CITY OF NEW YORK DEPARTMENT OF DESIGN AND CONSTRUCTION

CONSTRUCTION CHANGE ORDERS

DOCUMENT CHECKLIST

Contract Registration No. _

Change Order No. _____

Check all that apply: [] <=\$50,000 [] > \$50,000 [] No Cost Change Order [] Credit Change Order [] Client/Sponsor Request [] Non-material Scope Change [] CM Build/Design Build [] Requirements Contract

The following documents constitute a complete change order package:

1 1 Document Checklist (this form) \bigcirc [] 0 2 Change Order Log Entry for this Change Order \bigcirc [] 1 1 Contract Change Form (Parts A, B, C and D) \bigcirc [] 0 2 Contractor's/CM's Cost Proposal \bigcirc [] 0 2 Contractor's/CM's Cost Proposal \bigcirc [] 0 2 Specs and/or drawings relative to CO condition \bigcirc [] 0 2 Specs and/or drawings relative to CO condition \bigcirc [] 0 2 Pertinent Correspondence (if applicable) [] 0 2 Pertoposed Task Order/Supplemental Task Order (for [] 0 2 Proposed Task Order/Supplemental Task Order (for [] 0 2 I25% Overrun neport, if applicable) [] 0 2 Bid Analysis (Top 3 bidders unit priced contracts and requirements contracts, if applicable) [] 0 2 Bid Analysis (Top 3 bidders unit priced (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) []	<u>ORIG.</u>	<u>COPIES</u>	<u>DOCUMENT</u> <u>E</u>	NCLOSED/AT SITE	
0 2 Change Order Log Entry for this Change Order $\[\circ \]$ [] 1 1 Contract Change Form (Parts A, B, C and D) $\[\circ \]$ [] 0 2 Contractor's(CM's Cost Proposal $\[\circ \]$ [] 0 2 Specs and/or drawings relative to CO condition $\[\circ \]$ [] 0 2 Specs and/or drawings relative to CO condition $\[\circ \]$ [] 0 2 Pertinent Correspondence (if applicable) [] 0 2 Pertinent Correspondence (if applicable) [] 0 2 Proposed Task Order/Supplemental Task Order (for [] [] 0 2 Proposed Task Order/Supplemental Task Order (for [] [] 0 2 Proposed Task Order/Supplemental Task Order (for [] [] 0 2 Integration Report [] 0 2 Integration Report [] [] 0 2 Integratin Report <td>1</td> <td>1</td> <td>Document Checklist (this form) 🗘</td> <td>[]</td>	1	1	Document Checklist (this form) 🗘	[]	
1 1 Contractor's/CM's Cost Proposal \bigcirc [] 0 2 Contractor's/CM's Cost Proposal \bigcirc [] 1 1 DDC Estimate \bigcirc (or DDC review copy of Contractor's [] 0 2 Speces and/or drawings relative to CO condition \bigcirc [] 0 2 Speces and/or drawings relative to CO condition \bigcirc [] 1 0 Change Order Log(s) (at site for EAO Audit) [] 0 2 Pertinent Correspondence (if applicable) [] 0 2 Pertoposed Task Order/Supplemental Task Order (for [] 1 0 Change orders on nequirements contracts only if applicable) 0 2 125% Overrun Netpriced contracts and requirements contracts, if applicable) 0 2 Bid Analysis (Top 3 bidders unit prices) [] or [•] 0 2 Bid Analysis (Top 3 bidders unit price along plicable) [] or [•] 0 2 Last Approved Time Extension (if applicable) [] or [•] 0 2 Last Approved Time Extension (if applicable) [] 0 2 Client/Sponsor Agency Head's Dispute Determination [] 0					
0 2 Contractor's/CM's Cost Proposal \bigcirc [•] 1 1 DDC Estimate \bigcirc (or DDC review copy of Contractor's [] 0 2 Specs and/or drawings relative to CO condition \bigcirc [] 0 2 Specs and/or drawings relative to CO condition \bigcirc [] 0 2 Pertinent Correspondence (if applicable) [] 0 2 Pertinent Correspondence (if applicable) [] 0 2 Pertinent Correspondence (if applicable) [] 0 2 Proposed Task Order/Supplemental Task Order (for [] 0 2 Proposed Task Order/Supplemental Task Order (for [] 0 2 Proposed Task Order/Supplemental Task Order (for [] 0 2 Index on requirements contracts only if applicable) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] [] or [•] 1 1 Cost Proposal For Unit Price (if applicable) [] or [•] [] or [•] 0 2 Letter documenting Emergeroy Situation (if applicable) [] [] or [•] 0 2 Client/Sponsor Agency Letter (if client					
