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Pale	
Green	ADMINISTRATION
(PG)	
	Folder Title and Contents
PG1	
PGI	Project Financials
	Budget Spreadsheets Update
PG1.1	Project Tracking Folder
	Project Tracking Updates
	respect tracturing operation
PG2	A/E Invoice Folder
1 02	A/E IIIVOICE FOIGEI
	A/E
PG2.1	
	In - Correspondence
	A/E
PG2.2	
	Out – Correspondence
DCC	CA Invoice Felder
PG3	CA Invoice Folder
PG3.1	CA
	In - Correspondence
PG3.2	CA
	Out - Correspondence
PG4	Other Contracts Invoices
	Folder
	Threshold Peer Invoices
	Special Inspections Invoices
	Other Invoices
	Other Contracts
PG4.1	Other Contracts
	In-Correspondence
	Other Centrests
PG4.2	Other Contracts Out-Correspondence
	Out-Correspondence
	Agency
PG5	In - Correspondence
	Contrapondente
	Agency
PG5.1	Agency Out - Correspondence
	Out - Correspondence
	l and of
PG6	Legal of In-Correspondence
	in-correspondence
	Legal of
PG6.1	Out-Correspondence
	Out Correspondence
	Evaluations Folder
PG7	(Orange Sticker)
	A/E
	CA
	Contractor
	OUTILIAULUI

Green (G)	INITIATION / SELECTION / CONTRACT PHASES
	Folder Title and Contents
G1	Project Initiation
	Bonding, Allotment Notices
	B100 Budget(s) (OPM & DCS)
	Project Work Plan
	Master PM Project Schedule
	Project Directory
G2	A/E Selection
	RFQ Documents
	QBS Screening Documents
	QBS Interview Documents
	Formal QBS Submittal Booklet
00.4	A/E Contract Folder
G2.1	A/E Contract Folder
-	Contract Scope Meeting Minutes
	·
	Fee Proposal(s)
	Commission Letters
	Amendments
	Task Letters SDBR Submittal Backages
	SPRB Submittal Packages
G3	CA Selection
	RFQ Documents
	QBS Screening Documents
	QBS Interview Documents
	Formal QBS Submittal Booklet
G3.1	CA Contract Folder
	Contract
	Scope Meeting Minutes
	Fee Proposal(s)
	Commission Letters
	Amendments
	Task Letters
	SPRB Submittal Packages
G4	Other Contract Selections Folder
	RFQ Documents
	QBS Screening Documents
	QBS Screening Documents QBS Interview Documents
	<u> </u>
G4.1	QBS Interview Documents
G4.1	QBS Interview Documents Formal QBS Submittal Booklet
G4.1	QBS Interview Documents Formal QBS Submittal Booklet Other Contracts Folder
G4.1	QBS Interview Documents Formal QBS Submittal Booklet  Other Contracts Folder Contracts
G4.1	QBS Interview Documents Formal QBS Submittal Booklet  Other Contracts Folder Contracts Scope Meeting Minutes
G4.1	QBS Interview Documents Formal QBS Submittal Booklet  Other Contracts Folder Contracts Scope Meeting Minutes Fee Proposals
G4.1	QBS Interview Documents Formal QBS Submittal Booklet  Other Contracts Folder Contracts Scope Meeting Minutes Fee Proposals Commission Letters
G4.1	QBS Interview Documents Formal QBS Submittal Booklet  Other Contracts Folder Contracts Scope Meeting Minutes Fee Proposals Commission Letters Amendments

Blue (B)	DESIGN PHASES
	Folder Name and Contents
B1	Pre-Design
	Master Plan
	Feasibility Studies
	Program
	Traffic Studies
	Borings / Geo-technical Report
	Environmental Reports
	Hazardous Material Reports
	DCS / CA / OSBI/ OSFM / Agency / Threshold / Misc.
	Reviews and A/E Responses
	Reviews and A/E Responses
B2	Schematic-Design
DZ	A/E Submittals
	A/E Cost Estimate(s)
	DCS / CA / OSBI/ OSFM /
	Agency / Threshold / Misc.
	Reviews and A/E Responses
B3	Design Development
	A/E Submittals
	A/E Cost Estimate(s)
	DCS / CA / OSBI/ OSFM /
	Agency / Threshold / Misc.
	Reviews and A/E Responses
B4	Construction Decuments
D4	Construction Documents  A/E Submittals
	A/E Cost Estimate(s)  DCS / CA / OSBI/ OSFM /
	A/E Cost Estimate(s)
	A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM /
	A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc.
	A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc.
	A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc.
	A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc.
	A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc.
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	A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc.
	A/E Cost Estimate(s)  DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc.
	A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc.

