

## **SAMPLE FORMS**

[Use forms from <http://www.calstate.edu/cpdc/CM/forms/> unless noted otherwise.  
Use forms provided as part of the RFP that are denoted "RFP copy".]

- 4.1 *Forms to be submitted with Fee Proposal Package in response to the RFP*
  - Fee Proposal Form (RFP Copy), Form #700.05CM
  - Certification (Bid), Form #702.03
  - Noncollusion Affidavit, Form #701.05
  - Small Business Preference and Certification Request, Form #701.09
  - Certification of Appropriate License and California Co., Form #701.08
  - Bid Proposal Form Signature Page, Form #701.06
  
- 4.2 *Forms Used by University to Identify Winning Proposer*
  - Technical Proposal Evaluation Score Sheet (RFP Copy)
  - Abstract of Fee Proposals, Form #701.01.CM
  
- 4.3 *Forms Used by University in Awarding Preconstruction Services Agreement (See Appendix 1)*
  - Payee Data Record, Form #STD204
  
- 4.4 *Forms to be Used by CM during Trade Bid Process / Submittal of GMP*
  - CM Letter to CSU Warranting Construction Documents (RFP Copy)
  - Trade Contractor Prequalification Documents (RFP Copy)
  - List of Trade Contractors for CM at Risk Projects, Form #701.04A-CM
  - DVBE Forms:
    - DVBE Transmittal, Form #DVBE-T
    - DVBE Summary of DVBE Participation, Form #DVBE-1
    - DVBE Declaration, Form #DVBE-2
    - DVBE Subcontractor Activity Report, Form #STD843
  
- 4.5 *Forms Used by University in Awarding Construction Agreement*
  - Agreement (2 pages), Form #702.01CM
  - Payment Bond, Form #702.09CM
  - Performance Bond, Form #702.15CM
  - Certification (Award), Form #702.03CM
  - Subcontractor Directory, Form #702.04S
  - Notice to Proceed, Form #702.16
  
- 4.6 *Forms for Use during Construction*
  - Site Survey and Acceptance, Form #702.08
  - Contractor's Construction Waste and Recycling Plan, Form #0115A
  - Contractor's Building Demolition Waste and Recycling Plan, Form #02060A
  - Subcontractor Directory, Form #702.04S
  - Fair Employment Practices Compliance Report, Form #702.18
  - Time and Material Daily Log, Form #702.26
  - Report of Injury, Form #702.10

## **SAMPLE FORMS**

- 4.6 *Forms for Use during Construction (continued)*
- Field Instruction, Form #702.22
  - Request for Information (RFI), Form #702.29
  - Cost Request Bulletin, Form #702.20
  - Hourly Labor Rate Worksheet, Form #703.33
  - Change Order Request Summary (CM), Form #703.34
  - Change Order Request Summary (Trade Contractor), Form #703.34S
  - Change Order, Form #703.04
  - Construction Manager's Payment Request, Form #702.12CM
  - Schedule of Values for Construction Manager at Risk, Form #702.21CM
  - Uniformat Building Systems Breakdown by Discipline, Form #702.21A
  - Request for Payment of Materials on Hand, Form #702.17
  - Contractor's Reuse, Recycling, and Disposal Report, Form #01151B
  - Bldg Demo: Contractor's Reuse, Recycling, and Disposal Report, Form #02060B
  - Request for Special Inspection, Form #702.23
  - Inspection Request, Form #702.24
  - Guarantee Quality and Performance, Form #702.19
  - Notice of Completion, Form #702.02
  - Punch List, Form #702.07
  - Contractor Performance Evaluation, Form #703.13