs estimates although prepared in the format of CSI division and subdivision, shall also be presented to the Owner in the above listed document packages and also subdivided in the Construction Manager bid package format prior to going out for bid with the first bid package, and shall comply with the Fixed Limit of Construction Cost included herein and with each separate component of the Fixed Limit of Construction Cost.

In accordance with Section 3.8.4, the Construction Manager shall promptly advise the Owner and the Design Professional if there are indications that the Fixed Limit of Construction Cost will not be met and make recommendations in accordance with Value Engineering procedures to reduce excess costs as detailed in Section 3.5.

**5. Payment to the Construction Manager (Part 8 of Agreement)**

a) Construction Manager's Fee for Construction Services

Payment - The lump sum fee shall be billed monthly at the same percentage as the invoiced Construction Subtotal percent complete.

Samples of the *Invoice* and *Acknowledgment of Payment* forms are provided by Owner in accordance with Section 1.3.3 of the Standard General Conditions.

Construction Services CM Fee - The Construction Manager's Fee is a lump sum fee of \$\_\_\_\_\_. In accordance with Section 3.8.7 of the Agreement, this Fee shall not be adjusted due to bid results, except that the cost of additional General Liability Insurance that is based on the delta between the Fixed Limit of Construction Cost and the bid results will be reimbursed.

In accordance with Sections 2.10.4 and 8.2 of the Agreement, the Lump Sum Fee includes the cost of all contractually required insurance, personnel vehicle allowances, parking and transportation to/from the Project Site incurred by the Construction Manager

The lump sum fee also includes an allowance for fee ("**Fee Allowance**") of 10% of the cost of all Allowable Change Orders.

Allowable Change Orders are Change Orders issued for changes in the work during the construction phase over and above the Construction Subtotal (which is Construction Base plus General Conditions, excluding any costs in the General Conditions for any Construction Manger's employees); provided that (a) notwithstanding anything in the Contract Documents to the contrary, the Construction Manager shall recover no fee on allowable changes funded from the Construction Manager's Contingency, and (b) no fee is allowed nor is included in the Fee Allowance for any Change Orders issued, or payments made, in satisfaction and resolution of claims or disputes.

In accordance with Section 8.2, the Construction Manager's Fee for allowable changes in the Work beyond the Fee Allowance shall be calculated as \_\_\_\_% of the cost of the applicable Change Order(s).

Any additional fee for allowable changes shall be calculated at Substantial Completion, not with each individual Change Order, and shall be billed when the final invoice is submitted.

Calculation of Total Amount of Change Orders included in Fee Allowance for Allowable Change Orders - The total amount of Change Order costs that is added to the construction subtotal and is covered within the CM lump sum fee of \$\_\_\_\_\_ under the Fee Allowance is to be calculated by utilizing the FLCC Construction Subtotal listed in this SOPD or the Final FLCC Construction subtotal based on awards made, whichever is greater.

b) Construction Manager's Personnel Costs (Section 4.6 of the Agreement)

Pre-Construction Personnel (Lump Sum) \$\_\_\_\_\_  
As identified in the Staffing Plan, attached as "Exhibit A".

Construction Personnel (Lump Sum) \$\_\_\_\_\_  
As identified in the Staffing Plan, attached as "Exhibit A".

All personnel with an individual name (vs only a position title) listed in the Staffing Plan as indicated in “Exhibit A” are defined as Key People in accordance with Sections 4.6.1.1 and 4.6.1.2 of the Agreement.

The Lump Sum Pre-Construction and Construction Personnel amount shall be billed according to the following schedule:

	2021	2022	2023	2024	2025
January	\$	\$	\$	\$	\$
February	\$	\$	\$	\$	\$
March	\$	\$	\$	\$	\$
April	\$	\$	\$	\$	\$
May	\$	\$	\$	\$	\$
June	\$	\$	\$	\$	\$
July	\$	\$	\$	\$	\$
August	\$	\$	\$	\$	\$
September	\$	\$	\$	\$	\$
October	\$	\$	\$	\$	\$
November	\$	\$	\$	\$	\$
December	\$	\$	\$	\$	\$

The *Staffing Plan* attached as “Exhibit A” (in the form provided by Owner in accordance with Section 1.3.3 of the Standard General Conditions) is the basis of the Lump Sum Pre-Construction and Construction Personnel costs set forth above. In accordance with Section 4.6 of the Agreement, this exhibit does not excuse the Construction Manager from providing the necessary personnel required for the Construction Manager to perform its services detailed in the Agreement and meeting the FLCC or the GMP and schedule requirements. Therefore, if the Construction Manager requires additional personnel to perform these services, such personnel shall be added without an increase to the FLCC or the GMP, unless such increase in personnel is required due to circumstances detailed in Section 2.10.3.1.

