**DATE:**       

**AGENCY PROPOSED SCHEDULE**

**CONSTRUCTION MANAGEMENT-AT-RISK (CM-R)**

**AGENCY:**      

**PROJECT NAME:**      

**PROJECT NUMBER:**      

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|  | **Agency Project Manager** | **Name:**        **Phone:**        **Email:** |
|  | **OSE Project Manager** | **Name:**        **Phone:**        **Email:** |
|  | **Agency Program/End-User** | **Name:**        **Phone:**        **Email:** |
|  | **Agency receives approval of Alternative Delivery Method from State Engineer** | **Date:** |
|  | **Phase I PIP Approval (A-1 approval date)** | **Date:** |
|  | **OSE advertises for A/E Services in SCBO** | **Date:** |
|  | **Deadline for receipt of proposals for A/E Services** | **Date:**       **N/A** |
|  | **Agency conducts short list meeting for A/E interviews** | **Date:**       **N/A** |
|  | **Agency conducts interviews for A/E Services** | **Date:** |
|  | **Agency requests authority to execute Professional Services Contract** | **Date:** |
|  | **OSE approves CM-R Selection Plan** | **Date:** |
|  | **Selection Committee assembles CM-R RFQ and advertisement.** | **Date:** |
|  | **OSE advertises RFQ in SCBO** | **Date:** |
|  | **Agency conducts pre-submittal conference (optional)** | **Date:**       **N/A** |
|  | **Deadline for receipt of qualifications per the RFQ** | **Date:** |
|  | **Selection Committee assembles RFP package** | **Date:** |
|  | **Selection Committee shortlists firms from RFQ package** | **Date:** |
|  | **Agency Project Manager sends RFP package to shortlisted firms** | **Date:** |
|  | **Pre-proposal Conference for shortlisted firms** | **Date:**       **N/A** |
|  | **Deadline for receipt of proposals per the RFP** | **Date:** |
|  | **Agency Project Manager evaluates proposals for responsiveness** | **Date:** |
|  | **Selection Committee reviews proposals and determines if interviews are necessary** | **Date:** |

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|  | **If necessary, Selection Committee interviews and ranks prequalified firms** | **Date:** |
|  | **Agency Head approves Selection Committee’s recommendation** | **Date:** |
|  | **Agency completes negotiations and requests concurrence from OSE to post Notice of Intent to Award** | **Date:** |
|  | **OSE reviews proposed award package and concurs with the posting of the Notice of intent to Award** | **Date:** |
|  | **Agency posts Notice of Intent to Award** | **Date:** |
|  | **A/E submits Schematic Design Documents to OSE for review** | **Date:** |
|  | **OSE, Agency, A/E and CM-R jointly review Schematic Design Documents** | **Date:** |
|  | **OSE sends Schematic Design comments to Agency** | **Date:**       **N/A** |
|  | **Phase II PIP Approval (A-1 approval date)** | **Date:** |
|  | **Agency and CM-R agree on GMP**  **(Note: GMP may be phased)** | **Date:** |
|  | **A/E submits properly completed Construction Documents to OSE for review** | **Date:** |
|  | **OSE sends Construction Documents comments to Agency/A/E** | **Date:** |
|  | **OSE approves Building/Construction Permit** | **Date:** |
|  | **Agency executes Exhibit “A” of the CM-R contract to begin construction** | **Date:** |
|  | **CM-R/Contractor begins Construction** | **Date:** |
|  | **Agency and A/E schedule Substantial Completion and Certificate of Occupancy/Use Inspections with OSE agreement** | **Date:** |
|  | **Agency sends executed Certificate of Substantial Completion to OSE** | **Date:** |
|  | **OSE approves Certificate of Occupancy/Use** | **Date:** |
|  | **A/E and/or Agency declares Final Completion** | **Date:** |
|  | **Agency sends executed Certificate of Final Completion to OSE** | **Date:** |
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