

**PROJECT ADMINISTRATION**  
**FORMS AND DOCUMENTS BY TASK SECTION ORDER**  
*(Website-based)*

FORM / DOC. NO.	PROCED MANUAL TASK NO.	DESCRIPTION	FILE NAME	Web File Ext	Extern User Access	Maint Resp	LAST REVISED
GA 0100		Proposed Revision to the Procedures Manual	<a href="#">GA0100-Stds_Rev_Request_Form.doc</a>		YES	PM	09/24/2010
		<b>SECTION 1 - PROJECT IDENTIFICATION AND SCOPE</b>					
PM 1100	01.01.00	Project Management Plan	future		NAV	PM	-
		<b>SECTION 2 - PRELIMINARY RESOURCE PLANNING &amp; IDENTIFICATION</b>					
		<b>SECTION 3 - PROJECT TEAM ORGANIZATION</b>					
CM 3260	03.02.06	Master Mailing List	CM3260-mailstpsb.doc	pdf	NAV	CM	05/18/2001
PM 3219A	03.02.19A	RFP Recommendation Memo General Mgr to PSB	<a href="#">PM3219A-EdtoPSBmem.doc</a>		NAV	PM	05/18/2001
PM 3219B	03.02.19B	RFP Response Summary Tabulation Results	<a href="#">PM3219B-RFPscoresht.xls</a>		NAV	PM	05/18/2001
GA 3219C	03.02.19C	PSB Agenda Form (Blank Template)	<a href="#">GA3219C-psbitem.doc</a>		NAV	PM	03/22/2002
GA 3219D	03.02.19D	PSB Agenda Form ( <i>Sample for Consultant Award - 2 pages</i> )	<a href="#">GA3219D-psbitem.csl.doc</a>	pdf	NAV	PM	03/27/2002
GA 3222A	03.02.22A	RFP Award Letter Template (primary)	future		NAV	AA	-
GA 3222B	03.02.22B	RFP Award Letter Template (secondary)	future		NAV	AA	-
GA 3222C	03.02.22C	RFP Award Letter Template (unsuccessful)	future		NAV	AA	-
		<b>SECTION 4 - CONSULTANT CONTRACT NEGOTIATION &amp; TASK ORDER PROCUREMENT</b>					
PM 4100	04.10.00	Project Risk Assessment Form (2 pages)	<a href="#">PM4100-RiskAsmtForm.doc</a>		YES	PM	03/29/2002
CM 4111	04.11.00	Design Services Task Order Signature Page ( <i>Sample</i> )	<a href="#">CM4111-SigPg-Dsgsample.doc</a>	pdf	NAV	CM	03/21/2001
CM 4111A	04.11.00A	Design Services Task Order Scope of Services Exhibit A ( <i>Sample</i> )	<a href="#">CM4111A-ExA-dsgsample.doc</a>	pdf	YES	CM	05/15/2001
CM 4111B	04.11.00B	Design Services Task Order Schedule of Services Exhibit B ( <i>Sample</i> )	<a href="#">CM4111B-ExB-dsgform.doc</a>	pdf	YES	CM	05/10/2002
CM 4111B1	04.11.00B1	Exhibit B Sample Schedule	<a href="#">CM4111B1-ExB-samplesched.hco</a>	pdf	YES	PM	03/27/2002
CM 4111C	04.11.00C	Design Services Task Order Fee Schedule Exhibit C ( <i>Sample</i> )	<a href="#">CM4111C-ExC-dsgform.doc</a>	pdf	YES	CM	05/10/2002
CM 4111D	04.11.00D	Sample Cost Proposal	<a href="#">CM4111D-samplcostprop.hco</a>	pdf	YES	PM	05/31/2001
CM 4111E	04.11.00E	Sample Consultant's Organization Chart	<a href="#">CM4111E-samplorgchrt.hco</a>	pdf	YES	PM	05/31/2001
		<b>SECTION 5 - JOB REQUEST AND ACCOUNTING PROCESS</b>					
GA 5100	05.01.03	Job Request	<a href="#">GA5100-jobreq_tmpl.xlsx</a>		NAV	PM	08/25/2009
		<b>SECTION 6 - PRELIMINARY DESIGN OR REPORT STUDY PHASE</b>					
GA 6310	06.03.01	Request for Map/Data Information	<a href="#">GA6310-reqmap.wpd</a>		NAV	PM	03/22/2002
GA 1010	06.03.02	Letter of Transmittal	<a href="#">GA1010-trnsmtl.doc</a>		NAV	PM	03/22/2002
		<b>SECTION 7 - DESIGN PHASE</b>					
PM 7610	07.06.01	Summary Bid Schedule	<a href="#">PM7610-bidsched.doc</a>		NAV	PM	03/22/2002
PM 7710	07.07.01	Sample Bid/Award Schedule Letter to Funding Agency	<a href="#">PM7710-agencybidawardsched.doc</a>		YES	PM	05/09/2001
PM 7800	07.08.00	Project Manual Bid Document 95% Checklist	<a href="#">PM7800-reviewchklist95percent.xls</a>	pdf	YES	PM	05/15/2002
PM 7820	07.08.02	Sample Bid-Award & Construction Milestone Schedule	<a href="#">PM7820-samplebidconssched.doc</a>		YES	PM	03/28/2002
GA 7160	07.16.00	Site Certificate	<a href="#">GA7160-sitecert.wpd</a>		NAV	PM	03/22/2002