1 1 DDC Estimate © (or DDC review copy of Contractor's [] 0 2 Specs and/or drawings relative to CO condition © [] 0 2 Specs and/or drawings relative to CO condition © [] 0 2 Pertinent Correspondence (if applicable) [] 1 0 Change Order Log(s) (at site for EAO Audit) [] 0 2 Pertoposed Task Order/Supplemental Task Order (for [] 0 2 Proposed Task Order/Supplemental Task Order (for [] 0 2 Did Analysis (Tog 3 bidders unit priced contracts and requirements contracts, if applicable) 0 2 Bid Analysis (Tog 3 bidders unit priced) 0 2 Bid Analysis (Tog 3 bidders unit priced) 0 2 Bid Analysis (Tog 3 bidders unit priced) 0 2 Last Approved Time Extension (if applicable) 1 1 Cost Proposal For Unit Price (if applicable) 0 2 Letter documenting Emergency Situation (if applicable) 1 1 Cost Proposal Argency Letter (if client requested change) 0 2 Client/Sponsor Agency Letter (if client requested change) 1 1 Certification Memo (if applicable)			e		
02Specs and/or drawings relative to CO condition \bigcirc []02Specs and/or drawings relative to CO condition \bigcirc []02Pertinent Correspondence (if applicable)[]10Change Order Log(s) (at site for EAO Audit)[]02Proposed Task Order/Supplemental Task Order (for[]02Proposed Task Order/Supplemental Task Order (for[]02125% Overrun Justification Report[]02Bid Analysis (Top 3 bidders unit prices)[]02Bid Analysis (Top 3 bidders unit prices)[]11Cost Proposal For Unit Price (if applicable)[]02Last Approved Time Extension (if applicable)[]02Letter documenting Emergency Situation (if applicable)[]02Client/Sponsor Agency Letter (if client requested change)[]11Certification Memo (if applicable)[]02Comptroller's or Agency Head's Dispute Determination[]1if applicable)III02Staffing numbers and schedules tied into project phase \bigcirc [•]02Staffing rates \bigcirc (if applicable)[•]02Staffing rates \bigcirc (if applicable)[•]02Staffing rates \bigcirc (if applicable)[•]02Staffing rates \bigcirc (if applicable)[•]02Staffing rates \bigcirc (if applicable)[•]02<			*		
02Specs and/or drawings relative to CO condition \bigcirc []02Pertinent Correspondence (if applicable)[]02Pertinent Correspondence (if applicable)[]02Proposed Task Order/Supplemental Task Order (for[]02Proposed Task Order/Supplemental Task Order (for[]02Proposed Task Order/Supplemental Task Order (for[]02Proposed Task Order/Supplemental Task Order (for[]02125% Overrun Justification Report[](for change orders on unit-priced contracts and requirements contracts, if applicable)[]02Bid Analysis (Top 3 bidders unit prices)[]11Cost Proposal For Unit Price (if applicable)[]02Letter documenting Emergency Situation (if applicable)[]02Client/Sponsor Agency Letter (if client requested change)[]11Certification Memo (if applicable)[]02Comptroller's or Agency Head's Dispute Determination[]11Comptroller's or Agency Head's Dispute Determination[]02Staffing numbers and schedules tied into project phase \bigcirc []02Staffing rates \bigcirc (if applicable)[]02Bids, estimates for material & labor, specs and/or[]02Staffing rates \bigcirc (if applicable)[]02Bids, estimates for accountract CO/OR Authorization \bigcirc []02					
(if applicable)[]02Pertinent Correspondence (if applicable)[]10Change Order Log(s) (at site for EAO Audit)[]02Proposed Task Order/Supplemental Task Order (for[]02125% Overrun Justification Report[]02125% Overrun Justification Report[]02Bid Analysis (Top 3 bidders unit prices)[]02Bid Analysis (Top 3 bidders unit prices)[]02Bid Analysis (Top 3 bidders unit prices)[]02Last Approved Time Extension (if applicable)[]02Letter documenting Emergency Situation (if applicable)[]02Client/Sponsor Agency Letter (if client requested change)[]11Certification Memo (if applicable)[]02Comptroller's or Agency Head's Dispute Determination[]11Certification Memo (if applicable)[]02Staffing numbers and schedules tied into project phase ① []02Staffing rates O (if applicable)[•]02Staffing rates O (if applicable)[•]02 <t< td=""><td>0</td><td>2</td><td>•</td><td>[]</td></t<>	0	2	•	[]	
0 2 Pertinent Correspondence (if applicable) [] 1 0 Change Order Log(s) (at site for EAO Audit) [] 0 2 Proposed Task Order/Supplemental Task Order (for [] 0 2 Proposed Task Order/Supplemental Task Order (for [] 0 2 125% Overrun Justification Report [] (for change orders on unit-priced contracts and requirements contracts, if applicable) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] 1 1 Cost Proposal For Unit Price (if applicable) [] 0 2 Last Approved Time Extension (if applicable) [] 0 2 Last Approved Time Extension (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Client/Sponsor Agency Letter (if client requested change) [] 1 1 Certification Memo (if applicable) [] 0 2 Comptroller's or Agency Head's Dispute Determination [] 1 1 Certification Memo (if applicable) [] [] 0 2					
