



# MINOR PROJECTS GUIDE

FOR ADMINISTRATION OF  
MINOR PROJECTS  
CONSTRUCTION MANAGER AGREEMENTS

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USF FACILITIES MANAGEMENT

# MINOR PROJECTS GUIDE

## FOR ADMINISTRATION OF CONSTRUCTION MANAGER AGREEMENTS

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- f. With the final payment request, provide an executed **MPG-Exhibit F (Minor Project Full Waiver of Liens)**. For permitted projects provide the Certificate of Completion or the Certificate of Occupancy issued by the **BCA**.
- g. **MPG-Exhibit E (Minor Projects Certificate of Contract Progress & Payments)** form is used for partial payments and final payment.

### 3.2 If the **CM**

- c.** Work, which must be performed to eliminate safety violations or remedy emergency conditions.
- d.** Unforeseen work for which the timing has significant and negative impact on the schedule of the project, or Work for which the university mandates an accelerated schedule to complete component parts of the Project. (Circumstances such as completeness of



safety of the students, university employees, visitors and other contractors day and night. The **CM** shall at all times conduct its operations as to insure the least inconvenience and the greatest amount of safety and security for the student, the university's use of other nearby areas, university employees, and the general public.

- 3.3** Provide and erect before any work begins, and maintain during the progress of the Work, all necessary protective barriers, warning signals, signs and lights. The extent of this work and details of construction shall be in accordance with the requirements of all Federal, State, university and local ordinances, codes and requirements; and shall be to the approval of authorities having jurisdiction.
- 3.4** Exercise the utmost care to protect from damage to existing landscaping, equipment, furniture,

### 5.3 The u

- b. All contractors shall provide the **UPD** and the **USF-PM** with a list of the names and telephone numbers (including beepers and pages) of supervisors of construction at the project site(s).





