**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  |
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