Listed below are Supplemental Services that shall be part of CM’s scope per this Agreement. None of the services listed shall provide additional authority, as defined and limited in Article 2.1.4 of the CM Agreement.

### Exhibit G

# Supplemental Services

{INSTRUCTIONS: REVIEW EACH ITEM BELOW FOR APPLICABILITY TO YOUR PROJECT. FOR ANY SERVICE OR SCOPE ITEM NOT USED IN YOUR PROJECT; PLEASE EDIT AS NEEDED OR REMOVE ITEM DESCRIPTION AND REPLACE WITH “NOT USED”}

**1. CM GENERAL PROJECT PROVISIONS**

1.1. Staffing

 1.1.1. CM shall chair and record {biweekly (every two weeks)} progress meetings between various parties, enhance project communication regarding Time, Cost and Quality, act as a liaison with different Contractor(s), SubContractor(s) and Suppliers.

1.1.2. CM shall manage the A/E design team in meeting the design schedule and the Contractor(s) in meeting the Project Schedule.

### 2. CM PRE-CONSTRUCTION SERVICES

 2.1.1 CM shall evaluate the Project Program, Project site, and Project Budget, and shall make recommendations to University regarding possible design, site, or construction alternatives.

 2.1.2 Within fifteen (15) days of the Notice to Proceed, CM shall develop and implement integrated management control systems, utilizing both manual and automated procedures (using the University's format and systems as requested) to support such functions as planning, organizing, scheduling, budgeting, reporting progress and expenditures, and identifying and documenting problems and solutions. CM shall also implement management control system after the integrated management control system has been reviewed and accepted in writing by the University.

2.2. Replace Item 2.1.10 of the CMA with the following:

 CM shall develop a Total Project Schedule Control System in consultation with University and Design Professional which shall be the initial basis upon which CM monitors and evaluates the progress of the Project. The Schedule Control System shall be in accordance with the Project Schedule, and shall define design, construction, and University occupancy phases, delineating the responsibilities of University, Design Professional, CM and Contractor. The Schedule Control System shall be subject to written approval by University. The System shall use the Critical Path Method (CPM) of scheduling. CM shall develop a Preliminary Master Project Schedule for inclusion in the Contract Documents which shall show all project related construction activities; including sequencing and durations for work tasks of the Contractor(s), including major milestones. The Preliminary Master Project Schedule shall be able to be filtered per each Contractor (as necessary) to illustrate their planned basic construction sequence and interface with other Contractor(s). In the preparation of the Preliminary Master Project Schedule, CM shall investigate the procurement lead-time required for delivery of time-critical items and incorporate these into the Preliminary Master Project Schedule. The schedule shall treat the phases of the work and the responsibilities of the participants separately for each component of the Project. The schedule will be able to be reviewed either by a time-scaled bar chart or as a summary bar chart identifying major milestones. This schedule will include all Preconstruction activities and will be updated every {two} weeks and issued at {biweekly} meetings.

2.3. CM shall prepare and submit to the University an independent written Project Construction Cost Estimate based upon the unit cost per square foot for similar types of projects. The estimate shall use the Construction Specification Institute format for itemizing costs by Work Activity. CM shall revise Project Construction Cost Estimate based on the documents submitted by Design Professional for Schematic Design (“SD”), Design Development (“DD”) at 50% submittal, again at 100% submittals, 50% Construction Documents, 100% Construction Documents (“CD”), and again at the end of the backcheck of the corrected 100% submittal. If requested by University, CM shall meet with Design Professional to reconcile discrepancies between its estimate and Design Professionals’ estimate and recommend design modifications to maintain budget and schedule. The estimate will be based on detailed quantity takeoffs of the design drawings and specifications. CM shall obtain the University’s written approval of estimate format and structure prior to proceeding with estimate.

2.4. CM shall coordinate and participate in {monthly} Value Engineering sessions starting at 100% SD through 100% CD. Adjust cost estimates as required.

2.5. CM shall develop a Project Procedures Manual in conjunction with Design Professional(s) and approved by the University for all major project activities including, but not limited to, roles and responsibilities; project directories; communications protocols; project tracking forms; general administration processes and monthly reports; budget reporting and control; management of the schedule; design review; value analysis; bidding process; claims avoidance; project documentation and control; and other relevant information.

2.6. CM shall prepare a detailed work plan identifying all CM tasks required for the completion of work as provided in this Agreement.

2.7. Within fifteen (15) days from the execution of this Agreement, CM shall submit to the University the proposed scheduling system it plans to use for its scheduling effort on the project. The scheduling software should be Primavera P3,Microsoft Project, or approved equal. Approval for any proposed equal shall be in writing from the University.

2.8. CM shall assist University’s design reviews by scheduling and coordinating reviews and compiling and conveying University's comments to the Design Professional. CM shall perform quality control review of the drawings andspecifications throughout the design phase in order to reduce errors and omissions, in an effort to minimize change orders during construction. These quality control (“QC”) reviews will include constructability analyses. CM shall organize and publish a detailed QC report and assist Architect with coordination between disciplines.

2.9 CM shall review equipment and furniture design with the University to assist with proper coordination with bid package(s) for the building construction. CM shall provide assistance and field coordination as necessary with contracts for installation of built-in furnishings and fixtures to coordinate with building occupancy.

