

Chapter 10 – References

10.2 OGS NETWORK PROJECT FILE FOLDER STRUCTURE

A. PROJECT FOLDERS

1. All digital data associated with projects is kept on the V:\ drive. The main area for Design and Construction documents is the V:\DesignAndConstr folder.

Construction Phase digital data associated with projects is kept on the Web Collaboration website so that additional project team members (contractor, consultant, client and third party inspectors) have access to project documentation. Backup documentation is located on the V:\DesignAndConstr folder.

2. Inside the DesignAndConstr folder there are filter folders to subdivide the projects. Each of the filter folders will hold up to one hundred project folders. The filter folder names start with the letter “p”, followed by the first three characters of the projects they hold, and end in “xx”.
2. Each project folder is named according to the five character project number (e.g. 40225, EC099, J0011, M2035, Q1013, SB019). To ensure consistency, folders for each project are created through the use of a script.
3. Emergency contracts have their own unique separate file folder structure. See Section I within this chapter.

B. 40000, M’s, Q’s, S’s, J’s FILE FOLDER STRUCTURE

C. 10_ContractMgt

The Contract Management 10 series subfolders contains documents related to the overall administration of the project contracts:

1.  **11_ConstructionContracts**
File a digital copy of the executed contract here. Name the file [project number][contract letter]-Agreement.pdf (i.e., 46001C-Agreement).
2.  **12_ConsultantContracts**
File documents here that establish consultant contracts, issuing payments.
3.  **13_ConsultantWOs**
OPC files final completed project documents here that establish consultant work orders that authorize assignments. OPC will create subfolders when there are multiple term consultants involved in a project.
 - Email request from the PM or EIC

- BDC 41 Request for Term Assignment
- BDC 41.1 Request for Modification to a Term Assignment
- BDC 83 Request for Hazardous Materials Testing
- Calculations related to BDC 83
- CP 11.3 Notice to Proceed Letter
- Transmittal

a.  **ProjectManager**

The PM and the EIC file draft work orders and related work order backup material used in scope/fee negotiations in this subfolder. The PM may create subfolders when there are multiple term consultants.

- BDC 41 Request for Term Assignment (draft)
- BDC 41.1 Request for Modification to a Term Assignment (draft)
- BDC 65-66 Consultant Fee Breakdown Workbook (draft)
- BDC 83 Request for Hazardous Materials Testing (draft)
- Related consultant transmittal and correspondence

4.  **14_ClaimsAndDisputes**

CADM and/or DCM will file digital copies or scanned images of correspondence and other documents related to the following categories:

Claims (create separate “**Claims**” subfolder for documents related to these):

- Article 4.7 Submittal Re-evaluation Fee
- Article 10 Orders On Contract (Change Orders)
- Article 15 Disputes On Performance of Contract
- Article 17A Delay Claims
- Article 19 Insurance/ Builders Risk

Disputes (create separate “**Disputes**” subfolder for documents related to these)

- Non-Responsive Bids
- Bid Withdrawals/ Forfeitures
- Responsibility Meetings
- Show Cause Proceedings
- Terminations/ Surety Takeovers
- Litigation
- Other Disputes

5.  **15_Payments**

Projects use the Electronic Contractor Payment Process (ECP)

a.  **Construction**

This subfolder is where Division of Construction staff file information

b.  **CPAG**

This subfolder is where Contract Management staff file information

6.  **16_Insurance**
 File proof of insurance coverage here.
- a. Name the ACORD insurance coverages in the format **YYYYMMDD_FT_rN** where:
 - b. **YYYYMMDD** is the date of the expiration of the certificate
 - c. **FT** is a two or three letter string denoting:
 - CGL** – ACORD 25 certificates showing proof of commercial general liability (no pollution or professional liability)
 - POL** – ACORD certificates showing proof of pollution coverage only
 - GPO** – ACORD 25 certificates showing proof of commercial general liability and pollution coverage
 - d. **rN** is an *optional* string to be used in the event that there are additional versions of the same certificate (**r1** would be the first additional version, **r2** the second, etc.). Use of this should be rare and used only when it is unclear which copy among multiple versions should be retained; in such case, all copies would be retained.

7.  **17_MWBE**

8.  **18_VendorResponsibility**

D.  **20_RecordDocuments**

The Record Documents 20 series subfolders contain important project documentation deemed worthy of protection from accidental changes or deletion. Select staff have the ability to insert and overwrite documents within these folders.

All staff have the ability to view and copy documents from these folders.

