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
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| **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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