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<b>SECTION 8 - BID PHASE</b>							
PM 8300	08.03.00	Submittal Checklist of Proposed Bid Documents & Support Documentation	<a href="#">PM8300-Bid_Doc_Sub_Checklist.doc</a>		NAV	PM	06/29/2009
PM 8300A	08.03.00	Permit and Easement Forms for Submittal Checklist	<a href="#">PM8300A-Permit &amp; Easemnt Frms.xls</a>		NAV	PM	06/29/2009
PM 8700	08.07.00	Distribution of Contract Documents Transmittal	<a href="#">PM8700-contdist.tml.doc</a>		NAV	PM	03/22/2002
GA 1050	08.09.01	Meeting Attendance Sign-in List	<a href="#">GA1050-sign_in.doc</a>		NAV	PM	03/22/2002
PM 8138	08.13.08	Post-Bid Pre-Award Documents Request Letter <i>(Sample)</i>	<a href="#">PM8138-Req_Post_Bid_Docs.doc</a>		YES	PM	09/20/2010
GA 81319	08.13.19	PSB Agenda Form <i>(Sample for Contractor Award)</i>	<a href="#">GA81319-psbitem.cnt.doc</a>		NAV	PM	05/10/2002
GA 8200	08.20.00	Letter of Award to Contractor	future		NAV	PRM	-
CM 8280	08.28.00	Construction Contract Award Data Sheet	future		NAV	CM	-
<b>SECTION 9 - CONSTRUCTION MANAGEMENT PHASE</b>							
CM 9200	09.02.00	Construction Services Task Order Signature Page <i>(Sample)</i>	<a href="#">CM9200-SigPg-consform.doc</a>	pdf	NAV	CM	04/02/2001
CM 9200A	09.02.00A	Construction Services Task Order Scope of Services Exhibit A - 6 sheets	<a href="#">CM9200A-exhib-a.doc</a>		YES	CM	05/21/2001
CM 9200B	09.02.00B	Construction Services Task Order Schedule of Services Exhibit B	<a href="#">CM9200B-exhib-b.wpd.doc</a>	pdf	YES	CM	03/21/2001
CM 9200C	09.02.00C	Construction Services Task Order Fee Schedule Exhibit C	<a href="#">CM9200C-exhib-c.wpd</a>	pdf	YES	CM	03/21/2001
CM 9201	09.02.00	Resident Project Representative Responsibilities	<a href="#">CM9201-RPR_Responsibilities.doc</a>		YES	PM	06/09/2010
PM 9900	09.09.00	Pre-Construction Conference Agenda <i>(Sample 2 sheets)</i>	<a href="#">PM9900-preconagenda.doc</a>		YES	PM	03/27/2002
GA 9110	09.11.00	Notice to Proceed Form Letter	future		NAV	PRM	-
FC 91520	09.15.02	Record of Non-Complying Tests	<a href="#">FC91520-noncompl.rec.wpd</a>		YES	PM	03/22/2002
FC 9182	09.18.02	Record of Shop Drawings <i>(Legal -Size Sheet)</i>	<a href="#">FC9182-shopdwg.frm.doc</a>		NAV	PM	03/22/2002
FC 9191	09.19.01	Inspector's Quality Assurance Report (2 pages)	<a href="#">FC9191-inspectorQAR.hco.doc</a>	pdf	YES	PM	01/14/1999
FC 91917	09.19.17	Non-Compliance Notice	<a href="#">FC91917-noncompl.not.wpd</a>		YES	PM	03/22/2002
FC 91922	09.19.23	Accident Investigation Report	future		NAV	PM	-
FC 91924	09.19.24	Backcharge Notice <i>(Sample)</i>	future		NAV	PM	-
FC 9202A	09.20.02A	Daily Report Extra Work - T & M	<a href="#">FC9202A-dlyextra.frm.wpd</a>		YES	PM	03/22/2002
FC 9202B	09.20.02B	Time & Materials Submission Requirements	future		NAV	PM	-
CM 9203A	09.20.03A	Work Directive Change (blank template)	<a href="#">CM9203A-WorkDirForm.doc</a>		YES	CM	09/22/2004
CM 9203B	09.20.03B	Work Directive Change (Instruction Form)	<a href="#">CM9203B-workdirsample.doc</a>	pdf	YES	CM	04/02/2001
CM 92017A	09.20.17A	Change Order (Original) Form (2 pages)	<a href="#">CM92017A-chgorder.wpd</a>		YES	CM	03/22/2002
CM 92017B	09.20.17B	Change Order <i>(Instructional Sample)</i> (2 pages)	<a href="#">CM92017B-c_o_inst.doc</a>	pdf	YES	CM	03/22/2002
CM 92027	09.20.27	Change Order Cover Sheet	<a href="#">CM92027-coversht.co.doc</a>		NAV	CM	03/22/2002
GA 92032A	09.20.32	PSB Agenda Form for Change Orders (blank template 2 sheets)	<a href="#">GA92032A-psbitem.co.wpd</a>		NAV	PM	03/22/2002
GA 92032B	09.20.32	PSB Agenda Form <i>(Sample for Change Order Approval - 2 sheets)</i>	<a href="#">GA92032B-psbitem.coB.wpd</a>	pdf	NAV	PM	03/27/2002
CM 9220A	09.22.06A	Engineer's Certificate of Substantial Completion	<a href="#">CM9220A-certcomp.sub.wpd</a>		YES	CM	05/10/2002
CM 9220B	09.22.06B	Engineer's Certificate of Substantial Completion <i>(Sample)</i>	<a href="#">CM9220B-certsmpl.sub.doc</a>	pdf	YES	PM	05/10/2002
CM 9225A	09.22.14A	Engineer's Certificate of Final Completion (blank template)	<a href="#">CM9225A-certfnlcomp.doc</a>		YES	CM	03/22/2002
CM 9225B	09.22.14B	Verification Items to Certificate of Final Completion	<a href="#">CM9225B-verifcertfnl.doc</a>	pdf	YES	PM	08/09/2001

