**CMR AGREEMENT PROCESSING FORM**

|  |  |
| --- | --- |
| **Project #** |  |
| **DATE:** |  | **CAMPUS:** |  |
| **PROJECT TITLE:** |  |
| **NAME OF CMR:** |  |

Pre-Construction Phase:

\_\_\_\_\_\_\_ PIF

\_\_\_\_\_ Agreement

 \_\_\_\_\_\_ CMR Signature

 \_\_\_\_\_\_ If any changes to agreement, Campus has initialed them

\_\_\_\_\_ Notice to Proceed (3 copies) for Signature

\_\_\_\_\_ Tax Exempt Certificate for Signature

\_\_\_\_\_ Insurance

 **\_\_\_\_\_\_ The Curators of the University of Missouri** listed in lower left box (must say Curators)

 \_\_\_\_\_\_ General Liability w/Curators named as Add’l Insured ($1,000,000/occur;$2,000,000/agg

 **\_\_\_\_\_\_** If Umbrella coverage required for GL and/or Auto must have Additional Insured

 \_\_\_\_\_\_ Auto Insurance, Any Owned/Hired/Non-owned ($1,000,000)

 \_\_\_\_\_ If no company owned autos, letter on company letterhead stating such

 \_\_\_\_\_\_ Workers Comp Insurance ($500,000)

 \_\_\_\_\_\_ Professional Liability ($10,000,000)

\_\_\_\_\_ Board Backup - Project Approval

\_\_\_\_\_ CMR Selection Summary

\_\_\_\_\_ Recommended CMR Proposal

\_\_\_\_\_ RFP, if not included in proposal

\_\_\_\_\_ M/WBE, if not included in proposal

\_\_\_\_\_ Financial Proposal, if not included in proposal

\_\_\_\_\_ Name of selection committee members

Amendment One or First Early Release:

\_\_\_\_\_ Amendment or Early Release Document with CMR Signature

\_\_\_\_\_ Performance Bond

 \_\_\_\_\_\_ Manually Signed

 \_\_\_\_\_\_ Corporate Seal on Bond

\_\_\_\_\_ Labor & Material Bond

 \_\_\_\_\_\_ Manually Signed

 \_\_\_\_\_\_ Corporate Seal on Bond

\_\_\_\_\_ Insurance

 \_\_\_\_\_\_ Builder’s Risk (amount of construction contract, minimum)

\_\_\_\_\_ Project Approval Board Backup

\_\_\_\_\_ M/WBE Summary

\_\_\_\_\_ Construction Backup (\_\_Save to FPD Construction Backup folder in appropriate quarter)

\_\_\_\_\_ CMR Proposal and Breakdown of Bids (\_\_Save to FPD Construction Backup folder in appropriate quarter)