

Pale Green (PG)	ADMINISTRATION	Green (G)	INITIATION / SELECTION / CONTRACT PHASES	Blue (B)	DESIGN PHASES	Red (R)	BID PHASE	Yellow (YH)	(Hartford) CONSTRUCTION PHASE	Yellow (YF)	(Field) CONSTRUCTION PHASE
	Folder Title and Contents		Folder Title and Contents		Folder Name and Contents		Folder Name and Contents		Folder Name and Contents		Folder Name and Contents
PG1	Project Financials	G1	Project Initiation	B1	Pre-Design	R1	Permits / Approvals / Agreements Folder	YH1	Construction Reports / Meeting Minutes	YF1	Construction Reports / Meeting Minutes
	Budget Spreadsheets Update		Bonding, Allotment Notices B100 Budget(s) (OPM & DCS) Project Work Plan Master PM Project Schedule Project Directory		Master Plan Feasibility Studies Program Traffic Studies Borings / Geo-technical Report Environmental Reports Hazardous Material Reports		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		Monthly Progress Status Reports / Logs Progress Photos Project Meeting Minutes Daily Field Reports		Monthly Progress Status Reports / Logs Progress Photos Project Meeting Minutes Daily Field Reports
PG1.1	Project Tracking Folder	G2	A/E Selection	B2	Schematic-Design			YH2	Payment	YF2	Payment
	Project Tracking Updates		RFQ Documents QBS Screening Documents QBS Interview Documents Formal QBS Submittal Booklet		A/E Submittals A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency / Threshold / Misc. Reviews and A/E Responses				Monthly Applications Payment Certified Payrolls Monthly Lien Waivers Schedule of Values CPM Schedules Retainage Reductions		Monthly Applications Payment Certified Payrolls Monthly Lien Waivers Schedule of Values CPM Schedules Retainage Reductions
PG2	A/E Invoice Folder	G2.1	A/E Contract Folder	B3	Design Development	R2	Bid Folder	YH3	Change / Clarification	YF3	Change / Clarification
			Contract Scope Meeting Minutes Fee Proposal(s) Commission Letters Amendments Task Letters SPRB Submittal Packages		A/E Submittals A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency / Threshold / Misc. Reviews and A/E Responses		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		Supplemental Instructions Requests for Information Proposals Requests Change Order Proposals / Worksheets Change Orders Construction Change Directives Non-Compliance Notices		Supplemental Instructions Requests for Information Proposals Requests Change Order Proposals / Worksheets Change Orders Construction Change Directives Non-Compliance Notices
PG2.1	A/E In - Correspondence	G3	CA Selection	B4	Construction Documents	R3	Contract Award Folder	YH4	Testing / Inspection Reports	YF4	Testing / Inspection Reports
			RFQ Documents QBS Screening Documents QBS Interview Documents Formal QBS Submittal Booklet		A/E Submittals A/E Cost Estimate(s) DCS / CA / OSBI/ OSFM / Agency, Threshold, and Misc. Reviews and A/E Responses		Contract Award Meeting Minutes Contract Notice to Proceed Pre-Construction Meeting Minutes Misc. Reviews and A/E Responses		Special Inspections Site/Soils Systems Commissioning Alarm / Fire Protection Systems		Special Inspections Site/Soils Systems Commissioning Alarm / Fire Protection Systems
PG2.2	A/E Out - Correspondence	G3.1	CA Contract Folder					YH5	Submittals	YF5	Submittals
			Contract Scope Meeting Minutes Fee Proposal(s) Commission Letters Amendments Task Letters SPRB Submittal Packages						Submittal Log CSI Divisions 1 through 17		Submittal Log CSI Divisions 1 through 17
PG3	CA Invoice Folder	G4	Other Contract Selections Folder					YH6	Issue File	YF6	Issue File
			RFQ Documents QBS Screening Documents QBS Interview Documents Formal QBS Submittal Booklet						CSI Divisions 1 through 17		CSI Divisions 1 through 17
PG3.1	CA In - Correspondence	G4.1	Other Contracts Folder					YF7	Project Close-Out	YF7	Project Close-Out
			Contracts Scope Meeting Minutes Fee Proposals Commission Letters Amendments Task Letters SPRB Submittal Packages						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		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
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										