## Preliminary Schedule

## Cover Sheet and Instructions

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|  | 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. |
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| **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:** | Brief Design Build Agreement |
| **COMPLETED BY:** |  | Filling in |  | Adding Text |  | No Data Required |
| **ITS USE IS:** |  | Required |  | 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 timeline, 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. Durations of schedule activities 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:

Design submittal

Construction Documents submittal

Construction

Mandatory contract milestones:

Notice to Proceed (NTP)

Design Submittal for Approval

Construction Cost Estimate Submittal for Approval

Start of Construction Documents

Start of Construction

Substantial Completion

Final Completion

1. Additional Contract Milestones may be added by a Facility provided that any addition must be coordinated.

**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”.