1.  **21_RecordCorrespondence**
 OPC files scanned or electronic versions of the following:
- Attachment A or B (Budget Bulletin B1184)
 - BDC 153 Client Project Request and the project acceptance letter
 - All submission letters (Program, Interim, 100% and Final)
 - “100% Bundled” set of .pdf documents which include: request for approval letter, BDC 35 100% Document Submission Transmittal, estimate and consultant QA/QC letter (emailed to OPC by the Business Unit Administration staff)
 - Client approvals: (Program, Interim, 100%)
 - DOB Authorization to Advertise
 - BDC 201 Bidding and Contract Documents Transmittal

- BDC 203 Notice of Approval and Authorization to Advertise
- BDC 391 Closeout report and signed letter
- **BDC 40 Construction Acceleration Incentive Approval**

2. **22_BidDocuments**

Is the location for digital .pdf copies of the project bid drawings and specifications. The files are copied from the advertised CD by OPC into this folder and organized by trade:

- Addendum
- ConstructionDrawings
- ConstructionProjectManual
- ElectricalDrawings
- ElectricalProjectManual
- HVACDrawings
- HVACProjectManual
- PlumbingDrawings
- PlumbingProjectManual

3. **23_CodePermits**

Is the location for project code permits, certifications and review forms. File digital copies or scanned images of the following documents:

- BDC 32 Temporary Approval for Occupancy
- BDC 101 Construction Permit
- BDC 215 Code Compliance Certificate
- BDC 401 Design Compliance Certification
- BDC 401-CS Design Compliance Continuation Sheet
- BDC 401.1 Waiver of Construction Permit
- BDC 402.10 Code Compliance Review Checklist
- BDC 403 Design Compliance Certification
- BDC 405 Construction Compliance Certification
- BDC 405.1 Construction Compliance Certification for Non-OGS Permitted Work
- BDC 406 Summary of Special Inspections
- BDC 406.1 Statement of Special Inspections
- **00105 Certification Page(s) from the Project Manual**

File types may include Word documents (.doc, .docx), Acrobat files (.pdf) and scanned image files (.tif, .jpg).

4. **24_WebCollaboration**

Archive location of the project web collaboration submittal tracking log and all posted documentation that was used during the construction phase.

The initiation of the project archive will begin when there is joint agreement by the PM and the EIC that the project is complete. The PM will then archive the project and contact OPC to file the navigable files into this folder and request that the project be taken off the web service provider’s server.

E.  30_DesignPhase

The Design Phase 30 series subfolders contain project documents used during the design phase of the project:

1.  31_Correspondence

File the following project documents in the Correspondence folder:

- Scanned copies of hardcopy correspondence in .pdf format
- Copies of digital correspondence.

a.  MeetingMinutes

This subfolder is where the following project design documents are filed:

- Meeting agendas
- BDC 224 Attendance Sheets
- Meeting minutes

2.  32_EnvironPermits

File digital copies or scanned images of non-building code related environmental permits such as: site, environmental, SEQR, SPDES, DEC/ACOE, APA, DEP, DOH, EPA, storm, sewer, SWPPP, air quality, boiler, tanks, etc.

3.  33_Photos

This folder is the location for project related photographs from the Design Phase. Construction Phase related photographs should be located in the Construction Phase / Photos folder. Subfolders can be created within this folder to further organize files by date or event.

4.  34_DesCalcs

This folder is the place to file design calculations and analysis specific to the project. It is recommended that designers create subfolders named by trade to file their work. Some examples of design calculations:

- Architectural - means of egress/exit capacities, etc.
- Structural - loads. Etc.
- Electric - load and short circuit analysis
- Civil - storm water
- Plumbing - pipe sizing, plumbing fixture counts
- HVAC - heating and cooling loads

File design calculations and specific information / documentation related to compliance with the energy requirements and green design for the project:

- Energy Modeling (eQUEST, Trane / TRACE, DOE)
- COMcheck or REScheck
- ASHRAE Standard 90.1 documentation
- NYSERDA documentation
- EO88 documentation
- Commissioning documentation
- BDC 188 (DOCCS projects)
- LEED Checklist, LEED Points Templates and LEED Registration
- Green Attributes Table
- Indoor Air Quality (IAQ) documentation

5.  **35_CAD**

This folder contains design trade CAD subfolders to organize work. This includes consultant final CAD drawings to be filed by trade:

a.  **CadArch**

b.  **CadElec**

c.  **CadGen**

Folder is intended for files that are used by all trades in the production of drawings. For example:

- The title block that is referenced to each sheet
- The area plan used as a reference on each coversheet
- The code sheet for multi-trade single contract projects (where information from more than one trade is placed on the same sheet)
- Support files submitted by consultants with their final submission - pentables, line styles, specialized fonts, etc.

d.  **CadHVAC**

e.  **CadPlum**

f.  **CadSite**

g.  **CadStru**

File the vector drawings created for the project here. Documents stored in these folders are primarily Autocad drawings (.dwg). Non-drawing files that are reference files for the drawings are also put in this folder - raster images (.tif, .jpg, .pdf), Excel spreadsheets (.xls, .xlsx), and Word documents (.doc, .docx), etc.

