

Preliminary Schedule

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette.

PURPOSE OF DOCUMENT:	Provide the Proposer adequate schedule information from which the Proposer can roughly estimate the date(s) when Work will be needed on the Project, and to provide a means for it to develop its required Contract Schedule(s).		
CROSS-REFERENCE TO FACILITIES MANUAL:	None		
CONTENTS:	Preliminary Schedule		
FOR USE WITH:	Design Build Agreement		
COMPLETED BY:	<input checked="" type="checkbox"/> Filling in	<input checked="" type="checkbox"/> Adding Text	<input type="checkbox"/> No Data Required
ITS USE IS:	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Optional	

Completion Instructions:

1. Create a Preliminary Schedule that illustrates all schedule requirements for the Work. You may use PPP, Suretrak, MS-Project, or other project scheduling software. The Preliminary Schedule should show any required sequence of work or phasing of the Work, and the relationship of key submittals to the Construction Work. The Preliminary Schedule should be presented with a cardinal time line, e.g.. –month 1, month 2, versus using actual dates. The Facility should indicate any other significant or unique approval processes, e.g. state funding; any durations should be conservative or footnoted as minimum durations.
2. Utilize a CPM format for the Preliminary Schedule.
3. It is extremely important that the Preliminary Schedule be coordinated with the requirements in the Design/Construction Phases Exhibit.
4. Durations of schedule activities including Durations of Phases 1, 2 and 3 should be adjusted by Facility for the particular project.

Modifications and Additions:

1. Existing “Notes to Design Builder” are **mandatory** and shall **not** be altered without approval of the Office of the President. Additional “Notes” may be added by a Facility.

2. The following schedule activities and contract milestones are **mandatory** shall **not** be deleted without approval of Office of the President but their duration should be adjusted as appropriate for the project:

Mandatory schedule activities:

- Phase 1
- Phase 2
- Phase 3
- Maximum Potential Overlap of Phases 2 and 3
- Extended Time for University to Exercise its Option [for Phase 2]
- Extended Time for University to Exercise its Option [for Phase 3]

Mandatory contract milestones:

- NTP – Phase 1
- Earliest NTP – Phase 2
- Latest NTP – Phase 2
- Earliest NTP – Phase 3 (a.k.a. Construction Notice to Proceed)
- Latest NTP - Phase 3
- Substantial Completion
- Final Completion

3. Additional Phases and Contract Milestones may be added by a Facility provided that any additional Phases must be coordinated with the Design/Construction Phases Exhibit.

Comments:

1. A Facility may utilize the example of the Preliminary Schedule (see electronic copy) as a starting point and adjust it as appropriate, consistent with the directions above, for the particular project. Remember to delete only the “Instruction Box” but do not delete the “Notes to Design Builder”.