

PROJECT SCOPE DOCUMENT
(provide for each JOC project)

Utilization of the Project Scope Document and Schedule of Values is required for all submissions.

JOC CONTACTOR:
PROJECT NUMBER (FPD or College PIF):
PROJECT NAME:
CAMPUS:
DATE OF PROPOSAL: ,

DESCRIPTION OF WORK

Describe the scope of Work in as much detail as needed. Provide additional attachments if needed. Reference any drawings or specifications,

< or Per attached.

ARCHITECTURAL/ENGINEERING CONSULTANTS, IF ANY:

DOCUMENTS PROVIDING THE BASIS OF THE PROJECT PRICE PROPOSAL

List the drawings, specifications or other information upon which the Project's proposal Project price is based. If the price is based upon a written description by the college only, attach a copy of that description to this Document.

WORK, MATERIALS, EQUIPMENT or SEPARATE WORK TO BE PROVIDED BY THE COLLEGE:

<describe, if any

PROJECT PRICE

A. Cost of Self-Performed Work (including any direct purchases or other miscellaneous costs to the JOC)	\$
Mark-up for self-performed work	\$
B. Cost of Subcontracted Work	\$
Mark-up for subcontractor work	\$
C. <u>Applicable Sales Tax</u>	<u>\$</u>
TOTAL PROJECT <FIXED <NOT TO EXCEED COST:	\$

PROJECT TIME & SCHEDULE

Proposed Date of **Substantial Completion**::<On or before the following date:
<or within calendar Days From Purchase Order Receipt.

Final Completion, including all punch list items: Within <7 <14 days following the Date of Substantial Completion

Additional Important Milestone Dates or Deadlines:

LIQUIDATED DAMAGES (OPTIONAL PER PROJECT):

 dollars (\$) for each consecutive Calendar Day past the agreed upon Date of Substantial Completion.

ATTACHMENTS/CHECK LIST:

PERFORMANCE BOND AND PAYMENT BOND

- Performance Bond attached (required for all projects with an initial value of \$50,000.00 or more).
- Payment Bond attached)

INSURANCE REQUIREMENTS

- Insurance provided as an Annual Policy – on file with District FP&D.
- Insurance provided for this specific project (attach copy).

SCHEDULE OF VALUES

- AIA Document G703 or similar breakdown attached (See example).

SUBCONTRACTOR QUOTES

- Labor and Material quotes and breakdown for all major subcontractors over \$1000

SELF PERFORMED WORK and OTHER DIRECT COSTS

- Detailed breakdown of labor and material for all work proposed to be provided by the Contractor's own crafts and personnel
- Detailed listing (description and cost) of all other Contractor direct costs not included above and not included in the Contractor's multipliers

- CONSTRUCTION SCHEDULE (Project Duration and Major Milestones as applicable)**

Contractor:

College- Reviewed and Accepted by:

Date

Date

Title

Title

PROJECT PRICE

A. Mark-up for self-performed work (including any direct purchases or other miscellaneous costs to the JOC)

	Cost of the Project (Delivery Order) Value					
	\$0 - \$49,999	\$50,000 - \$99,999	\$100,000 - \$199,999	\$200,000 - \$499,999	\$500,000 - \$999,999	\$1,000,000 +
Coefficient	(Use final values from each signed agreement)					

B. Mark-up for subcontractor work

	Cost of the Project (Delivery Order) Value					
	\$0 - \$49,999	\$50,000 - \$99,999	\$100,000 - \$199,999	\$200,000 - \$499,999	\$500,000 - \$999,999	\$1,000,000 +
Coefficient	(Use final values from each signed agreement)					

The coefficients shown in the table above shall be used to determine the amount payable to the Contractor for his Direct and Subcontracted costs for each project. Mark-up coefficients shall include Contractor's fee, costs of premiums for bonds, insurance, and all expenses or costs listed in the Contract General Conditions, along with all other expenses or costs not included in the Direct Cost of the Work, including any pre-construction services (i.e. estimating, etc.). Sales Tax will be added to the above amounts for the total cost of the Work.