For any additional Construction Personnel required due to Owner’s changes, in accordance with Section 2.10.3 of the Agreement, the method of compensation shall be a calculation method as described in Section 2.10.3.2(a).

c) General Conditions Costs

“Exhibit B”, attached hereto, itemizes General Conditions Costs that shall be allowed for the Project, and identifies items that are tax exempt, as stated below.

Note: Travel and subsistence expenses incurred by the Construction Manager’s personnel while traveling away from the Project Site in discharge of duties connected with the Work are reimbursable to the extent that they are previously authorized in writing by the Owner and executed in accordance with the Owner’s [“AEC Reimbursement Expense Guidelines”](https://umaec.umich.edu/for.archs/guidelines/Professional-Services-Reimbursement-Expense-Guidelines.pdf) (available at <https://umaec.umich.edu/for.archs/guidelines/Professional-Services-Reimbursement-Expense-Guidelines.pdf>), and in no case shall any reimbursement include markup or exceed the limits set forth therein.

**Only purchases of tangible personal property are tax exempt for the Project.** "Exhibit C", attached hereto for the Construction Manager's use, includes a completed Sales and Use Tax Certificate of Exemption (Michigan Dept. of Treasury Form 3372) and a letter of authorization from the IRS (as required by Form 3372). At Substantial Completion, the Construction Manager shall provide a memorandum clearly stating which tangible personal property items have been consumed over the course of the project and which tangible personal property items have not been consumed and are to be turned over to the Owner.

**6. Liquidated Damages (Section 9.1 of Agreement)**

The parties (i) agree that the damages which the Owner will sustain as a result of a failure to meet the date of Substantial Completion set forth in the Construction Schedule are difficult or impossible to determine with certainty and (ii) in good faith estimate and set forth as fair compensation (and not as a penalty) "Liquidated Damages" to be based upon the actual date Substantial Completion is achieved, as follows:

Maximum = 25% of Construction Manager's Fee

Daily Reduction =  $\frac{\text{Maximum}}{100}$

The amount of reduction per day shall be \_\_\_\_\_ (\$\_\_\_\_\_). The total liquidated damages shall in no event exceed a maximum of \_\_\_\_\_ (\$\_\_\_\_\_).

The sum of all the liquidated damages combined, imposed by the Construction Manager upon all the Trade Contractors combined, may not exceed the total amount included above.

**7. Notice Address for Construction Manager (Section 9.3 of Agreement)**

Company Name  
Street or PO Box  
City, State, Zip  
Attention: Name of Individual

**8. Additional Items:**

**9. Signatures:**

(FIRM NAME)

THE REGENTS OF THE UNIVERSITY OF MICHIGAN

Construction Manager

Owner

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_

Geoff Chatas  
Executive Vice President and  
Chief Financial Officer

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)



EXHIBIT B

PROVIDE A COMPLETE ITEMIZED LISTING OF ALL GENERAL CONDITIONS COSTS IN ACCORDANCE WITH SECTION 2.10.2 OF THE AGREEMENT, TO BE SUBMITTED ON THE FORM PROVIDED BY THE OWNER, AVAILABLE AT:

<http://www.umaec.umich.edu/for.archs/Contractorlinks/SOPD-Exhibit-B-Template-General-Conditions-Costs.xlsx>

SCHEDULE OF PROJECT DETAILS					
Exhibit B					
Allowable General Conditions Costs					
DESCRIPTION	QTY	UNIT	RATE	BUDGET	COMMENTS
<b>TEMPORARY FACILITIES</b>					
Temporary Field Office Trailers	30	Month	\$ 900.00	\$ 27,000.00	(1) trailer @ 18 months and (1) trailer @ 12 months
Temporary Field Office Trailers - Utility Hook Ups	2	Each	500.00	1,000.00	
Temporary Stairs/Ramps	30	Month	50.00	1,500.00	(1) set @ 18 months and (1) set @ 12 months
Temporary Storage Trailer/Conex				-	
Temporary Heating and Cooling <sup>(1)</sup>				-	
Temporary Power Equipment <sup>(1)</sup>				-	
Temporary Fence Relocation and Maintenance <sup>(2)</sup>				-	
Temporary Toilets				-	
Dumpsters/Trash Removal				-	
Snow Removal				-	
Haul Road Maintenance <sup>(2)</sup>				-	
Job Truck/Fuel				-	
CM Professional Staff - Parking Fees				-	
<b>HOISTING AND CONVEYING</b>					
Tower Crane (Operated by Rental Co.)				-	
Landing Platforms				-	
Buck Hoist (Operated by Rental Co.)				-	
Temporary Elevator Protection				-	
Sky Trak/Bob Cat Rental				-	
<b>SAFETY AND PROTECTION</b>					
Safety Programs				-	
Safety Lunch/Awards				-	
Safety Equipment				-	



**EXHIBIT C**  
**FOR TAX EXEMPT PURCHASES ONLY**  
 (see SECTION 5C above)  
 (Page 1 of 3)

Michigan Department of Treasury  
 3372 (Rev. 05-15)

**Michigan Sales and Use Tax Certificate of Exemption**

DO NOT send to the Department of Treasury. Certificate must be retained in the seller's records. This certificate is invalid unless all four sections are completed by the purchaser.

