**State of Maine**

**PROJECT SCHEDULE**

**Design**

|  |  |  |
| --- | --- | --- |
| Approve A/E agreement | 12/31/2000 | insert comments in this column |
| Commence Design | 12/31/2000 |  |
| Schematic Design complete | 12/31/2000 | Send notice to municipality |
| Design Development complete | 12/31/2000 |  |
| Construction Documents complete | 12/31/2000 | Request wage determination |
| Final review comments | 12/31/2000 | Allow sufficient time prior to bidding |
| Issued for Bid | 12/31/2000 |  |
| Filed Sub-bids received | 12/31/2000 |  |
| GC Bids received | 12/31/2000 |  |

**Construction**

|  |  |  |
| --- | --- | --- |
| Approve construction contract | 12/31/2000 |  |
| Construction commences | 12/31/2000 |  |
| Phased construction complete | 12/31/2000 | If applicable |
| Construction complete | 12/31/2000 |  |
| Building commissioning complete | 12/31/2000 |  |
| Punch list generated | 12/31/2000 |  |
| Punch list complete | 12/31/2000 |  |

**Post-construction**

|  |  |  |
| --- | --- | --- |
| Certificate of Substantial Completion | 12/31/2000 |  |
| Move-in | 12/31/2000 |  |
| Close-out checklist complete | 12/31/2000 |  |
| Occupancy | 12/31/2000 |  |
| Post-Occupancy Evaluation | 12/31/2000 |  |
| One-year Warranty Inspection | 12/31/2000 |  |

*Insert a target date and comments for each item. Add or remove items as needed.*

*Revise and reissue this document as new information becomes available.*

 **State of Maine**

**PROJECT REQUIREMENTS**

Insert a written description of the project requirements and associated scope of services.

 **State of Maine**

**PROJECT BUDGET**

**Project name**

location / school / campus

address **Issue Date:** 31 December 2000

city state zip code **BGS Project No.:** 0000

|  |
| --- |
| **Part A: Administrative** |
| 1 | Property Acquisition | $0 | insert relevant comments in this column |
| 2 | Solicitations Advertising | $0 |  |
| 3 | Legal or Insurance | $0 |  |
| 4 | Bid Document Printing and Handling | $0 |  |
| 5 | Furnishings, Fixtures & Equipment | $0 |  |
| 6 | Telecommunication Systems | $0 |  |
| 7 | Security Systems | $0 |  |
| 8 | Percent for Art Program | $0 | 1% of construction cost estimate |
| 9 | Moving, Storage or Temporary Space | $0 |  |
| 10 | Bid Contingency | $0 | 5% of construction cost estimate |
| 11 | Project Contingency | $0 | 5% to 10% of construction cost estimate |
| 12 | **Part A Subtotal** | **$0** |  |
| **Part B: Fees and Services** |
| 13 | Architect/Engineer Basic Services Fee | $0 |  |
| 14 | Additional A/E Services Fees | $0 |  |
| 15 | A/E Reimbursable Expenses | $0 |  |
| 16 | Hazardous Materials Removal Design | $0 |  |
| 17 | Hazardous Materials Removal | $0 |  |
| 18 | Life Cycle Cost Analysis | $0 |  |
| 19 | Site Environmental Studies | $0 |  |
| 20 | Land Survey | $0 |  |
| 21 | Soils or Borings Tests | $0 |  |
| 22 | Preconstruction Testing | $0 |  |
| 23 | Construction Testing | $0 |  |
| 24 | Construction Clerk | $0 |  |
| 25 | Owner's Representative | $0 |  |
| 26 | **Part B Subtotal** | **$0** |  |
| **Part C: Construction** |
| 27 | Construction Cost Estimate | $0 |  |
| 28 | Change Orders | $0 |  |
| 29 | **Part C Subtotal** | **$0** |  |
|  |  |  |  |
| 30 | **Total Project Cost** | **$0** |  |
|  | *Budgeted Amount for Entire Project* | *$0* |  |
|  |  |  |  |

*Revise and reissue this document as new information becomes available.*