



CHECK LIST

- Gather Project Statistics and Team Information
 - Gather your project photos in .jpeg or .png formats
 - Gather your other supplemental information, letters, exhibits, etc. in .pdf format
 - In Word, draft and spell check your narratives. Formatting is not necessary, but paragraph breaks are greatly appreciated.
- **Overall Statement:** 200 words max. Directions: “Please provide a statement not exceeding 200 words describing the unique contributions the CM made to the success of this project or program. What did the CM do that was special? What did the applicant provide that another CM/PM firm would not or could not have provided. Stress how the CM solved a problem, created an opportunity, or overcame challenges.”
 - **Supporting Statement:** 500 word max. Directions: “Please provide detail, not exceeding 500 words, to support the statements made previously. Focus on as many of the areas listed below as may be appropriate to the Project.

Areas of Focus List (Part 4)
CM Response to Unique Challenges
Cost Management
Customer Service
Innovative project delivery
Overall Management
Project Delivery Method
Quality Management
Risk Mitigation
Safety Management
Schedule Management
Sustainability Standards
Team Leadership

- **Schedule Narrative:** 200 word max. Directions: “What did the CM do to positively impact the schedule for the owner? How did the CM accomplish this outcome, and how did his/her efforts stand out as an excellent example of our industry?”
 - **Cost Narrative:** 200 word max. Directions: “What did the CM do to positively affect the budget for the owner? How did the CM accomplish this outcome, and how did his/her efforts stand out as an excellent example of our industry?”
 - **Claims Narrative:** 200 word max.
 - **Safety Narrative:** 200 word max.
- Grab your Credit Card!