

Documents Needed for Claims Analysis

1. Contract documents

- a. Prime Contract (Owner – GC)
 - i. All **Amendments**
 - ii. All **Change Orders and Change Order Requests**
 1. Copy of approved change orders
 - a. Include breakdown of labor, material, equipment
 2. Copy of requested, unapproved change orders and current status
 - a. Include breakdown of labor, material, equipment
 - b. Include all correspondence exchange regarding each denied or pending change order
- b. Relevant subcontracts
- c. Specifications including
 - i. General Conditions
 - ii. Special Conditions
- d. Contract drawings including
 - i. Addenda
 - ii. Architect's Clarifications
 - iii. Sketches

2. Bid documents

- a. Bid work papers (if relevant to this issue)

3. Submittals and shop drawings related to this issue

4. RFIs and responses

- a. Include the total number of RFIs on the project, number related to this issue, number involving your organization only (for subcontractors)
- b. Include number of labor hours expended for contract work vs. change work
 - i. Your organization
 - ii. All organizations performing work on the project (if relevant)

5. CPM Schedules

- a. Original approved baseline CPM
- b. All updates, especially the most recent update
 - i. Include narratives or explanations attached to the updates
- c. Any 2-week or 3-week look-ahead bar charts
- d. Any recovery schedules, acceleration schedules

6. Project logs

- a. Submittal log
- b. RFI log
- c. Change order log
- d. Backcharge log
- e. Correspondence log
- f. Phone logs
- g. Email logs (if any)

DOCUMENTS NEEDED FOR CLAIMS ANALYSIS

7. **Access to any electronic or internet project management systems, for example:**
 - a. Prolog
 - b. Expedition
 - c. Constructware
 - d. Citadon
8. **Meeting minutes, including**
 - a. Meetings between GC, Owner, Designer
 - b. Meetings with subcontractors
 - c. "Special topic" meetings including:
 - i. Scheduling meetings
 - ii. RFI meetings
9. **All relevant correspondence between the parties, including**
 - a. Letters between GC and owner
 - b. Letters between GC and subs
10. **Daily reports and diaries**
 - a. GC's superintendent's daily reports
 - b. Subcontractors daily reports
 - c. Inspector's or QC daily reports
11. **Photographs, video tapes** and other visual media related to this issue (if none exist, begin documenting them now)
12. **Internal memoranda**
 - a. Internal memoranda (within your organization)
 - b. Notes of verbal conversations
 - c. Memos to file
 - d. Memos of phone conversations
13. **Cost Code and budget reports**
 - a. Weekly
 - b. Monthly
14. Possibly: relevant daily time sheets
 - a. Include identification of hours spent on acceleration or disruption and delay
15. **Lists of and receipts for equipment used** (if relevant to the issue)
 - a. Owned
 - b. Rented
 - c. Identify escalation related to this issue
16. **Lists of and receipts or invoices for additional or substituted materials** (if relevant to this issue)
 - a. Include any quantity calculations or take-offs
 - b. Identify escalation related to this issue
17. **Schedules or lists of labor trades utilized** (as relevant to this issue)
 - a. Indicate entity supplying each labor trade (GC or sub)
 - b. Include breakdown of base rates, benefits, taxes, workers comp, insurance, union benefits, etc.
 - c. Identify escalation related to this issue
18. **Existing or previous claims or requests for equitable adjustment (REA)**

DOCUMENTS NEEDED FOR CLAIMS ANALYSIS

19. **Project Manager's brief project and issue HiSTORY** (factual story form)
 - a. Include major events and relevant minor incidents
 - b. Describe the claim you envision (or have filed), including elements of the claim you anticipate: delay, disruption, acceleration, inefficiency, suspensions and stop-work orders, added or diluted supervision
 - c. Be factual, include dates, names, if possible cross reference to actual documents which can be looked at while reviewing the narrative (NOTE: to the degree you do not do this, the consultant will likely have to do this.)
20. **Bonds** required and bond costs, as relevant
21. If claiming extended overhead, provide:
 - a. Actual field costs during the extended period (include accounting printouts, invoices, receipts, etc.), including:
 - i. Supervision above general foreman
 - ii. Project manager costs (if your accountant costs these to the project, otherwise they are part of home office overhead)
 - iii. Trailer rents (office and storage)
 - iv. Temporary power to trailers
 - v. Janitorial and other services to trailers
 - vi. Additional costs of office equipment and supplies
 - vii. Extended safety and fencing costs
 - viii. Additional layout expense (beyond that in the bid)
 - b. Audited financial reports for your organization showing total revenues, revenues for this project, G&A (general and administrative expenses) for all years during which this project is/was open
22. Any other documents you feel might be useful in understanding and preparing the analysis or claim