To: {OSU Project Manager Name}

From: {CM@R Firm}

Date: {Date}OSU Project #: {OSU-######}

OSU Project Name: {Project Name}

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| **PHASE** |
| **Program Verification** | **Schematic Design** | **Design Development** | **GMP** **Proposal** | **Construction Documents** |
| * Opinion of Document Characteristics
* Program Schedule:

Prelim. Construction Progress Schedule* Draft Assumptions and Clarifications
* Preliminary scope of work: Subcontracted Work
* Preliminary scope of work: Self-Performed Work
* Allowances list
* Unit Price Work list
* Alternates list
* Updated Staffing Plan
* Program Estimate:

Prelim. Estimate of Construction Cost | * Opinion of Document Characteristics
* SD Schedule:

Prelim. Construction Progress Schedule* Cost Evaluations: Alt. Materials and Systems
* Schedule Analysis: Alt. Phasing and Sequencing
* Prelim. Site Logistics Plan
* Draft Assumptions and Clarifications
* Preliminary scope of work: Subcontracted Work
* Preliminary scope of work: Self-Performed Work
* Allowances list
* Unit Price Work list
* Alternates list
* Updated Staffing Plan
* SD Estimate: Estimate of Construction Cost
* Prelim. Life Cycle Cost Analysis Comments
 | * Opinion of Document Characteristics
* Updated Project Schedule
* Alternates with Descriptions
* Allowances with Descriptions
* Unit Prices with Descriptions
* DD Schedule: Developed Construction Progress Schedule
* Cash-flow Forecast for Project
* Refined Site Logistics Plan
* Refined Assumptions and Clarifications
* Refined scope of work: Subcontracted Work
* Refined scope of work: Self-Performed Work
* Updated Staffing Plan
* DD Estimate: Detailed Estimate of Construction Cost
* Life Cycle Cost Analysis Comments
* Other\_\_\_\_\_\_\_\_\_
 | * GMP Amendment
* Confirmation: Constructability Review Comments addressed

Exhibits* A: Basis Documents
* B: Assumptions and Clarifications
* C: Project Estimate
* D: Project Schedule
* E: Construction Progress Schedule
* F: Updated Staffing Plan
* G: Subcontractor Work Scopes
* H: Scope of CMs Self-Performed Work
* I: Schedule of Allowances
* J: Schedule of Unit Prices
* K: Schedule of Alternates
* L: Schedule of Incentives

Contracting Documents* Insurance Cert.
* EDGE Plan or Affidavit
* EEO Certificate

Payment and Perf. Bonds / Acknowledgement of Surety | * Opinion of Document Characteristics
* Updated Staffing Plan
* Updated Project Schedule
* Construction Progress Schedule

(Fully Developed)* Submittal Schedule

(Fully Developed)* Revised Cash-Flow Forecast for Project
* Assumptions and Clarifications (Fully Developed)
* Scopes of Work: Sub & Self-Performed Work (Fully Developed)
* Allowances (Complete List)
* Unit Prices (Complete List)
* Alternates (Complete List)
* Site Logistics Plan

(Fully Developed)* CD Estimate:

Detailed Unit-Cost Estimate of Construction CostOther\_\_\_\_\_\_\_\_\_ |
| **GMP** **DEVELOPMENT** |
| Approval Letters* Subcontracting Plan (Development, Review, Approval are to be Project Schedule Milestones/Activities)
* Prequalification Criteria (Prerequisite for Prospective Bidders List, incorporated as Project Schedule Milestone/Activity)
* Prospective Bidders List (Approved by Contracting Authority NLT 10 days prior to solicitation of bids)
* Self-Performed Work Bid(s) (Identified in Subcontracting Plan, Meets Prequal Criteria, Bid Docs Identify CM Intent to Bid, follows all requirements of GC Article 4.7)
* Award for Non-Specialty Work (Contracting Authority written permission granted; cumulative value must be less than $200,000)
* Recommendation to Award (OSU Requirement for CM to submit prior to accepting subcontracts)
* Tangible Property List (OSU Requirement to identify tangible property associated with project)
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