**DATE:**

**AGENCY PROPOSED PROJECT SCHEDULE**

**DESIGN-BID-BUILD**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

|  |  |  |
| --- | --- | --- |
|  | **Agency Project Manager** | **Name:**      **Phone:**      **Email:**       |
|  | **OSE Project Manager** | **Name:**      **Phone:**      **Email:**       |
|  | **Agency Program/End-User** | **Name:**      **Phone:**      **Email:**       |
|  | **Phase I PIP Approval (A-1 approval date)** | **Date:**       |
|  | **OSE advertises for A/E Services in SCBO** | **Date:**       **N/A [ ]**  |
|  | **If N/A, method of obtaining A/E Services** |        |
|  | **Deadline for receipt of proposals for A/E Services** | **Date:**       **N/A [ ]**  |
|  | **Agency conducts short list meeting for A/E interviews** | **Date:**       **N/A [ ]**  |
| 1.
 | **Agency conducts interviews for A/E Services** | **Date:**       **N/A [ ]**  |
|  | **Agency requests authority to execute Professional Services Contract** | **Date:**       **N/A [ ]**  |
|  | **OSE, Agency, and A/E jointly review Schematic Design Documents** | **Date:**       |
|  | **Phase II PIP Approval (A-1 approval date)** | **Date:**       **N/A [ ]**  |
|  | **A/E sends properly completed Construction Documents to OSE for review** | **Date:**       |
|  | **OSE sends Construction Documents comments to A/E & Agency** | **Date:**       |
|  | **OSE Advertises Project for Bid in SCBO** | **Date:**       |
|  | **Pre-Bid Conference** | **Date:**       **N/A [ ]**  |
|  | **Bid Opening** | **Date:**       |
|  | **OSE concurs with the posting of the Notice of Intent to Award (approved SE-360)** | **Date:**       |
|  | **Agency posts Notice of Intent to Award** | **Date:**       |
|  | **OSE approves Building/Construction Permit** | **Date:**       |
|  | **Agency holds Pre-Construction Conference and invites OSE** |  |

|  |  |  |
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|  | **Agency issues Notice to Proceed to Contractor and sends copy to OSE** | **Date:**       |
|  | **Agency and A/E schedule Substantial Completion and Certificate of Occupancy/Use Inspections with OSE agreement** | **Date:**       |
| 1.
 | **A/E and/or Agency declares Substantial Completion** | **Date:**       |
|  | **Agency sends executed Certificate of Substantial Completion to OSE** | **Date:**       |
|  | **OSE approves Certificate of Occupancy/Use** | **Date:**       |
| 1.
 | **A/E and/or Agency declares Final Completion** | **Date:**       |
|  | **Agency sends executed Certificate of Final Completion to OSE** | **Date:**       |
|  |       |       |
|  |       |       |