To: {OSU Project Manager Name}

From: {DB 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** |
| * Executive Summary of Program Documents * Narrative Summary of Project * Space Requirements * Planning and Design Criteria * Evaluation of Program, Schedule, and Budget * Recommendations of material, building systems, and equipment * Review of alternative approaches * Unresolved issues * Descriptions of modification to owner provided program information * Construction Progress Schedule * Updated Staffing Plan * Models and Sketches, as required * All documents required in Minimum Stage Submission Requirement exhibit | * Site and Building Plans * Description of building systems and materials * Description of modifications to PoR * Construction Progress Schedule * Cost Evaluations * 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 * All documents required in Minimum Stage Submission Requirement exhibit * SD Estimate: Estimate of Construction Cost | * Plans, Sections, Elevations * Specifications * Description of modifications to PoR * Project Schedule * Alternates * Allowances * Unresolved Issues * Construction Schedule * Cash-flow Forecast * Site Logistics Plan * Updated Staffing Plan * All documents required in Minimum Stage Submission Requirement exhibit * SD Estimate: Estimate of Construction Cost | * 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 | * Drawings * Specifications * Staffing Plan * Project Schedule * Construction Schedule * Cash-Flow Forecast * Site Logistics Plan |
| **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) | | | | |