**SECTION 1: TYPE OF PURCHASE**

- A. One-Time Purchase  
 Order or Invoice Number: \_\_\_\_\_
- C. Blanket Certificate  
 Expiration Date (maximum of four years): 8/1/2019
- B. Blanket Certificate, Recurring Business Relationship

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address <p align="center"><b>SAMPLE</b>      Granger Construction Co, 6267 Aurelius Rd, Lansing, MI</p>
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**SECTION 2: ITEMS COVERED BY THIS CERTIFICATE**

Check one of the following:

1.  All items purchased. Tangible Personal Property purchased as part of general conditions -
2.  Limited to the following items: AEC Project # P00008932

**SECTION 3: BASIS FOR EXEMPTION CLAIM**

Check one of the following:

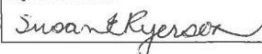
1.  For Lease. Enter Use Tax Registration Number: \_\_\_\_\_
2.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

3.  Agricultural Production. Enter percentage: \_\_\_\_\_%
4.  Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization).
5.  Contractor (must provide *Michigan Sales and Use Tax Contractor Eligibility Statement* (Form 3520)).
6.  For Resale at Wholesale.
7.  Industrial Processing. Enter percentage: \_\_\_\_\_%
8.  Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form).
9.  Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form).
10.  Rolling Stock purchased by an Interstate Motor Carrier.
11.  Other (explain): \_\_\_\_\_

**SECTION 4: CERTIFICATION**

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

Business Name <b>Regents of the University of Michigan</b>		Type of Business (see codes on page 2) <b>05, 13, 14, 15</b>
Business Address <b>5082 Wolverine Tower, 3003 S State Street</b>		City, State, ZIP Code <b>Ann Arbor, MI 48109</b>
Business Telephone Number (include area code) <b>(734) 764-9219</b>		Name (Print or Type) <b>Susan E Ryerson</b>
Signature and Title 		Date Signed <b>08/19/15</b>

Athletic South Competition and Performance Project - P00008932

**EXHIBIT C**  
**FOR TAX EXEMPT PURCHASES ONLY**  
(see SECTION 5C above)  
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**U. S. TREASURY DEPARTMENT**  
**INTERNAL REVENUE SERVICE**  
WASHINGTON 25, D. C.

OCT 4 1961

IN REPLY REFER TO  
T:R:EO:3-JN

The Regents of the University of Michigan  
500 South State Street  
Ann Arbor, Michigan

Gentlemen:

Consideration has been given to your application for exemption from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954.

Our records show that you were held to be exempt under section 101(6) of the Revenue Act of 1938 and the corresponding provisions of prior revenue acts, by a ruling dated December 1, 1939. A ruling of August 12, 1943, modified the ruling of December 1, 1939, and held you to be exempt from Federal income tax as a wholly-owned instrumentality of the State of Michigan.

You indicate that the reason you are applying for exemption under section 501(c)(3) of the Code is that your employees desire to avail themselves of the tax treatment provided under section 403(b) of the Code.

You were constituted a body corporate by specific provision of Article II, Section 4, of the Constitution of the State of Michigan of 1908, to operate the University of Michigan. Your authority is derived from that portion of Section 5 of the said Article II which states that the Board of Regents shall have the general supervision of the university and the direction and control of all expenditures from the university funds.

After careful consideration of all the evidence presented, including the provisions of the law under which you operate, it is concluded that you are an instrumentality of the State of Michigan, and that you are also exempt under section 501(c)(3) of the Code. Since you are exempt under section 501(c)(3), section 403(b) of the Code is applicable to annuity contracts purchased by you for your employees, provided the contracts meet the conditions of the latter section. This ruling modifies our ruling of August 12, 1943.

**EXHIBIT C**  
FOR TAX EXEMPT PURCHASES ONLY  
(see SECTION 5C above)  
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The Regents of the University of Michigan

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of sections 2055, 2106 and 2522 of the Code.

Your District Director is being advised of this action.

Very truly yours,

*John W. L. Fittleton*  
Director, Tax Rulings Division