6.  **36_SpecDevelopment**

Is the work area for where in-house specifications that are developed for the Project Manual. This folder contains the following subfolders:

- a.  **Common**
File location for common documents and Appendix items
- b.  **Construction**
- c.  **Electric**
- d.  **HVAC**
- e.  **Plumbing**
- f.  **SOS**
File location of each prime trade/contract Schedule of Submittals (SOS) in Excel format.

If a project has an atypical contract, create a subfolder named according to the contract (i.e., Elevator). Files in these folders are typically Word documents and .pdf files.

7.  **37_Estimates**

This folder contains documents associated with the project estimate.

- BDC 40 Construction Acceleration Incentive Approval
- Multi-trade estimates are filed in this folder.

This folder contains the following subfolders:

- a.  **Allowances**

This subfolder contains specific allowance information that are negotiated costs for specific items of work. File the justifications for the work to be performed and the documentation for the estimate in this folder. This could take the form of Word documents, PDF files, or Excel spreadsheets. The PM is encouraged to create additional subfolders for multiple allowances.

- b.  **Construction**
 - BDC 177 D&C Estimate Form
 - BDC 178 Consultant Estimate Form
 - BDC 96 Post Bid Workbook

- c.  **Electric**
 - BDC 177 D&C Estimate Form
 - BDC 178 Consultant Estimate Form
 - BDC 96 Post Bid Workbook

- d.  **HVAC**
 - BDC 177 D&C Estimate Form
 - BDC 178 Consultant Estimate Form
 - BDC 96 Post Bid Workbook

- e.  **Plumbing**
 - BDC 177 D&C Estimate Form
 - BDC 178 Consultant Estimate Form
 - BDC 96 Post Bid Workbook

The subfolders above contain the estimates for the various phases of design and should be labeled appropriately. Consultant estimate files specific to each contract - usually Excel spreadsheets (.xls, .xlsx) shall be placed in the appropriate subfolder.

Cost Control will copy BDC 96 Post Bid Workbook(s) document into the PreAward folder for use by construction staff.

- 8.  **38 Submissions**

This folder has four submission subfolders. The PM is responsible for saving consultant submission files (presentations, reports, project manuals, drawings) into the appropriate subfolder which includes the following:

- a.  **100Pct**

This subfolder is where the 100% Submission is filed. Documents located within this folder is comprised of complete, coordinated

construction documents, including drawings, project manuals, estimates, checklists, code compliance form, special inspections form, hazmat information and transmittal forms in Word, Excel, .pdf or .tif format.

- Drawings: “marked 100%” (each trade)
- Project Manuals: “marked 100%” (each trade)
- Consultant QA/QC Letter
- Other related submission items

PM shall file the BDC 178 Consultant Estimate Form in the DesignPhase / 37_Estimates / trade folder

The “100% Bundled” set of .pdf documents which include: request for approval letter, BDC 35 100% Document Submission Transmittal, estimate and consultant QA/QC letter are emailed to OPC by the Business Unit Administration staff.

The PM shall create a new subfolder if there is a resubmission of the 100% Submission.

b.



Final

This subfolder is where consultants’ final documents (.pdfs, vector drawings and project manuals) are filed. This is also the area where in-house design final draft documents can be assembled.

PM shall file the final electronic versions of these documents in the BidPhase / 41_FinalDocProcessing subfolder:

- Draft Final Letter
- BDC 203 Notice of Approval and Authorization to Advertise
- BDC 402.10 Code Compliance Review Checklist (final version)
- BDC 406 Summary of Special Inspections (final version)
- BDC 406.1 Statement of Special Inspections (final version)
- [Final Estimate Summary Page](#)
- [Approved Allowance Justification Memo](#)
- [BDC 188 Operating Impact Statement \(DOCCS projects\)](#)

PM shall submit original hard copies to OPC:

- [00105 Certification Page\(s\)](#)
- BDC 201 Bidding and Contract Documents Transmittal
- BDC 401 Design Compliance Certificate
- BDC 401.1 Waiver of Construction Permit (when applicable)
- BDC 403 Design Compliance Certificate (Trades)
- [BDC 40 Construction Acceleration Incentive Approval \(when applicable\)](#)