10Change Order Log(s) (at site for EAO Audit)[]02Proposed Task Order/Supplemental Task Order (for[]02125% Overrun Justification Report[](for change orders on unit-priced contracts and requirements contracts, if applicable)[]02Bid Analysis (Top 3 bidders unit prices)[]11Cost Proposal For Unit Price (if applicable)[] or [•]02Last Approved Time Extension (if applicable)[]02Letter documenting Emergency Situation (if applicable)[]02Cleint/Sponsor Agency Letter (if client requested change)[]11Certification Memo (if applicable)[]02Comptroller's or Agency Head's Dispute Determination[]11Comptroller's or Agency Head's Dispute Determination[]02Staffing numbers and schedules tied into project phase O [•]02Staffing numbers and schedules tied into project phase O [•]02Bids, estimates for material & labor, specs and/or[•]02Bids, estimates for actors or construction allowances are due to or include previously approved subcontract change orders or overruns)[•]02Letter of Approval for Allowance Transfer (if applicable)[•]02Subcontract CO/OR[•]02Subcontract CO/OR[•]02Subcontract CO/OR[•]02Subcontract CO/OR[0	2		[]	
0 2 Proposed Task Order/Supplemental Task Order (for [] 0 2 125% Overrun Justification Report [] 0 2 125% Overrun Justification Report [] 0 2 Bid Analysis (Top 3 bidders unit priced contracts and requirements contracts, if applicable) 0 2 Bid Analysis (Top 3 bidders unit prices) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] 0 2 Cost Proposal For Unit Price (if applicable) ① [] or [•] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Clerit/Sponsor Agency Letter (if Client requested change) [] 1 1 Certification Memo (if applicable) [] 0 2 Comptroller's or Agency Head's Dispute Determination [] 0 2 Staffing numbers and schedules tied into project phase ① [•] 0 2 Staffing numbers on construction allowances are due to or include previously approved subcontract CO/OR Authorizations ② (when CM change orders on construction allowances are due to or inclu	1				
$\begin{array}{c} change orders on requirements contracts only if applicable) \\ 0 & 2 & 125\% Overrun Justification Report & [] \\ (for change orders on unit-priced contracts and requirements contracts, if applicable) \\ 0 & 2 & Bid Analysis (Top 3 bidders unit prices) & [] \\ (back-up to 125\% Overrun Report, if applicable) \\ 1 & 1 & Cost Proposal For Unit Price (if applicable) & [] or [•] \\ 0 & 2 & Last Approved Time Extension (if applicable) & [] \\ 0 & 2 & Letter documenting Emergency Situation (if applicable) & [] \\ 0 & 2 & Letter documenting Emergency Situation (if applicable) & [] \\ 0 & 2 & Letter documenting Emergency Situation (if applicable) & [] \\ 0 & 2 & Client/Sponsor Agency Letter (if client requested change) & [] \\ 1 & 1 & Certification Memo (if applicable) & [] \\ Note: This form can be used only when a contract's time has expired and a Time Extension cannot be approved. \\ 0 & 2 & Comptroller's or Agency Head's Dispute Determination & [] (if applicable) & [] \\ 0 & 2 & Staffing numbers and schedules tied into project phase & [•] \\ (if applicable) & [•] \\ 0 & 2 & Bids, estimates for material & labor, specs and/or & [•] \\ drawings, approved Subcontractor CO/OR Authorizations & (when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns) \\ 0 & 2 & Letter of Approval for Allowance Transfer (if applicable) & [•] \\ 1 & 0 & CM Change Order Log (at site for EAO Audit) & [•] \\ 0 & 2 & Subcontract CO/OR & Authorization (Parts A & B) & [•] \\ (for Subcontract CO/OR) & [•] \\ 1 & 1 & Notarized cost pricing certificate (for Subcontract CO/OR) & [•] \\ 1 & 1 & Notarized cost pricing certificate (for Subcontract CO/OR) & [•] \\ 1 & 1 & Notarized cost pricing certificate (for Subcontract CO/OR) & [•] \\ 1 & 2 & Subcontract CO/OR \end{pmatrix}$	0				
