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| Pale Green **(PG)** | | **ADMINISTRATION** |
|  | | **Folder Title and Contents** |
| **PG1** | | **Project Financials** |
|  | | Budget Spreadsheets Update |
|  | |  |
| **PG1.1** | | **Project Tracking Folder** |
|  | | Project Tracking Updates |
|  | |  |
| **PG2** | | **A/E Invoice Folder** |
|  | |  |
| **PG2.1** | | **A/E**  **In - Correspondence** |
|  | |  |
| **PG2.2** | | **A/E**  **Out – Correspondence** |
|  | |  |
| **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 |
|  | |  |
| **PG4.1** | | **Other Contracts**  **In-Correspondence** |
|  | |  |
| **PG4.2** | | **Other Contracts**  **Out-Correspondence** |
|  | |  |
| **PG5** | | **Agency**  **In - Correspondence** |
|  | |  |
| **PG5.1** | | **Agency**  **Out - Correspondence** |
|  | |  |
| **PG6** | | **Legal of**  **In-Correspondence** |
|  | |  |
| **PG6.1** | | **Legal of**  **Out-Correspondence** |
|  | |  |
| **PG7** | | **Evaluations Folder** |
| (Orange Sticker) |
|  | | A/E |
|  | | CA |
|  | | Contractor |
| 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 |
|  |  |
| **G2.1** | **A/E Contract Folder** |
|  | Contract |
|  | Scope Meeting Minutes |
|  | Fee Proposal(s) |
|  | Commission Letters |
|  | Amendments |
|  | Task Letters |
|  | 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 Interview Documents |
|  | Formal QBS Submittal Booklet |
|  |  |
| **G4.1** | **Other Contracts Folder** |
|  | Contracts |
|  | Scope Meeting Minutes |
|  | Fee Proposals |
|  | Commission Letters |
|  | Amendments |
|  | Task Letters |
|  | SPRB Submittal Packages |
|  |  |
| 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 |
|  |  |
| B2 | **Schematic-Design** |
|  | 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 Documents** |
|  | A/E Submittals |
|  | A/E Cost Estimate(s) |
|  | DCS / CA / OSBI/ OSFM / |
|  | Agency, Threshold, and Misc. |
|  | Reviews and A/E Responses |
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| **Red**  **(R)** | **BID PHASE** |
|  | **Folder Name and Contents** |
| **R1** | **Permits / Approvals /**  **Agreements Folder** |
|  | Bid Data Form |
|  | Bid Release Form |
|  | Building Permit (As Applicable) |
|  | Certificate of Compliance |
|  | Code Modification Approvals |
|  | Certificate of Occupancy |
|  | Temporary Certificate of |
|  | Occupancy |
|  | Statement of Special |
|  | Inspections |
|  | Demolition Permits |
|  | Environmental Permits |
|  | Traffic Permits |
|  | Easements / Right of Ways |
|  |  |
| **R2** | **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 |
|  | Pre-Construction Meeting |
|  | Minutes |
|  | Misc. Reviews and A/E |
|  | Responses |
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| Yellow **(YH)** | (Hartford)  **CONSTRUCTION PHASE** |
|  | **Folder Name and Contents** |
| YH1 | **Construction Reports /**  **Meeting Minutes** |
|  | Monthly Progress Status |
|  | Reports / Logs |
|  | Progress Photos |
|  | Project Meeting Minutes |
|  | Daily Field Reports |
|  |  |
| YH2 | **Payment** |
|  | Monthly Applications Payment |
|  | Certified Payrolls |
|  | Monthly Lien Waivers |
|  | Schedule of Values |
|  | CPM Schedules |
|  | Retainage Reductions |
|  |  |
| YH3 | **Change / Clarification** |
|  | Supplemental Instructions |
|  | Requests for Information |
|  | Proposals Requests |
|  | Change Order Proposals / |
|  | Worksheets |
|  | Change Orders |
|  | Construction Change Directives |
|  | Non-Compliance Notices |
|  |  |
| YH4 | **Testing / Inspection**  **Reports** |
|  | Special Inspections |
|  | Site/Soils |
|  | Systems Commissioning |
|  | Alarm / Fire Protection Systems |
|  |  |
| **YH5** | Submittals |
|  | Submittal Log |
|  | CSI Divisions 1 through 17 |
|  |  |
| **YH6** | **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 |
|  | Contractor’s As-built Drawings |
|  | Operation & Maintenance |
|  | Manuals |
|  | Misc. Reviews and A/E |
|  | Responses |
| Yellow **(YF)** | (Field)  **CONSTRUCTION PHASE** |
|  | **Folder Name and Contents** |
| YF1 | **Construction Reports /**  **Meeting Minutes** |
|  | Monthly Progress Status |
|  | Reports / Logs |
|  | Progress Photos |
|  | Project Meeting Minutes |
|  | Daily Field Reports |
|  |  |
| YF2 | **Payment** |
|  | Monthly Applications Payment |
|  | Certified Payrolls |
|  | Monthly Lien Waivers |
|  | Schedule of Values |
|  | CPM Schedules |
|  | Retainage Reductions |
|  |  |
| YF3 | **Change / Clarification** |
|  | Supplemental Instructions |
|  | Requests for Information |
|  | Proposals Requests |
|  | Change Order Proposals / |
|  | Worksheets |
|  | Change Orders |
|  | Construction Change Directives |
|  | Non-Compliance Notices |
|  |  |
| YF4 | **Testing / Inspection**  **Reports** |
|  | Special Inspections |
|  | Site/Soils |
|  | Systems Commissioning |
|  | Alarm / Fire Protection Systems |
|  |  |
| **YF5** | Submittals |
|  | Submittal Log |
|  | 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 |
|  | Contractor’s As-built Drawings |
|  | Operation & Maintenance |
|  | Manuals |
|  | Misc. Reviews and A/E |
|  | Responses |