

**INSTRUCTIONS FOR PREPARING**  
**CITY CONSTRUCTION/PROJECT AGREEMENTS**  
**October 2008**

The following is a list of instructions for use of the City Construction/Project Agreement template:

1. This template is found on the City Share Directory in the Contracts Folder. Staff is asked to use this template each time a new agreement is prepared to ensure use of the most current template.

2. The template contains inserted comments that give instructions to the person preparing the agreement. Staff must review each comment and follow comment instructions as appropriate for each project. These comments and any colored highlighting may print out in the final document. If they do print out, you can suppress the printing of comments by clicking **View** on the toolbar and clicking the **Markup** tab. This should stop the comments from printing. If it does not, please call the City Attorney's office.

3. If it is necessary to add project-specific information to the agreement, insert the information under section **42. Agreement Documents**, as an additional exhibit. Please prepare an exhibit cover sheet and insert the information at the end of the document. Because this agreement is a template to be used by all departments, other than the yellow comment sections mentioned above, there should be no deletions, additions or other changes in any other sections of the agreement. This will make the agreement easier to prepare by City staff and will save time in the City Attorney review process.

4. If changes to the agreement itself are requested, including the option of Dispute Resolution and Attorney Fees, please contact the City Attorney's Office for approval to make changes. We will assist you in adding additional language and making deletions to the template.

5. When completing the date of the agreement, use the date that the Commission awarded it even though it may be signed later. This is because the bonding companies need to have a contract date in order to write performance and payment bonds. Rather than use the date it is actually signed, which is always subsequent to the issuance of the performance and payment bonds, we will use the date of award as the contract date.