0 2 125% Overrun Justification Report [] (for change orders on unit-priced contracts and requirements contracts, if applicable) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] 1 1 Cost Proposal For Unit Price (if applicable) ① 0 2 Last Approved Time Extension (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Client/Sponsor Agency Letter (if client requested change) [] 1 1 Certification Memo (if applicable) [] 0 2 Comptroller's or Agency Head's Dispute Determination [] 0 2 Staffing numbers and schedules tied into project phase • [•] [•] 0 2 Staffing rates • (if applicable) [•] 0 2 Staffing rates • (if applicable) [•] 0 2					
(for change orders on unit-priced contracts and requirements contracts, if applicable)02Bid Analysis (To 3 bidders unit prices)[] (back-up to 125% Overrun Report, if applicable)11Cost Proposal For Unit Price (if applicable) \bigcirc [] or [•]02Last Approved Time Extension (if applicable) \bigcirc [] or [•]02Letter documenting Emergency Situation (if applicable)[]02Letter documenting Emergency Situation (if applicable)[]02Client/Sponsor Agency Letter (if client requested change)[]11Certification Memo (if applicable)[]11Certification Memo (if applicable)[]02Comptroller's or Agency Head's Dispute Determination[]02Staffing numbers and schedules tied into project phase \bigcirc [•]02Staffing rates \bigcirc (if applicable)[•]02Staffing rates \bigcirc (if applicable)[•]02Bids, estimates for material & labor, specs and/or[•]02Bids, estimates for acconstruction allowances are due to or include previously approved subcontract change orders or overruns)[•]02Letter of Approval for Allowance Transfer (if applicable)[•]10CM Change Order Log (at site for EAO Audit)[•]02Subcontract CO/OR[•]10CM Change Order Log (at site for EAO Audit)[•]02Subcontract CO/OR[•]10	0	2			
$requirements contracts, if applicable)$ 02Bid Analysis (Top 3 bidders unit prices)[]02Bid Analysis (Top 3 bidders unit prices)[]11Cost Proposal For Unit Price (if applicable) \bigcirc [] or [•]02Last Approved Time Extension (if applicable) \bigcirc []02Letter documenting Emergency Situation (if applicable)[]02Client/Sponsor Agency Letter (if client requested change)[]11Certification Memo (if applicable)[]02Client/Sponsor Agency Letter (if client requested change)[]11Certification Memo (if applicable)[]02Client/Sponsor Agency Head's Dispute Determination[]02Comptroller's or Agency Head's Dispute Determination[]02Staffing numbers and schedules tied into project phase \bigcirc [•]02Staffing rates \bigcirc (if applicable)[•]02Bids, estimates for material & labor, specs and/or[•]02Bids, estimates for material & labor, specs and/or[•]02Letter of Approval for Allowance Transfer (if applicable)[•]02Letter of Approval for Allowance Transfer (if applicable)[•]02Letter of Approval for Allowance Transfer (if applicable)[•]02Letter of Approval for Allowance Transfer (if applicable)[•]10CM Change Order Log (at site for EAO Audit)[•] <t< td=""><td></td><td></td><td>-</td><td></td></t<>			-		
0 2 Bid Analysis (Top 3 bidders unit prices) [] 0 2 Bid Analysis (Top 3 bidders unit prices) [] 1 1 Cost Proposal For Unit Price (if applicable) ① 0 2 Last Approved Time Extension (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Client/Sponsor Agency Letter (if client requested change) [] 1 1 Certification Memo (if applicable) [] Note: This form can be used only when a contract's time has expired and a Time Extension cannot be approved. [] 0 2 Comptroller's or Agency Head's Dispute Determination [] [] 0 2 Staffing numbers and schedules tied into project phase ① [•] [•] 0 2 Staffing rates ① (if applicable) [•] 0 2 Staffing rates ① (if applicable) [•] 0 2 Staffing rates ① (if applicable) [•]					
(back-up to 125% Overrun Report, if applicable) 1 1 0 2 0 2 1 1 0 2 1 1 0 2 1 1 0 2 1 1 0 2 1 1	0	2		[]	
