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 Cost  Other\_\_\_\_\_\_\_\_\_ |
| **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) | | | | |