R1	Folder Name and Contents  Permits / Approvals / Agreements Folder  Bid Data Form  Bid Release Form  Building Permit (As Applicable)  Certificate of Compliance  Code Modification Approvals
R1	Agreements Folder Bid Data Form Bid Release Form Building Permit (As Applicable) Certificate of Compliance Code Modification Approvals
	Bid Data Form Bid Release Form Building Permit (As Applicable) Certificate of Compliance Code Modification Approvals
	Bid Release Form Building Permit (As Applicable) Certificate of Compliance Code Modification Approvals
	Building Permit (As Applicable) Certificate of Compliance Code Modification Approvals
	Certificate of Compliance Code Modification Approvals
	Code Modification Approvals
	Cartificate of Castings and
	Certificate of Occupancy
	Temporary Certificate of
	Occupancy
	Statement of Special
	Inspections
	Demolition Permits
	Environmental Permits
	Traffic Permits
	Easements / Right of Ways
R2	Did Folder
KΖ	Bid Folder Pre-Bid Conference Minutes
	Bid Addenda
	Bid Tabulation Form
	Bid Proposal Forms
	(3 Lowest Bidders)
	General Contractor
	Qualification Statements
	(3 Lowest Bidders)
	Named Sub-Contractors
	Qualification Statements
	(3 Lowest Bidders)
	Letter of Recommend
R3	Contract Award Folder
	Contract Award Meeting
	Minutes
	Contract
	Notice to Proceed
	1
	Pre-Construction Meeting
	Minutes
	Minutes Misc. Reviews and A/E
	Minutes
	Minutes Misc. Reviews and A/E

Yellow (YH)	( <u>Hartford</u> ) CONSTRUCTION PHASE	Yel (Y
	Folder Name and Contents	
YH1	Construction Reports /	YI
	Meeting Minutes  Monthly Progress Status	
	Reports / Logs	
	Progress Photos	
	Project Meeting Minutes	
	Daily Field Reports	
YH2	Payment	YI
	Monthly Applications Payment	
	Certified Payrolls	
	Monthly Lien Waivers	-
	Schedule of Values CPM Schedules	
	Retainage Reductions	
	Retainage Reductions	
YH3	Change / Clarification	YI
1110	Supplemental Instructions	
	Requests for Information	
	Proposals Requests	
	Change Order Proposals /	
	Worksheets	
	Change Orders	
	Construction Change Directives	
	Non-Compliance Notices	-
	Testing / Inspection	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
YH4	Reports	YI
	Special Inspections	
	Site/Soils	
	Systems Commissioning	
	Alarm / Fire Protection Systems	
		Y
YH5	Submittals	
	Submittal Log	
	Submittal Log	
	CSI Divisions 1 through 17	
YH6	CSI Divisions 1 through 17	YI
YH6	CSI Divisions 1 through 17  Issue File	YI
YH6	CSI Divisions 1 through 17	YI
YH6 YF7	CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17	YI
	CSI Divisions 1 through 17  Issue File	
	CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion	
	CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance	
	CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy	
	CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy Certificate of Acceptance	
	CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy Certificate of Acceptance Certificate of Completion	
	Issue File CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy Certificate of Acceptance Certificate of Completion Insurance Letter to Agency	
	Issue File CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy Certificate of Acceptance Certificate of Completion Insurance Letter to Agency Final Lien Waivers	
	Issue File CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy Certificate of Acceptance Certificate of Completion Insurance Letter to Agency Final Lien Waivers Warrantees	
	Issue File CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy Certificate of Acceptance Certificate of Completion Insurance Letter to Agency Final Lien Waivers Warrantees Contractor's As-built Drawings	
	Issue File CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy Certificate of Acceptance Certificate of Completion Insurance Letter to Agency Final Lien Waivers Warrantees	
	Issue File CSI Divisions 1 through 17  Issue File CSI Divisions 1 through 17  Project Close-Out Certificate of Substantial Completion Certificate of Compliance Certificate of Occupancy Certificate of Acceptance Certificate of Completion Insurance Letter to Agency Final Lien Waivers Warrantees Contractor's As-built Drawings Operation & Maintenance	

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	Yellow (YF)	( <u>Field)</u> CONSTRUCTION PHASE
3		Folder Name and Contents
	YF1	Construction Reports / Meeting Minutes
		Monthly Progress Status
		Reports / Logs
		Progress Photos Project Meeting Minutes
		Daily Field Reports
		2, 2 2, 2 3
	YF2	Payment
İ		Monthly Applications Payment
		Certified Payrolls  Monthly Lien Waivers
		Schedule of Values
		CPM Schedules
		Retainage Reductions
	YF3	Change / Clarification
	173	Supplemental Instructions
		Requests for Information
		Proposals Requests
		Change Order Proposals /
		Worksheets
		Change Orders Construction Change Directives
es		Non-Compliance Notices
	YF4	Testing / Inspection Reports
		Special Inspections
		Site/Soils
		Systems Commissioning Alarm / Fire Protection Systems
าร		Alaim / Tire Frotection Systems
	YF5	Submittals
		Submittal Log CSI Divisions 1 through 17
		CSI Divisions 1 through 17
	YF6	Issue File
		CSI Divisions 1 through 17
	YF7	Project Close-Out
		Certificate of Substantial
		Completion
		Certificate of Compliance
		Certificate of Occupancy
		Certificate of Acceptance Certificate of Completion
		Insurance Letter to Agency
		Final Lien Waivers
		Warrantees
3		Contractor's As-built Drawings
		Operation & Maintenance Manuals
		Misc. Reviews and A/E
		Responses

CT DAS 1110 (Rev. 04.26.2024)