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CM 9230	09.23.01	Construction Project Close-Out Requirements	<i>future</i>		NAV	CM	-
CM 9233	09.23.03	Unconditional Waiver and Release	<a href="#">CM9233-Uncond_Wvr.doc</a>		YES	CM	09/22/2004
CM 9234	09.23.04	Subcontractor's Waiver of Lien	<a href="#">CM9234-waiver.wpd</a>		YES	CM	03/22/2002
CM 9236	09.23.06	Completed Operations Insurance Sample Letter	<i>future</i>	pdf	NAV	CM	-
CM 9237	09.23.07	Consent of Surety to Final Payment	<i>future</i>	pdf	NAV	CM	-
GA 9238A	09.23.08A	Fire Hydrant Construction Meter Application	GA9238A-FHConstMtrApp.doc	pdf	NAV	ESM	04/07/2001
GA 9238B	09.23.08B	Instructions to Contractors Requesting Fire Hydrant Meter	GA9238B-InstToContrFHMtr.doc	pdf	NAV	ESM	04/07/2001
GA 9238C	09.23.08C	Meter Removal Form	GA9238C-MeterRemoval.doc	pdf	NAV	ESM	04/07/2001
GA 9238D	09.23.08D	Violation-Tampering Form	GA9238D-MeterViolation.doc	pdf	NAV	ESM	04/07/2001
GA 9238E	09.23.08E	Fire Hydrant Meter Issuance & Accounting Procedures (3 pages)	GA9238E-FHMeterProcedures.doc	pdf	NAV	ESM	03/01/2000
PM 9240	09.23.18	Evaluation of Contractor's Performance	<i>future</i>		NAV	PM	-
PM 9340	09.34.00	Distribution of Project Close-Out Submittals	<a href="#">PM9340-prjtclos.tml.wpd</a>		NAV	PM	03/22/2002
PM 9350	09.35.00	Performance Evaluation of Consultant	<a href="#">PM9350-consulevalfrm2.xls</a>		NAV	PM	05/07/2001
<b>SECTION 10 - WARRANTY PHASE</b>							
PM 1010	10.01.00	Request for Remedy of Work Under Warranty Provisions	<a href="#">PM1010-defctwrk.wpd</a>		NAV	PM	03/22/2002
<b>SECTION 11 - PAYMENT PROCESS</b>							
CM 11342	11.03.42	Record of Employee Interview Exhibit D	<a href="#">CM11342-empsurvy-frm.doc</a>		YES	CM	05/10/2002
CM 11343A	11.03.43A	Application for Payment ( <i>print CM11343B on back of this sheet</i> )	<a href="#">CM11343A-app4pay.frm.wpd</a>		YES	CM	03/22/2002
CM 11343B	11.03.43B	Application for Payment Continuation Sheet	<a href="#">CM11343B-app4pay.pg2.wpd</a>		YES	CM	03/22/2002

**FORM / DOCUMENT TYPE LEGEND**

GA = General Administration  
 CM = Contracts Management  
 FC = Field Construction  
 PM = Project Management  
 NAV = Not Available - for internal use only

**MISCELLANEOUS REFERENCE DOCUMENTS - SEE TAB 11 OF PROCEDURES MANUAL**