PROJECT FILING STRUCTURE REQUIREMENTS

These are the minimum requirements for the Project Filing Structure Requirements.

1.0 Procurement and Contract Documents:

1.1 Request for Proposal (RFP)

1.2 Pre-Proposal Conference

1.3 Addenda

1.4 Proposal Records

1.5 Notice of Award

1.6 Executed Contract and Notice to Proceed (NTP)

2.0 Construction Documents:

2.1 Communications

- 2.1.1 General Correspondence
  - 2.1.1.1 GMX
  - 2.1.1.2 Quality Control Consultant
  - 2.1.1.3 Subcontractors
  - 2.1.1.4 Utility Owners
  - 2.1.1.5 Other Agencies
  - 2.1.1.6 Other
- 2.1.2 Meeting Notes
  - 2.1.2.1 Preconstruction Conference
  - 2.1.2.2 Progress Meetings
  - 2.1.2.3 Schedule Update Meetings
  - 2.1.2.4 Other Meetings
- 2.1.3 Request for Information (RFI)
- 2.1.4 Transmittals
- 2.1.5 Emails
- 2.1.6 Faxes
- 2.1.7 Public Record Requests

2.2 Change Management

- 2.2.1 Work Orders
- 2.2.2 Cost Saving Initiative Proposals
- 2.2.3 Time Extensions / Suspensions / Adjustments to Contract Time
- 2.2.4 Field Changes to Plans
- 2.2.5 Claims
- 2.2.6 Supplemental Agreements
- 2.2.7 Invoices from Subcontractors, Subconsultants and Suppliers

2.3 Shop Drawings & Submittals

2.3.1 Shop Drawing Submittals / Reviews
2.3.2 Design Submittals (Revisions / Reviews)
2.3.3 Project Schedules
2.3.4 Progress Reports
2.3.5 Daily Reports
2.3.6 Weekly Status Reports
2.3.7 Manpower / Crews / Staffing
2.3.8 Maintenance of Traffic (MOT) / Lane Closures
2.3.9 Samples and Product Data
2.3.10 General Project Submittals

2.3.10.1 Field Measurements / Quantity Verifications
2.3.10.2 Hazardous Material Reports
2.3.10.3 Storm Water Pollution Prevention Plan (SWPPP)

2.4 Project Photos

2.4.1 Monthly Progress Photos
2.4.2 Miscellaneous Photos

2.5 Quality Assurance / Quality Control (QA/QC)

2.5.1 Contractor Quality Assurance / Quality Control Plan
2.5.2 QA/QC Documentation
2.5.3 Testing Reports / Results
2.5.4 Material Releases / Certifications
2.5.5 Quality Control Inspections
2.5.6 Nonconformance Reports (NCR)
2.5.7 Warranties

2.6 Safety & Security

2.6.1 Safety Orientations
2.6.2 Certifications
2.6.3 Insurance
2.6.4 Emergency Contact Information
2.6.5 Hurricane Evacuation Plan

2.7 Licenses, Permits & Agreements

2.7.1 Licenses
2.7.2 Permits
2.7.3 Utility Schedules
2.7.4 Interagency Agreements

2.8 Project Closeout

2.8.1 Final Inspections and Punch Lists
2.8.2 As-Built Plans
2.8.3 Surveying Field Notes
2.8.4 Project Closeout & Final Acceptance
2.8.5 Contractor Evaluation - Contract Performance Evaluation (CPE)
2.8.6 O&M Manuals, spare parts, keys, etc.