**Construction Administration Guide**

**CAG-Exhibit 3A**

Edition: November 1, 2016

Transmittal of **GMP Amendment to Construction Manager Agreement for Execution**

Date

Name

CM Firm Name

CM Firm Address

**RE:** **USF Project No, USF Project Name**

University of South Florida

Dear Name:

Enclosed are three (3) copies of Amendment No. 1 for the above referenced project, accepting the Guaranteed Maximum Price, which has been approved by our legal counsel, and three (3) copies of the Payment and Performance Bonds. Please execute all three copies of each as follows:

Have your president or other authorized officer execute each copy, have a second officer attest the signature and seal the agreements, and have a witness sign the agreements. All copies of the Payment and Performance Bonds must be signed and the corporate seal affixed thereto. The resident agent for the surety company must sign and seal each original. A power of attorney must be included for both bonds, and the power of attorney must be dated the same as the date appearing on the bond signature page. Do not fill in the date of the Agreement on the first page of the Payment and Performance Bonds. We will enter this date upon execution of the Agreement.

Please return a Certificate of Insurance, ensuring that the Certificate includes the coverages required by the General Conditions of the Contract for Construction and of the supplements to the Project Manual referenced in your agreement. The Certificate must specify that notification will be given to the Owner of cancellation of insurance. If the standard “ACCORD” certificate of insurance is used, the Existing Cancellation Provision **should be modified,** to comply with the General Conditions of the Contract for Construction as follows: “Should any of the above described policies be cancelled before the expiration date thereof, the issuing company **will** mail 30 days written notice to the below named certificate holder.” The modification should be initialed by an authorized representative of the Insurance Company. The University of South Florida, Board of Trustees must be listed as Named Additional Insured, and it must be noted that the coverage is to provide a “Waiver of Subrogation”.

Please return all 3 copies of the Agreement, each bond and the insurance certificate. Upon final execution, the University will send you a set of executed documents with the Notice to Proceed for your files.

If you have any questions regarding the execution of the Agreement, please call.

Sincerely,

Name, Director

Facilities Management – Design & Construction

University of South Florida

Enclosures: 3 Originals of Amendment No. 1

3 Originals of Payment and Performance Bonds

File: CAG-Exhibit 3A-Transmit CM GMP Amendment.docx