**Self-Performance of Work Approval Letter**

For Construction Managers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project No:** |  |  | **GMP Budget:** |  |
| **Project Name:** |  |  | **Bid Budget:** |  |
| **Construction Manager:** |  |  | **Bid Date:** |  |

In accordance with the provisions of the Owner-Construction Manager Agreement, the Construction Manager requests approval of Self-Performance of a scope of work described below. Changes to this self-performed scope of work shall be documented and approved in accordance with the bid award and analysis and payment certification requirements of the Owner-Construction Manager Agreement and the Owner-Architect/Engineer Agreement. The fully executed copy of this approval letter shall be attached to the Bid Award Analysis Form.

For sole source other than the CM: comply with USF Purchasing **Single Source Certification** process. <http://usfweb2.usf.edu/purchasing/forms.html>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bid Package No.:** |  |  |  | **On the basis of:** |
| **Description of work:** |  |  |  | Lack of qualified or competitive sources |
|  |  | Better quality or price |
|  |  | Improved schedule or coordination |
|  |  | Sole source capability of the CM |
|  |  | Other: |
|  |  |

|  |  |  |
| --- | --- | --- |
| **REQUESTED BY:** (Required Signature) | | |
|  |  |  |
| For the CONSTRUCTION MANAGER |  | DATE |

|  |  |  |
| --- | --- | --- |
| **RECOMMENDED FOR APPROVAL:** | | |
|  |  |  |
| For the ARCHITECT/ENGINEER |  | DATE |

|  |  |  |
| --- | --- | --- |
| **RECOMMENDED FOR APPROVAL:** (Required Signature) | | |
|  |  |  |
| For the Owner: UNIVERSITY PROJECT MANAGER |  | DATE |

|  |  |  |
| --- | --- | --- |
| **APPROVED:** (Required Signature) | | |
|  |  |  |
| For the Owner: DIRECTOR, Facilities Management-DC |  | DATE |

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