SCO Construction Manager at Risk Contract Document Checklist

Construction Contract:

Contracts must be in the following order:
☐ Owner Agency's letter recommending award to SCO
☐ Form of Construction Manager at Risk Contract
☐ Owner's Request for Proposal
☐ CM at Risk's Response to Proposal
☐ Owner Approved HUB Plan (with owner's approval indicated).
☐ Designer's drawing and specification lists
☐ Performance and Payment Bonds
☐ Power of Attorney
☐ Insurance Documentation
☐ Statement of GMP including schedule of values for Cost of Work and General Conditions

Page one:
☐ Date at top should be on or after date of award letter.
☐ Name of contractor (Party of the First Part) must match that filed with the NC Secretary of State and must be the same in all places on contract and bonds.
☐ Owner's name (Party of the Second Part) must be correct and the same in all places on contract and bond forms.
☐ Project description must be accurate.
☐ State Construction Office Project ID Number must be on first page of contract.

Page two:
☐ Must include a number of consecutive calendar days for overall project schedule.

Page three:
☐ Guaranteed Maximum Price must be correct and match award letter.
☐ Words and numbers must match.
☐ "Summary of Contract award:" must be filled in correctly.

For Example:	Cost of Work	$10,000,000.00
	Construction Management Fee	$800,000.00
	Construction Manager's Bonds and Insurance	$200,000.00
	Construction Manager's Contingency	$150,00.00
	Total	$11,150,000.00

Page three:
☐ Name of Contractor must match first page.
☐ Signatures:
Corporation:
☐ Must be signed by PRESIDENT or VICE PRESIDENT.
Non-corporation (including but not limited to any type of partnership, limited liability company, sole proprietorships, etc.):
☐ Must be signed by Owner or Partner.
☐ Name of Owner must match first page.
☐ Someone with authority to sign on behalf of the Owner must sign contract.
☐ Any negotiations or attachments must be attached.

Performance and Payment Bonds:

☐ **MUST USE STATE BOND FORMS** No Exceptions - No Additions - No Riders.
AIA Bond Form is **NOT** Acceptable. See Article 35, "General Conditions of the Contract"

Page one:
☐ "Date of Contract" must match date on page one of the contract.
☐ "Date of Execution" must be on or after "Date of Contract."
☐ "Name of Principal" (Contractor) must match name on contract.
☐ "Name of Surety" must be the same on page one and two and must match the Power of Attorney.
☐ Address of Surety must be shown.
☐ "Name of Contracting Body" (owner) must match name of owner on contract.
☐ "Amount of Bond" must be 100% of the construction contract amount.
☐ Words and numbers must match.
☐ "Project" must match project name on contract and include SCO ID#.

Page two:
☐ Name of Contractor must match page one.
☐ Signatures:
  Corporation:
    ☐ Must be signed by PRESIDENT or VICE PRESIDENT.
  Non-corporation:
    ☐ Must be signed by Owner or Partner.
☐ Name of Surety must match page one.
☐ Attorney-in-Fact must sign and have signature witnessed.
☐ Must have Surety's corporate seal.
☐ Must have Bonding Company address.
☐ The performance and payment bonds shall be executed by one or more surety companies legally authorized to do business in the State of North Carolina.

Power of Attorney Sheet:

☐ This is the sheet that comes from the Bonding Agent and is attached behind the bonds.
☐ Attorney-in-Fact must appear on this sheet.
☐ Monetary limit of the Attorney-in-Fact must be at least as much as the bond amount.
☐ The bottom of most Power of Attorney sheets has a place for a date and seal – these must be filled in.
☐ The certification date (usually at the bottom of the page) of the Power of Attorney must be on or after the "Date of Execution" on page one of the bonds.

Insurance Certificate:

☐ See Article 34, "General Conditions of the Contract".
☐ Must show General Liability, Automobile Liability and Worker's Compensation insurance.
☐ Must show Builder's Risk or Installation Floater insurance at 100% of the construction contract amount.
☐ Insurance endorsements must be provided for each required policy. The endorsements must indicate the following:
  a) The insurance company will provide a minimum 30-day notice, by delivery or mail, to the insured and owner prior to any cancellation, reduction or elimination of coverage.
  b) The endorsement must indicate the policy number being modified, which must match the policy number on the certificate.
☐ "Certificate Holder" must be the owner and project description must be correct.