**DATE:**

**AGENCY PROPOSED PROJECT SCHEDULE**

**DESIGN-BUILD (D-B)**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

|  |  |  |
| --- | --- | --- |
|  | **Agency Project Manager** | **Name:**      **Phone:**      **Email:**       |
|  | **OSE Project Manager** | **Name:**      **Phone:**      **Email:**       |
|  | **Agency Program/End-User** | **Name:**      **Phone:**      **Email:**       |
|  | **Agency receives approval of Alternative Delivery Method from State Engineer** | **Date:**       |
|  | **Phase I PIP Approval (A-1 approval date)** | **Date:**       |
|  | **OSE approves D-B Selection Plan** | **Date:**       |
|  | **Selection Committee assembles D-B RFQ and advertisement.** | **Date:**       **N/A [ ]**  |
|  | **OSE advertises RFQ in SCBO** | **Date:**       **N/A [ ]**  |
|  | **Agency conducts pre-submittal conference (optional)** | **Date:**       **N/A [ ]**  |
|  | **Deadline for receipt of qualifications per the RFQ** | **Date:**       **N/A [ ]**  |
|  | **Selection Committee assembles RFP package** | **Date:**       |
|  | **Selection Committee shortlists firms from RFQ package** | **Date:**       |
|  | **Agency Project Manager sends RFP package to shortlisted firms** | **Date:**       **N/A [ ]**  |
|  | **Pre-proposal Conference for shortlisted firms** | **Date:**       **N/A [ ]**  |
|  | **Deadline for receipt of proposals per the RFP** | **Date:**       |
|  | **Agency Project Manager evaluates proposals for responsiveness** | **Date:**       |
|  | **Selection Committee reviews proposals and determines if interviews are necessary** | **Date:**       |
|  | **If necessary, Selection Committee interviews and ranks shortlisted firms** | **Date:**       **N/A [ ]**  |
|  | **Agency Head approves Selection Committee’s recommendation** | **Date:**       |
|  | **Agency completes negotiations and requests concurrence from OSE to post Notice of Intent to Award** | **Date:**       |
|  | **OSE reviews proposed award package and concurs with the posting of the Notice of intent to Award** | **Date:**       |

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|  | **Agency posts Notice of Intent to Award** | **Date:**       |
|  | **DB firm submits Schematic Design Documents to OSE for review** | **Date:**       |
|  | **OSE, Agency and DB firm jointly review Schematic Design Documents** | **Date:**       |
|  | **OSE sends Schematic Design comments to Agency** | **Date:**       **N/A [ ]**  |
|  | **Phase II PIP Approval (A-1 approval date)** | **Date:**       |
|  | **DB firm submits properly completed Construction Documents to OSE for review** | **Date:**       |
|  | **OSE sends Construction Documents comments to Agency/DB firm** | **Date:**       |
|  | **Agency sends Building/Construction Permit to OSE for approval** | **Date:**       |
|  | **OSE approves Building/Construction Permit** | **Date:**       |
|  | **DB contractor begins Construction** | **Date:**       |
|  | **Agency and DB firm schedule Substantial Completion and Certificate of Occupancy/Use Inspections with OSE agreement** | **Date:**       |
|  | **Agency sends executed Certificate of Substantial Completion to OSE** | **Date:**       |
|  | **OSE approves Certificate of Occupancy/Use** | **Date:**       |
|  | **Agency declares Final Completion** | **Date:**       |
|  | **Agency sends executed Certificate of Final Completion to OSE** | **Date:**       |
|  |       |       |
|  |       |       |