PM shall file a copy of the final Word versions of Project Manuals in the BidPhase / 42_FinalSpecs subfolder:

- Project Manuals of each trade and common documents

PM shall file a copy of the final version of the consultant estimates (.doc, .docx, .xls, .xlsx) in the DesignPhase / 37_Estimates subfolder when revised from the 100% Phase Submission. This includes removal of design development contingencies:

- BDC 178 Consultant Estimate Form (final)

PM shall file a copy of the SOS final **Excel** version in the DesignPhase / 36_SpecDevelopment / SOS subfolder:

- Schedule of Submittals (final versions of each trade)

PM shall file the consultant final vector drawings (.dwg, .dgn) in the appropriate CADTrade folders.

c.  **Interim**

This subfolder is where to file documents submitted at the close of interim milestones identified in the Design Project Management Plan (PMP). If a project is to have multiple interim submissions the PM will create multiple subfolders and label appropriately (examples: **SchematicDesign**, **DesignDevelopment** or **80Pct**). See DPM Chapter 4.3 Design Phase and Chapter 4.4 Contract Documents Phase.

d.  **Program**

This subfolder is where the following documents in Word and .pdf are filed:

- Initial Site Visit Meeting Minutes
- Preliminary Draft Program Report
- Draft Program Report
- Final Program Report - file electronic Final Program Report source documents (Word, Excel, AutoCAD, etc.) and the Final Program Report document bundled in .pdf format (as the hard copy delivered to Client).

Name the files similar to YYYYMMDD_FinalProgramReport.pdf where YYYYMMDD represents the year, month and day of the submission (i.e., 20160201_FinalProgramReport.pdf). See Chapter 4.2 Program Phase.

File Professional Consultation Reports or Studies produced as the result of an SA### project in the Program subfolder. Name the file YYYYMMDD_FinalConsultationReport.pdf or YYYYMMDD_FinalStudy.pdf. See Chapter 4.1- Professional Consultation Reports and Studies.

9.  **39_ReviewComments**

This folder contains four subfolders for review comments and review comment responses. Reviews can be provided by OGS D&C staff (program review committee, project manager, design reviewers, constructability review group, field check staff), client - main office and facility, construction manager, peer consultants, etc.:

a.  **100Pct**

When there is a re-submission it is best practice to create a new subfolder and label as Resubmission.

1)  **Responses**

Use this subfolder to file all comment responses.

All initiator (person with comments) should be properly labeled to readily identify the **phase** and **name of initiator** (person with comments). See below for the following examples:

- BDC 35.2 Field Check Review - Response Form (*identify phase*) (*trade or unit*) (*initiator name*).docm
- BDC 35.3 Document Review - Response Form (*identify phased*) (*trade or unit*) (*initiator name*).doc

All responder (person with responses) should be properly labeled to readily identify the **responder** (person with responses). See below for the following examples:

- BDC 35.2 Field Check Review - Response Form (*identify phase*) (*initiator name*) (*trade or unit*) (*responders name*).docm
- BDC 35.3 Document Review - Response Form (*identify phased*) (*initiator name*) (*trade or unit*) (*responder name*).doc

The PM is responsible for verifying proper document naming conventions used.

The PM is responsible for saving the filled out BDC35.2 Field Check Review/Response Form and the 35.3 Document Review/Response Form comments and responses in the subfolders for the appropriate phase.

The PM is also responsible for saving review comments and responses that do not use BDC forms such as client emails, letters, etc. The naming conventions should be similar to the examples above.

b.  **Final**

Usually this folder is for a back check submission / review

c.  **Interim**

Use this folder when a SD or DD Phase milestone submissions are used

- d.  **Program**
Scanned Program Review Committee comments, BDC 35.3, notes to file or correspondence to consultant depicting comments.

F.  **40_BidAwardPhase**

The Bid and Award Phase 40 series subfolders contain documents related to bid and award of project:

- 1.  **41_FinalDocProcessing**
The PM files all digital final documentation listed below in this folder

From the Final Phase submission:

- Final letter (draft version)
- BDC 203 Notice of Approval and Authorization to Advertise
- [BDC 401.1 Waiver of Construction Permit](#)
- BDC 402.10 Code Compliance Review Checklist
- BDC 406 Summary of Special Inspections
- BDC 406.1 Statement of Special Inspections (determined by BDC 406)
- [BDC 178 or BDC 177 Final Estimate Summary Page](#)
- [Approved Allowance Justification Memo \(when applicable\)](#)
- [BDC 40 Construction Acceleration Incentive \(when applicable\)](#)

OPC will transfer documents noted above into the [21_RecordCorrespondence](#) folder or the [23_CodesPermits](#). OPC will delete the documents after they have been transferred.