1 1 Cost Proposal For Unit Price (if applicable) ● [] or [•] 0 2 Last Approved Time Extension (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Client/Sponsor Agency Letter (if client requested change) [] 1 1 Certification Memo (if applicable) [] 1 1 Certification Memo (if applicable) [] 1 1 Certification Memo (if applicable) [] 0 2 Comptroller's or Agency Head's Dispute Determination [] 0 2 Comptroller's or Agency Head's Dispute Determination [] 0 2 Staffing numbers and schedules tied into project phase ● [•] 0 2 Staffing rates ● (if applicable) [•] 0 2 Staffing rates ● (if applicable) [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Staffing rates ● (if applicable) [•] 0 2			• • •		
0 2 Last Approved Time Extension (<i>if applicable</i>) [] 0 2 Letter documenting Emergency Situation (<i>if applicable</i>) [] 0 2 Client/Sponsor Agency Letter (<i>if client requested change</i>) [] 1 1 Certification Memo (<i>if applicable</i>) [] 1 1 Certification Memo (<i>if applicable</i>) [] 0 2 Client/Sponsor Agency Letter (<i>if client requested change</i>) [] 1 1 Certification Memo (<i>if applicable</i>) [] 0 2 Comptroller's or Agency Head's Dispute Determination [] 0 2 Comptroller's or Agency Head's Dispute Determination [] 0 2 Staffing numbers and schedules tied into project phase ^O [•] 0 2 Staffing rates ^O (<i>if applicable</i>) [•] 0 2 Staffing rates ^O (<i>if applicable</i>) [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 1 0 CM change orders on construction allowances are due to or include previously approved subcontra	1	1		[] or [•]	
0 2 Letter documenting Emergency Situation (if applicable) [] 0 2 Client/Sponsor Agency Letter (if client requested change) [] 1 1 Certification Memo (if applicable) [] 1 1 Certification Memo (if applicable) [] Note: This form can be used only when a contract's time has expired and a Time Extension cannot be approved. [] 0 2 Comptroller's or Agency Head's Dispute Determination [] (if applicable) 0 2 Comptroller's or Agency Head's Dispute Determination [] (if applicable) 0 2 Staffing numbers and schedules tied into project phase ● [●] [●] 0 2 Staffing rates ● (if applicable) [●] 0 2 Staffing rates ● (if applicable) [●] 0 2 Bids, estimates for material & labor, specs and/or [●] [●] 0 2 Bids, estimates for allowance Transfer (if applicable) [●] 1 0 CM Change Orders on construction allowances are due to or include previously approved subcontract change orders or overruns) [●] 0 2 Letter of Approval for Allowance Transfer (if applicable) [●] <t< td=""><td>0</td><td>2</td><td></td><td></td></t<>	0	2			
0 2 Client/Sponsor Agency Letter (if client requested change) [] 1 1 Certification Memo (if applicable) [] Note: This form can be used only when a contract's time has expired and a Time Extension cannot be approved. [] 0 2 Comptroller's or Agency Head's Dispute Determination [] [] 0 2 Comptroller's or Agency Head's Dispute Determination [] [] 0 2 Staffing numbers and schedules tied into project phase I [] [] 0 2 Staffing rates I (if applicable) [] 0 2 Bids, estimates for material & labor, specs and/or I (] [] 0 2 Bids, estimates for construction allowances are due to or include previously approved subcontract change orders or overruns) 0 2 Letter of Approval for Allowance Transfer (if applicable) [] 1 0 CM Change Order Log (at site for EAO Audit) [] 0 2 Subcontract CO/OR Authorization (Parts A	0				
1 1 Certification Memo (if applicable) [] Note: This form can be used only when a contract's time has expired and a Time Extension cannot be approved. 0 0 2 Comptroller's or Agency Head's Dispute Determination [] (if applicable) IF CM BUILD/CM DESIGN BUILD**: 0 2 Staffing numbers and schedules tied into project phase I [•] 0 2 Staffing rates I (if applicable) 0 2 Bids, estimates for material & labor, specs and/or I [•] 0 2 Bids, estimates for allowance CO/OR Authorizations I (when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns) 0 2 Letter of Approval for Allowance Transfer (if applicable) 1 0 CM Change Order Log (at site for EAO Audit) 0 2 Subcontract CO/OR) 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) 0 2	0				
