

Notice of Intent

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on electronic media.

PURPOSE OF DOCUMENT:	Notifies CM/Contractor of University intent to exercise its option for Phase 2 Construction.			
CROSS-REFERENCE TO FACILITIES MANUAL:	None			
CONTENTS:	Notice of Intent form			
FOR USE WITH:	CM/Contractor Agreement			
COMPLETED BY:	✓	Filling in	Adding Text	No Data Required
ITS USE IS:	✓	Required	Optional	

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

1. Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.
 - Suggested text is shaded in gray without brackets (see Modification and Additions below.)

Modifications and Additions:

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

Comments:

Facility should ensure that Builder’s Risk is in place before exercising Option.

EXHIBIT {NUMBER}

NOTICE OF INTENT

{NAME, ADDRESS OF CM/CONTRACTOR}

You are hereby notified that the University intends to exercise its Option for Phase 2 – Construction for the above referenced Project. This Notice is provided pursuant to the provisions of the Contract and is not a Contract Amendment formally exercising the Option.

The following documents shall be furnished within 10 days of the date of this letter:

1. Three originals of the Payment Bond required under Article 11 of the General Conditions.
2. Three originals of the Performance Bond required under Article 11 of the General Conditions.

Failure to timely furnish the above listed documents may result in actions as outlined in the Instructions to Bidders.

This Notice of Intent is not a commitment by the University to exercise its Option and University is under no obligation to issue a Contract Amendment exercising the Option.

{UNIVERSITY REPRESENTATIVE}