- 2.  **42_FinalSpecs**
The PM files final specifications (Project Manual) in Word format for all trades in this folder. Appendix items such as hazardous materials testing **and the SOS(s)** may be in .pdf format.
The PM or OPC will create a subfolder when a project will be rebid.

- 3.  **43_Addenda**
The PM files addenda documents in this folder.

- 4.  **44_PreBid**
This folder contains the following documents:
 - Prebid Meeting minutes and attendance sheets
 - BDC 323 Pre Bid Site Visit Agenda

- Bidder questions (external responses / drafts)

5.  **45_PreAward**

This folder contains the following pre-award meeting documents:

- BDC 96 Post Bid Workbooks (email notice and copied into folder by Cost Control to be used by construction)
- BDC 187 Contractors Bid Breakdown
- Pre-award meeting minutes
- BDC 324 Pre Award Interview For Low Bidder
- Contractor references and experience
- Contractor work force and work plan
- Resumes of contractor’s supervisors
- Schedule preparer (when required)
- Submittal coordinator (when required)

G.  **50_ConstructionPhase**

The Construction Phase 50 series subfolders contain working folders (internal) for draft documents used during the construction phase of the project.

The **Web Collaboration Website** should be used to post most documentation for the entire project team to view and access. The team consists of consultants, client representatives, contractors, sub-contractors, testing firms, commissioning agents, etc. Documentation includes the following:

- Bid Documents
- Project Contacts
- Meeting Minutes
- Submittals
- RFIs
- IBs
- Schedules
- Photos
- COs / FOs
- Inspection Reports
- Special Inspections
- Testing Reports
- Deviation Requests
- Commissioning
- Site Visit Observation Reports
- SWPPP

1.  **51_Correspondence**

File digital copies or scanned images of correspondence documents not necessary to be shared by the project team..



2. **52_CMP**

File digital copies or scanned images of the following documents:

- BDC 36 Construction Management Plan
- BDC 36.1 Construction Management Plan Revision Form
- BDC 37 Preconstruction Meeting Agenda



3. **53_PhotosInternal**

Internal folder used as a holding location for draft documents that are not posted to the Web Collaboration Website. This internal folder is the location for project related photographs from the Construction Phase. Subfolders can be created within this folder to further organize files by date or event.



4. **54_COFOsInternal**

Internal folder used as a holding location for draft documents that are not posted to the Web Collaboration Website. Drawings, cover letters and other digital backup data for Change Orders and Field Orders should be included.



5. **55_IBsInternal**

Internal folder used as a holding location for draft documents that are not posted to the Web Collaboration Website. Digital backup data for Information Bulletins. The PM / TL is to review the contents of the bidder questions not addressed by addendum. File the resulting draft BDC 23 Information Bulletins here.



6. **56_RFIsInternal**

Internal folder used as a holding location for draft documents that are not posted to the Web Collaboration Website including drafts of BDC 22 Requests For Information.



7. **57_SchedulesInternal**

Internal folder used as a holding location for draft documents that are not posted to the Web Collaboration project site. This folder may also contain schedules that were developed during the Design Phase.

- Preliminary Critical Path schedule developed at the Project Construction Duration Meeting

The following documents are mirrored on the Web Collaboration project site:

- Meetings Minutes
- PDF files for schedule iterations
- .xer (P6) files
- The BDC 43 Project Schedule Analysis form
- The Schedule Analysis Checklist

The Scheduling Department posts a separate file sub-folder and structure for use with the Scheduling program and document control and management for items related to 013113 Project Schedule and 013200 Construction Progress Documentation.

8.  **58_Permits**

File digital copies or scanned images of non-OGS permits such as local permits, controlling agency permits, railroad permits, NYC scaffolding permit, etc.

This area is also a working location for the following permits:

- BDC 401.1 Waiver of Construction Permit
- BDC 405 Construction Compliance Certification
- BDC 405.1 Construction Compliance Certification for Non-OGS Permitted Work

EIC shall scan the final signed versions into this folder. OPC will electronically transfer these documents into the 20 RecordDocuments/Permits subfolder. EIC shall mail the signed hard copies to OPC to file the originals.

9.  **59_Closeout**

File digital copies or scanned images of Closeout documents.

H.  **60_UnitPriceWOs**

The Unit Price Work Order 60 series subfolders contain documents for JOCS projects.