Note: This form can be used <u>only</u> when a contract's time has expired and a Time Extension <u>cannot</u> be approved. 0 2 Comptroller's or Agency Head's Dispute Determination [] (if applicable) IF CM BUILD/CM DESIGN BUILD**: 0 2 Staffing numbers and schedules tied into project phase ? [•] (<i>if applicable</i>) 0 2 Staffing rates ? (<i>if applicable</i>) [•] 0 2 Staffing rates ? (<i>if applicable</i>) [•] 0 2 Bids, estimates for material & labor, specs and/or [•] [•] 0 2 Bids, estimates for material & labor, specs and/or [•] [•] 0 2 Letter of Approved Subcontractor CO/OR Authorizations ? (<i>when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns</i>) 0 2 Letter of Approval for Allowance Transfer (<i>if applicable</i>) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) ? [•] [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 Subcontractor's cost proposal (for Subcontract CO/OR) [•]					
has expired and a Time Extension cannot be approved.02Comptroller's or Agency Head's Dispute Determination [](if applicable)IF CM BUILD/CM DESIGN BUILD**:02Staffing numbers and schedules tied into project phase I [•]02Staffing rates I (if applicable)02Staffing rates I (if applicable)02Bids, estimates for material & labor, specs and/or02Bids, estimates for material & labor, specs and/or02Bids, estimates for construction allowances are due to or include previously approved subcontract change orders or overruns)02Letter of Approval for Allowance Transfer (if applicable)10CM Change Order Log (at site for EAO Audit)02Subcontract CO/OR Authorization (Parts A & B) I (for Subcontract CO/OR)11Notarized cost pricing certificate (for Subcontract CO/OR)02Subcontract or s cost proposal (for Subcontract CO/OR)					
0 2 Comptroller's or Agency Head's Dispute Determination [] (if applicable) IF CM BUILD/CM DESIGN BUILD**: 0 2 Staffing numbers and schedules tied into project phase I [•] 0 2 Staffing rates I (if applicable) 0 2 Staffing rates I (if applicable) 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Letter of Approved Subcontractor CO/OR Authorizations I (when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns) 0 2 Letter of Approval for Allowance Transfer (if applicable) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) I (for Subcontract CO/OR) [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 Subcontractor's cost proposal (for Subcontract CO/OR) [•]					
(if applicable) IF CM BUILD/CM DESIGN BUILD**: 0 2 Staffing numbers and schedules tied into project phase • [•] (if applicable) [•] 0 2 Staffing rates • (if applicable) [•] 0 2 Bids, estimates for material & labor, specs and/or drawings, approved Subcontractor CO/OR Authorizations • (when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns) [•] 0 2 Letter of Approval for Allowance Transfer (if applicable) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) • [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 Subcontractor's cost proposal (for Subcontract CO/OR) [•]	0	2			
IF CM BUILD/CM DESIGN BUILD**: 0 2 Staffing numbers and schedules tied into project phase [•] 0 2 Staffing numbers and schedules tied into project phase [•] 0 2 Staffing rates (if applicable) [•] 0 2 Bids, estimates for material & labor, specs and/or (•] [•] 0 2 Bids, estimates for material & labor, specs and/or (when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns) 0 2 Letter of Approval for Allowance Transfer (if applicable) (•] 1 0 CM Change Order Log (at site for EAO Audit) (•] 0 2 Subcontract CO/OR Authorization (Parts A & B) [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) (•] [•] 0 2 Subcontract CO/OR) [•]					
0 2 Staffing rates I (if applicable) [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Letter of Approved Subcontractor CO/OR Authorization allowances are due to or include previously approved subcontract change orders or overruns) [•] 0 2 Letter of Approval for Allowance Transfer (if applicable) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 <t< td=""><td colspan="5"></td></t<>					
0 2 Staffing rates I (if applicable) [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Letter of Approved Subcontractor CO/OR Authorization allowances are due to or include previously approved subcontract change orders or overruns) [•] 0 2 Letter of Approval for Allowance Transfer (if applicable) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 <t< td=""><td>0</td><td>2</td><td>Staffing numbers and schedules tied into project phase</td><td>Q [•]</td></t<>	0	2	Staffing numbers and schedules tied into project phase	Q [•]	
