

General Project Activity List

Date Occurred	Pre-Bid and Bid	Responsible Party
	Send Approval to Bid Letter to Owner and Design Professional	ABA Design Review
	Contact Design Professional to Submit Division Zero Documents	ABA Construction
	Send Division Zero Documents to ABA Construction	Design Professional
	Review Division Zero Documents	ABA Construction
	Coordinate Bid Date With Design Professional and Owner	ABA Construction
	Approve First Draft Division Zero Documents	ABA Construction
	Advertise Project	ABA Construction
	Send Draft Specification Book to Construction Section for Review	Design Professional
	Review Specification Book and Approve Reproduction	ABA Construction
	Send ABA Construction Specifications and Half Size Drawings	Design Professional
	Orchestrate Pre-Bid Conference	Design Professional
	Send ABA Construction Any Required Addenda for Approval	Design Professional
	Review and Approve Any Required Addenda	ABA Construction
	Approve Design Professional to Distribute Addenda	ABA Construction
	Send ABA Construction Proof of Addenda Disbursement	Design Professional
	Open Bids	ABA Construction
	Determine Responsiveness of Bidders	ABA Construction
	Send Owner Results of Bid and Request Determination to Award	ABA Construction
	Owner Determines Responsibleness of Low Bidder	Owner
	Send Determination to Award to ABA Construction	Owner
	Send Design Professional Approval to Issue Intent to Award	ABA Construction
	Send Intent to Award to Contractor Including Agreement Form, P&P Bond, Disclosure Etc.	Design Professional
	Negotiations	Responsible Party
	Send Owner Results of Bid and Request Determination to Award	ABA Construction
	Owner Determines Responsibleness of Low Bidder	Owner
	Send Determination to Award to ABA Construction	Owner
	Send Design Professional Approval to Initiate Negotiations	ABA Construction
	Send Letter of Intent to Negotiate to the Contractor	Design Professional
	Hold Negotiations	Owner and Design Professional

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	Send Summary of Negotiations to ABA Design Review	Design Professional
	Review Negotiated Changes	ABA Design Review
	Send Letter to Owner Approving Negotiated Changes	ABA Design Review
	Send Owner Determination to Award Letter	ABA Construction
	Send Design Professional Approval to Issue Intent to Award	ABA Construction
	Send Intent to Award to Contractor Including Agreement Form, P&P Bond, Disclosure Etc.	Design Professional
	Contract Approval	Responsible Party
	Submits Required Contract Documents	Contractor
	Reviews Contract Document Submittal	Design Professional
	Approves Contract Documents and Forwards Them to Owner	Design Professional
	Reviews and Approves Contract Documents	Owner
	Forwards Contract Documents to ABA Construction for Review	Owner
	Reviews and Approves Contract Documents	ABA Construction
	Sends Approved Contract to Owner for Disbursement	ABA Construction
	Change Orders	Responsible Party
	Change Order Circumstance Arises	Any Contract Party
	Defines Scope of Change	Owner and Design Professional
	Coordinates Scope of Change With Owner	Design Professional
	Submits Scope to Contractor for Pricing	Design Professional
	Submits Pricing to Design Professional for Review	Contractor
	Reviews Pricing	Owner and Design Professional
	Sends Change Order to Contractor for Approval and Signature	Design Professional
	Approves Change Order and Forwards to Design Professional	Contractor
	Approves Change Order and Forwards to Owner	Design Professional
	Approves Change Order and Forwards to ABA Construction	Owner
	Reviews and Approves Change Order	ABA Construction
	Sends Approved Change Order to Owner for Disbursement	ABA Construction
	Substantial Completion	Responsible Party

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	Notifies Design Professional the Project Meets Substantial Completion	Contractor
	Design Professional Schedules an Inspection With All Parties	Design Professional
	Project is Inspected	All Parties
	Punchlist is Created and Distributed	Design Professional
	Substantial Completion is Approved	Owner and Design Professional
	Substantial Completion Form is Forwarded to Contractor for Signature	Design Professional
	Substantial Completion Form is Forwarded to Owner for Signature	Design Professional
	Substantial Completion Form is Forwarded to ABA Construction for Approval	Owner
	Approves Substantial Completion	ABA Construction
	Sends Approved Documents to Owner for Disbursement	ABA Construction
	Final Payment	Responsible Party
	Punchlist is Completed	Contractor
	Request for Final Inspection is Submitted to Design Professional	Contractor
	Design Professional Schedules an Inspection With All Parties	Design Professional
	Project is Inspected	All Parties
	As Builts, Warranties, Operations Manuals Etc. are Submitted to Design Professional	Contractor
	Final Payment Documents are Submitted to Design Professional	Contractor
	Reviews and Approves All Submitted Closeout Documentation	Design Professional
	Submits As Builts, Warranties, Operations Manuals Etc. to Owner	Design Professional
	Final Payment Documents are Submitted to Owner for Review and Approval	Design Professional
	Final Payment Documents Are Submitted to ABA Construction	Owner
	Approves Final Payment	ABA Construction
	Sends Approved Documents to Owner for Disbursement	ABA Construction
	Project CD-Rom is Created and Submitted to Owner and ABA Construction	Design Professional