1.  **61_Construction**

a.  **WO_001_Jxxx**

 **01_RecordDocuments**

 **02_Funding**

File digital copies or scanned images of the following documents:

- Requests for funding to client-base job order
- Client funding provided- base job order
- Encumbrance requests- base job order
- Funding documentation for subsequent mods

 **03_Scope_RFP_NTP**

File digital copies or scanned images of the following documents:

- Complete, signed NTP package for base job order.
- Complete, signed NTP package for subsequent mods.
- Complete RFP package for base job order
- Complete RFP package for subsequent modifications



04_Correspondence

Subfolders will be created for categorizing specific correspondence.



MeetingMinutes



05_Specifications



06_PermitsDesign



07_InspectionsReports



08_PhotosInternal



09_DocumentsOther



10_Submittals



11_Hazmat



12_Closeout

2.



62_HVAC

Similar file folder structure as the Construction folder.

3.



63_Plumbing

Similar file folder structure as the Construction folder.

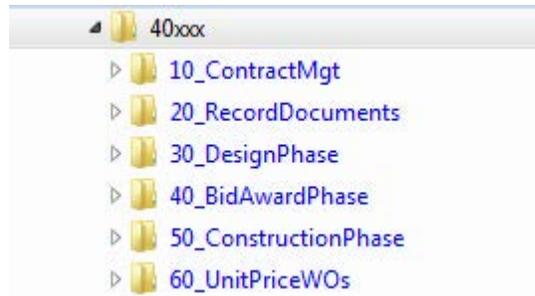
- 4.  **64_Electric**
Similar file folder structure as the Construction folder.

- 5.  **65_Roofing**
Similar file folder structure as the Construction folder.

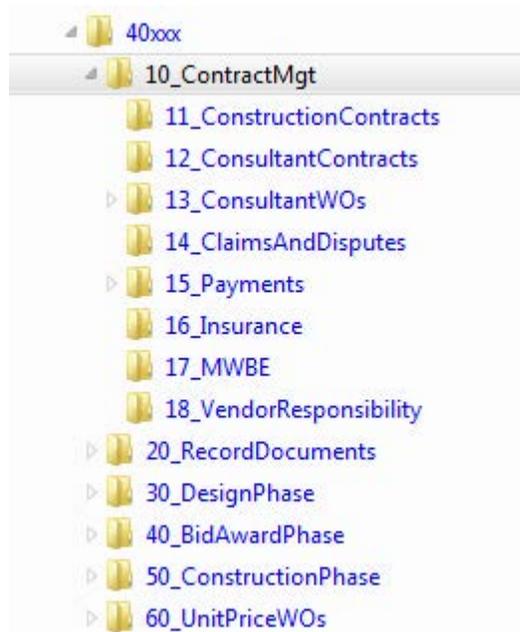
I. FILE FOLDER ORGANIZATION

1. Project File Hierarchy

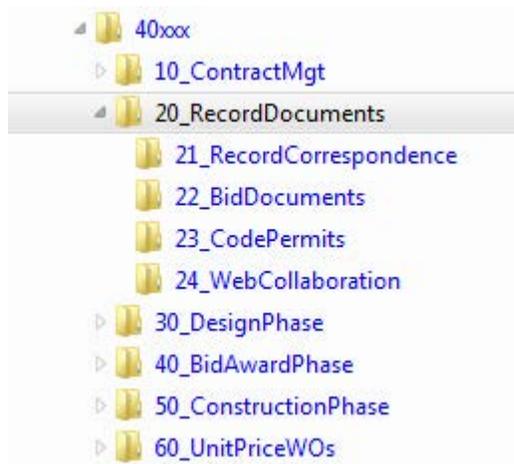
File folder organization for 40,000 series, Qs, Ms, and JOCS is organized into six (6) major categories and arrangement as illustrated below:



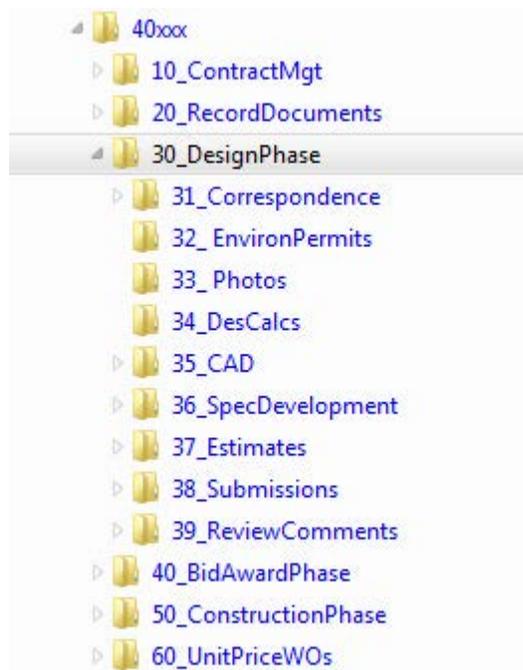
2. ContractMgt - 10 Series Category:



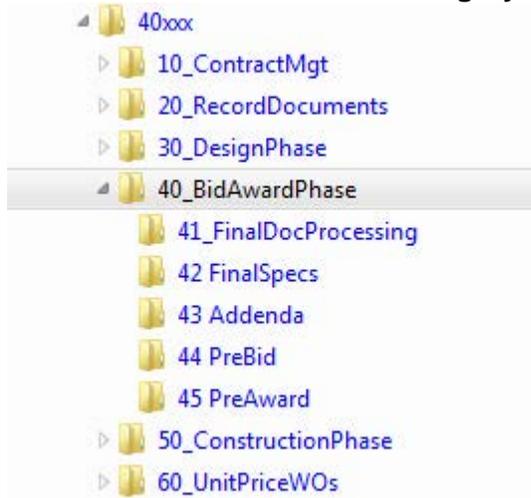
3. RecordDocuments - 20 Series Category:



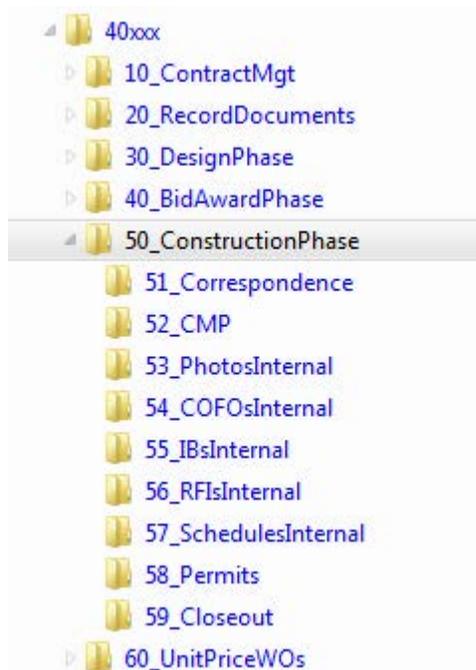
4. DesignPhase - 30 Series Category:



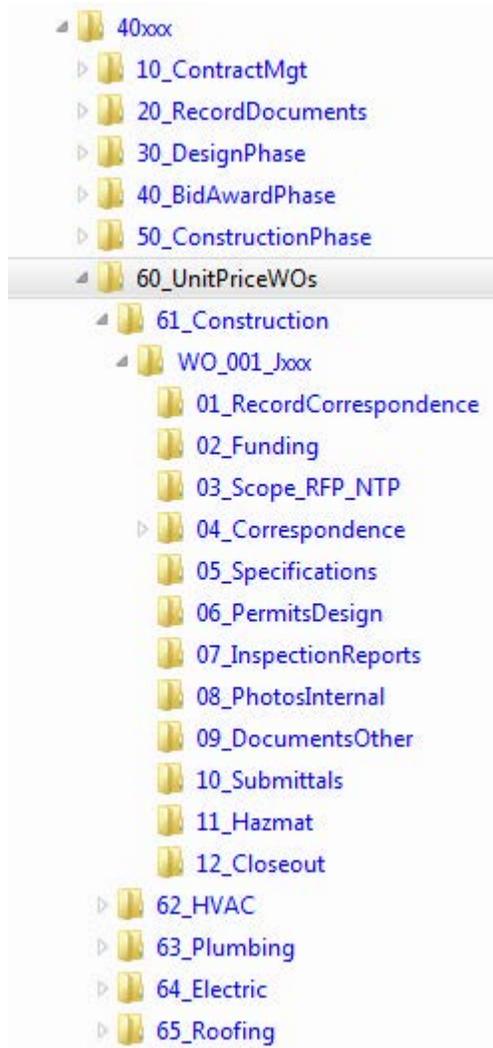
5. BidAwardPhase - 40 Series Category:



6. ConstructionPhase - 50 Series Category:



7. UnitPriceWOs - 60 Series Category:



J. EMERGENCY PROJECTS FILE FOLDER STRUCTURE

K.  Exxxx

The Emergency project numbers contain two letter characters followed by three numerical characters. These project types have a unique file folder structure.