0 2 Staffing rates I (if applicable) [•] 0 2 Bids, estimates for material & labor, specs and/or (•) [•] 0 2 Bids, estimates for material & labor, specs and/or (•) [•] 0 2 Bids, estimates for material & labor, specs and/or (•) [•] 0 2 Bids, estimates for material & labor, specs and/or (•) [•] 0 2 Bids, estimates for material & labor, specs and/or (•) [•] 0 2 Men CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns) [•] 0 2 Letter of Approval for Allowance Transfer (if applicable) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) I [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 Subcontractor's cost proposal (for Subcontract CO/OR) [•]	-	_		- []	
0 2 Bids, estimates for material & labor, specs and/or [•] 0 2 Bids, estimates for material & labor, specs and/or (when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns) 0 2 Letter of Approval for Allowance Transfer (if applicable) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) ♥ [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 Subcontractor's cost proposal (for Subcontract CO/OR) [•]	0	2		[•]	
drawings, approved Subcontractor CO/OR Authorizations Image of the construction allowances are due to or include previously approved subcontract change orders or overruns) Image of the construction allowances are due to or include previously approved subcontract change orders or overruns) 0 2 Letter of Approval for Allowance Transfer (if applicable) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) Image [•] [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 Subcontractor's cost proposal (for Subcontract CO/OR) [•]					
(when CM change orders on construction allowances are due to or include previously approved subcontract change orders or overruns)02102Letter of Approval for Allowance Transfer (<i>if applicable</i>)102Subcontract CO/OR Authorization (Parts A & B) 1111022Subcontract CO/OR)11023Subcontract CO/OR)1111023Subcontractor's cost proposal (for Subcontract CO/OR)11			-		
to or include previously approved subcontract change orders or overruns) 0 2 1 0 0 2 1 0 0 2 Subcontract CO/OR Authorization (Parts A & B) Image Contract CO/OR) 1 1 1 1 0 2 Subcontract CO/OR) 1 1 0 2 Subcontract CO/OR) 1 1 0 2 Subcontractor's cost proposal (for Subcontract CO/OR) [•]					
0 2 Letter of Approval for Allowance Transfer (<i>if applicable</i>) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) Image: Constract CO/OR) [•] 1 1 Notarized cost pricing certificate (<i>for Subcontract CO/OR</i>) [•] 0 2 Subcontractor's cost proposal (<i>for Subcontract CO/OR</i>) [•]					
0 2 Letter of Approval for Allowance Transfer (<i>if applicable</i>) [•] 1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) • [•] 1 1 Notarized cost pricing certificate (<i>for Subcontract CO/OR</i>) [•] 0 2 Subcontractor's cost proposal (<i>for Subcontract CO/OR</i>) [•]					
1 0 CM Change Order Log (at site for EAO Audit) [•] 0 2 Subcontract CO/OR Authorization (Parts A & B) ♥ [•] 0 2 Subcontract CO/OR) [•] 1 1 Notarized cost pricing certificate (for Subcontract CO/OR) [•] 0 2 Subcontractor's cost proposal (for Subcontract CO/OR) [•]	0	2		[e] [•]	
02Subcontract CO/OR Authorization (Parts A & B) [•]11(for Subcontract CO/OR)[•]02Subcontractor's cost proposal (for Subcontract CO/OR) [•]					
11Notarized cost pricing certificate (for Subcontract CO/OR)[•]02Subcontractor's cost proposal (for Subcontract CO/OR)[•]	0				
11Notarized cost pricing certificate (for Subcontract CO/OR)[•]02Subcontractor's cost proposal (for Subcontract CO/OR)[•]					
0 2 Subcontractor's cost proposal (for Subcontract CO/OR) \bigcirc [•]	1	1	•	DR) [•]	
	0	2			
	0	2			

NOTES: 1. An original is a document with an original signature. All originals must be signed with blue ink.

2. []: Submitted by RE/CPM; [●]: Submitted by Contractor; �: Required at negotiations.

Note: RE/CPM to check off [Ö] all documents enclosed/at site.

^{3. **} Additional requirements.