The JOC shall not accept any change of scope, or change in contract provisions, unless issued in writing as a construction change directive (CCD), contract amendment or change order and signed by the authorized signatories for each party.

LIQUIDATED DAMAGES

At the College's option, Liquidated damages may be included in the Project Scope Document for any project. If the Work does not reach Substantial Completion within the times specified above, the final payment amount will be reduced by the amount of Liquidated Damages for each consecutive calendar Day (Sundays and holidays included) after the time specified above for Substantial Completion of the Work, until the Work reaches Substantial Completion.

PERFORMANCE BOND AND PAYMENT BOND

The cost of the bonds shall be included in the Contract Sum. Bonds shall be payable to the Maricopa County Community College District.

INSURANCE REQUIREMENTS

The JOC shall purchase and maintain for the stipulated insurance for the duration of this Project and two year warranty period. An up to date Certificate of Insurance must be maintained with the District at all times coverage is required .

SCHEDULE OF VALUES

The JOC shall attach a schedule to the Project Scope Document detailing values allocated to various portions of the Work, prepared and supported by adequate information to support its completeness and accuracy. This Schedule of Values shall be reviewed and accepted by the Owner.

The following costs are not eligible for cost reimbursement and should not be included within the General Conditions. The following costs shall be included within the coefficients:

- Cellular telephones
- Work vehicles
- Mileage

Team building exercises
Safety rewards
Meals/snacks/entertainment
Travel expenses

For each line item within the Schedule of Values, the following number of subcontractor or material supplier (for materials purchased and installed directly by the JOC) quotes are required for their portion of the Work:

\$0 -\$18,000 ONE Subcontractor/supplier quote
\$18,001 -\$50,000 TWO Subcontractor/supplier quotes
\$50,001 -\$999,999 THREE Subcontractor/supplier quotes

For self-performed work and directly purchased materials, equipment rentals, etc.:

Under \$2,500: Owner's review and approval only of a detailed breakdown of the proposed price, including unit costs, fully loaded hourly rates, expected productivity rates, etc.

\$2,500 to \$10,000: one additional subcontractor quote will be required.

Over \$10,000 two additional subcontractor quotes will be required.

SUBCONTRACTOR QUOTES

Include and attach copies of cost proposals to the Project Scope Document, including Labor and Material breakdowns, for all major subcontractors and materials suppliers.

CONSTRUCTION SCHEDULE:

The schedule shall indicate the dates for the start, Substantial and Final Completion of the various stages of construction, and include time periods for the major trades or components of the Work. The Construction Schedule shall consist of a bar chart format. The time-scale shall indicate all required Milestone and Completion Dates for each activity up to and including the date of Substantial Completion. **Projects over \$500,000 shall provide a schedule in critical path format meeting the same general requirements noted above with no single activity exceeding 14 calendar days.**

