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

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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
Unformat 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