**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)