PROJECT SCHEDULE OF VALUES

1	GENERAL CONDITIONS			SUB-CONTRACTOR OR SUPPLIER
	PROJECT MANAGER ____ hours per week		\$0.00	
	FIELD SUPERVISION ____ hours per week		\$0.00	
	TEMPORARY FACILITIES (attach a list of specific cost breakdown)		\$0.00	
	SITE SAFETY		\$0.00	
	EQUIPMENT RENTAL (attach a list of specific cost breakdown)		\$0.00	
	PERMITS		\$0.00	
	Sub Total-GENERAL CONDITIONS		\$0.00	
	SUB CONTRACTOR COSTS			
2	SITE WORK		\$0.00	
3	CONCRETE		\$0.00	
4	MASONRY		\$0.00	
5	METALS		\$0.00	
6	WOOD & PLASTICS		\$0.00	
7	THERMAL & MOISTURE PROT.		\$0.00	
8	DOORS & WINDOWS		\$0.00	
9	FINISHES		\$0.00	
10	SPECIALTIES		\$0.00	
11	EQUIPMENT		\$0.00	
12	FURNISHINGS		\$0.00	
13	SPECIAL CONSTRUCTION		\$0.00	
14	CONVEYING SYSTEMS		\$0.00	
15	MECHANICAL		\$0.00	
16	ELECTRICAL		\$0.00	
	Sub Total-SUB CONTRACTOR COSTS		\$0.00	
	SCOPE OF SELF PERFORMED WORK: (describe)			
	LABOR COST for SELF-PERFORMED WORK:		\$0.00	
	MATERIALS COST for SELF-PERFORMED WORK:		\$0.00	
	OTHER MISC COSTS: (describe)			
			\$0.00	
			\$0.00	
	Sub Total-SELF-PERFORMED WORK AND OTHER MISC COSTS		\$0.00	
	ALLOWANCES OR CONTINGENCY AMOUNTS (PROVIDE LIST)		\$0.00	
	GRAND TOTAL		\$0.00	

PAYMENT BOND
(Sample)

STATUTORY PAYMENT BOND PURSUANT TO A.R.S. 41-2574
(Penalty of this bond must be 100% of the Contract Amount.)

KNOWN ALL MEN BY THESE PRESENTS:

That, _____ (hereinafter called Principal), as Principal, and _____, a corporation organized and existing under the laws of the State of _____, with its principal office in the City of _____, (hereinafter called the Surety), as Surety, are held and firmly bound unto _____ (hereinafter called the Obligee, in the amount of _____ Dollars (\$)) for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, dated the day of _____, 20____, to _____ which contract is hereby referred to and made a part hereof as fully and to the same extent as if copies at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if said Principal shall promptly pay all monies due to all persons, supply labor or materials to him or his subcontractors in the prosecution of the work provided for in and said contract, then this obligation shall be void, otherwise to remain in full force and effect;

PROVIDE, HOWEVER, that this bond having been required of the said Principal in order to comply with the provisions of A.R.S. 41-2574, all rights and remedies on this bond shall insure solely to such persons and shall be determined in accordance with the provisions, conditions, and limitations of said Title, Chapter, and Article, to the same extent as if they were copied at length herein.

The prevailing party in a suit on this bond shall recover as a part of his judgement such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this _____ day of _____, 20_____.

Principal	Seal
By:	
Surety	Seal
By:	
Agency of Record	
Agency Address	

PERFORMANCE BOND
(Sample)

STATUTORY PERFORMANCE BOND PURSUANT A.R.S. 41-2574
(Penalty of this bond must be 100% of the Contract Amount.)

KNOWN ALL MEN BY THESE PRESENTS:

That, _____ (hereinafter called Principal), as Principal, and _____, a corporation organized and existing under the laws of the State of _____, with its principal office in the City of _____ (hereinafter called the Surety), are held and firmly bound unto _____ (hereinafter called the Obligee) in the amount of _____ Dollars (_____), for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, dated the __ day of _____, 20____, to _____ which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that is said Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term of said contract and any extension thereof, with or without notice of the Surety, and during the life of any guaranty required under the contract, and shall also perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said contract that may hereby be made notice, of which modifications to the Surety being hereby waived; than the above obligation shall be void, otherwise to remain in full force and effect.

PROVIDE, HOWEVER, that this bond is executed pursuant to the provisions of A.R.S. 41-2574, and all liabilities on this bond shall be determined in accordance with the provisions of said Title, Chapter, and Article, to the extent as if it were copied at length herein.

The prevailing party in suit on this bond shall recover as a part of his judgement such reasonable attorneys' fees as may be fixed by a judge of the Court. Witness our hands this _____ day of _____, 20____.

Principal Seal

By:

Surety: Seal

By:

Agency of Record

Agency Address

Bond No.

