

# **Construction Agreement 2**

### **University Counsel**

- 1) Reviews for form and legality
- 2) Obtains chief counsel signature
- 3) Initials routing memo & forwards

### **President**

- 1) Reviews documents
- 2) Obtain Chancellor's signature
- 3) Initials routing memo & forwards

# **Property and Contract Manager**

- 1) Inserts appropriate dates on Agreement and bonds
- 2) Enters data in PITS
- Copies Agreement & attachments and forwards with Designer and Contractor counterparts to Construction Services
- 4) Routes counterparts to support
- 5) Up loads job files in the system and up-dates PITS Construction Contract Screen
- 6) Creates award letter
- 7) Issues award letter w/counterparts to Contractor and Designer
- 8) E-mails notification to Contractor and Designer

Transmittal may occur in

# **Pre-Construction Conference**

as befits needs of project.

### **Designer receives**

- 1) Copy of Award letter
- 2) counterpart of:
  - · Agreement
  - · Bonds
  - · Insurance Certificates

### **Contractor receives**

- 1) Award letter
- 2) counterpart of:
  - · Agreement
  - · Bonds
  - · Insurance Certificates