**FACILITIES MASTER PLANNING & OVERSIGHT COMMITTEE**

**MEETING SUBMITTAL FORM**

**(Lease - Leaseback or Design - Bid – Build Project)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LACCD Project Number: | |  | | Submittal Date: |  |
|  | |  | |  |  |
| LACCD Project Name: | |  | | Scheduled FMP&OC Meeting Date: |  |
|  | | | | | |
| Project Budget: | | $ | | Final Budget Reconciliation  Amount by CPD | $ |
|  | | | | | |
| Design Consultant Estimate: | | | | $ | |
| CPT Independent Estimate: | | | | $ | |
|  | | | | | |
|  |  | |  | |  |
| Project Status: | LEED™ Project | | Non-LEED™ Building | | Infrastructure Project |
|  |  | | | | |
| Documents  Submitted | DES-0011 FMP&OC Meeting Submittal Form | | | | |
| Via email | DES-0015-A LEED™ Project Executive Summary (if applicable) (in MS Word) | | | | |
|  | DES-0015-A Non-LEED™ Building or Infrastructure Project Executive Summary   (if applicable) (in MS Word) | | | | |
|  | Campus Site Map with Project Location (in Adobe Acrobat) | | | | |
|  | LEEDTM Version 2.2/3.0 Checklist / (if applicable) (scanned) | | | | |
|  | DES-0012 Project Team Sign-Off Sheet (scanned) | | | | |
|  | DES-0013 Project Design Features Sign-Off Sheet (scanned) | | | | |
|  | CPD Letter validating cost estimates to the Final Budget Reconciliation Amount  (in MS Word) | | | | |
|  | Budget Transfer(s) Form approved by Campus (if applicable) (scanned) | | | | |
|  | Design Consultant Cost Estimate (CSI format) (in MS Excel) | | | | |
|  | CPD Independent Cost Estimate (CSI format) (in MS Excel) | | | | |
|  | Draft of PowerPoint Presentation in PowerPoint format. | | | | |
|  |  | | | | |
|  | For LEED™ and parking garage projects provided at FMP&OC meeting on CD-Rom:  1. Final FMP&OC Presentation in PowerPoint format. | | | | |
| Requested by: |  | | | | |
|  | Print Name / CPD | | | | |
|  |  | | | | |
|  | Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: | | | | |
|  | CPD to scan and email FMP&OC Submittal Documents to PMO  Attn: Brent Hurwitz Email: [brent.hurwitz@build-laccd.org](mailto:brent.hurwitz@build-laccd.org) | | | | |
|  |  | | | | |