1.  01_RecordDocuments

- NTP Letter
- Cancellation Letters
- BDC 46 Bid Tabulation
- BDC 318 Declaration of Emergency
- BDC 318 Reverse
- BDC 319 Request to Increase funds
- BDC 320 Three Bid Waiver requests with corresponding approval Letter.
- BDC 391 Contract Closeout Report
- BDC 401 or BDC 401.1 Code Compliance Certification
- BDC 402 Code Compliance Review Checklist
- BDC 405 Construction Compliance Certification

2.  02_BidSolicitation

- Proceed letter
- BDC 46 Tabulation Bids – Verbal
- BDC 316 Emergency Declaration
- BDC 310 Cost Plus Percent Fee Emergency Contract Notice to Bidders
- BDC 310.1 Cost Plus Percent Fee Emergency Contract Scope of Work
- BDC 310.2 Cost Plus Percent Fee Emergency Contract Bid Quote
- BDC 308 Emergency Contract Transmittal
- BDC 309 Fixed Price Emergency Contract Notice to Bidders
- BDC 309.1 Fixed Price Emergency contract Scope of Work
- BDC 309.2 Fixed Price Emergency Contract Bid Quote
- DCA-3 Offerer Disclosure of Prior Non-Responsibility Determinations
- Copies of Faxes to Contractors

3.  03_ConsultantContract

This folder is the location for documents that establish consultant contracts, authorize assignments and issuing payments.

- BDC 41 Request for Term Assignment
- BDC 83 Request for Hazardous Materials Testing
- CP11 Acceptances

4.  04_Correspondence

This folder is where to file day-to-day project correspondence.

- a.  **MeetingMinutes**
- Meeting minutes
 - BDC 224 Attendance sheets

5.  **05_SubContractorsSupplies**
- This folder is where to file sub-contractor/supplier bid solicitations, sub-contractor/supplier response(s) and bid tabulations, sub-contractor/supplier authorization to proceed letters.

6.  **06_PermitsDesign**
- This folder is the location for Code review forms and special inspection forms.
- BDC 101 Construction Permit
 - BDC 215 Code Compliance Certificate
 - BDC 403 Design Compliance Certification
 - Environmental permits, sewer, storm, etc.

File types include Word documents (.doc), Acrobat files (.pdf) and scanned image files (.tif, .jpg).

Also, the location for drawings, cover letters and other electronic backup data for Field Orders or Change Orders – raster images (.tif, .jpg), Excel spreadsheets (.xls), Word documents (.doc), etc.

7.  **07_InspectionReports**
- BDC 268 Daily Labor Report
 - BDC 269 Daily Material and Equipment Report
 - BDC 346 Field Inspection Report
 - BDC 346.1 Inspector's Daily Inspection Report
 - BDC 380 Activation Inspection
 - BDC 381 Benchmark Inspections
 - BDC 382 Notice of Deficiency
 - BDC 383 Pre-Activity Meetings
 - BDC 384 Mock-Up Inspections
 - BDC 385 First Delivery Inspections
 - BDC 386 Acceptance Test
 - BDC 387 Concealed Space Enclosure Inspection
 - BDC 388 Contract Completion ListBDC 406.1 Statement of Special Inspections

8.  **08_PhotosInternal**
- This folder is where electronic photographs are filed.

- 9.  **09_COFOInternal**
 This folder is the location for drawings, cover letters and other electronic backup data for Field Orders or Change Orders – raster images (.tif, .jpg), Excel spreadsheets (.xls), Word documents (.doc), etc.
- 10.  **10_Submittals**
 This folder is where to file the Schedule of Submittals and backup data for DCNet entries.
- 11.  **11_PaymentsEstimate**
 This folder is where to file place a copy of the following:

 - BDC 187 Detailed Estimate
 - BDC 271 Emergency Contractor Labor Expense Report
 - BDC 271.1 Emergency Subcontractor Labor Expense Report
 - BDC 272 Emergency Contractor Material Expense Report
 - BDC 272.1 Emergency Subcontractor Material Expense Report
 - BDC 274 Emergency Contractor Expense and Fee Summary
 - BDC 274.1 Emergency Subcontractor Expense and Fee Summary
 - BDC 275 Emergency Contractor Travel Expense Report
 - BDC 275.1 Emergency Subcontractor Travel Expense Report
- 12.  **12_Closeout**
 This folder is the location to file electronic copies of warranties

Revision History:

<i>Rev</i>	<i>Date</i>	<i>Description</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
0	12/18/2012	Last revised date		
1	08/12/2015	Revised the entire chapter to reflect the new file folder structure	Benjamin	Parnett
2	08/19/2015	Added 391 to RecordCorrespondence	Parnett	Parnett
3	9/15/2015	Minor changes to F 1	Parnett	Parnett
4	10/27/2015	Minor revisions	Parnett	Parnett