2.10. At the end of Design Development, CM shall provide a list of recommended alternates for each bid package. CM shall establish a bidding strategy commensurate with the University’s desire for risk.

2.11. CM shall identify long lead items and create early bid package(s) for the same, all in compliance with applicable laws governing competitive bidding.

2.12. Prior to bidding and based on projected bid market conditions, CM shall recommend in writing to the University the percentage of bid contingency to carry for each bid package.

2.13. CM shall research existing site conditions and utilities and prepare a detailed site logistics plan to be incorporated into the bid documents.

**3. CM BID PHASE SERVICES**

 3.1.1. CM shall provide University with an analysis of market conditions prior to the publication of the Advertisement for Bids, recommend release dates of bidding documents and the duration of the bidding period for the Project, or for portions of the Work, as applicable, and advise University of the likelihood of obtaining bids that are within the Construction Budget.

 3.1.2. CM shall be responsible, with the assistance of the Design Professional and the University, for sequencing, assembly, detailed scope definition and preparation of bid package(s) to assure that all items as indicated in Contract Documents, including coordination of details, are included with bid documents. CM shall analyze the bid package(s), identify elements of uncertainty or risk prior to the bidding, endeavor to eliminate conflicts, duplications and omissions and mitigate the University’s exposure to bidding error through instructions to bidders.

 3.1.3. CM shall assemble bid package(s) in a complete, coordinated and most cost-effective manner for the University. CM shall obtain all necessary design documents from the Design Professional and assist the University in arranging for printing, binding, wrapping and delivery to the bidders, and shall assist with maintaining a list of bidders receiving the Bid Documents. For multi-prime delivery, CM shall recommend appropriate subdivision of work into discrete bid package(s). The University shall be responsible for all postage, delivery and printing costs.

 3.1.4. CM shall review, recommend and estimate allowances, alternates, unit prices and other requirements for inclusion in the bid package(s).

 3.1.5. CM shall develop lists of possible bidders to solicit bids for the Contractor(s)’ bid package and provide pre-bid Contractor qualification criteria when requested by the University. CM shall conduct an outreach effort to attract broad interest among qualified bidders. CM shall contact potential bidders to develop a sufficient pool of bidders. CM shall secure the commitment to bid from a minimum of three (3) bidders for each Contract.

 3.1.6. CM shall assist the University as directed, in responding to Contractor questions during the bid period and at pre-bid conferences, pre-construction conferences and walk-throughs. CM shall coordinate dissemination of the Design Professional’s response as required.

 3.1.7. CM shall evaluate the bids received in detail for technical deficiencies. CM shall analyze the bid results for potential error, review the apparent low bids for Contractor responsiveness and compliance with all University General Conditions and compliance with the Contract Documents, and shall recommend award or other action. CM shall assist the University in determining if a potential bidder is non-responsive, and, at University’s request, CM shall provide a debriefing of the decision to that Contractor. CM shall review the bid results for such bidding climate issues as bid responsiveness, adequacy in the number of bidders and the spreading or grouping of bid results. CM shall make recommendations as to which add or delete alternatives to award.

 3.1.8. If the lowest responsible bid received exceeds the Construction Budget by more than 10%, or exceeds the portion of the Construction Budget related to a specific prime trade bid by more than 10% in the case of multiple prime bids, University may, at its discretion, exercise the options available to it under subparagraph 2.5.2 of the Executive Design Professional Agreement, and direct CM to, at its own cost, rebid the Work following the University’s review and approval of recommended programmatic or other changes in the Project scope or quality, or both, that would reduce costs.

 3.1.9. CM shall assist University and Design Professional in reviewing individual construction bids submitted for the Project and prepare a report (1) summarizing the bid results, (2) comparing the lowest responsible bid with the current Construction Budget, and (3) where prequalification has not been utilized, evaluating whether the contractor and subcontractor(s) listed in the lowest responsible bid meet the applicable minimum experience requirements set forth in the Construction Documents

 3.1.10. CM shall draft contracts with letters of selection for signature by the University.

### 4 CM CONSTRUCTION PHASE SERVICES

 4.1.1. CM shall provide and mobilize project site office, including procurement and installation of trailer(s), utility hookup for trailer(s), providing the following: office equipment and reasonable furniture, telephone and facsimile equipment, copy machine, computer equipment with e-mail, photographic equipment and other equipment and supplies necessary to provide all services under this Agreement.

 4.1.2. CM shall be responsible for fencing the perimeter of the site and maintaining the fence for the duration of construction.

 4.1.3. CM shall review all Contracts, bonds, insurance certificates and schedules of values and shall draft Notices to Proceed for the University’s signature.

 4.1.4. CM shall serve as the administrative focal point for all activity and information between the University, the Design Professional, the Contractor(s) and other construction activity. All instructions from the Design Professional to the Contractor(s) will be forwarded through CM with copies to the University. Inquiries of the Design Professional from the Contractor(s) will be forwarded through CM to the Design Professional and, simultaneously, to the consulting engineers and the University.

 4.1.5. CM shall attend and record all project meetings. Provide on-site and associated construction site logistics review and control. Conduct and record regular {weekly} construction progress meetings and all other meetings as may be necessary for the orderly progress of the work, to coordinate and schedule activities of Contractor(s), design professionals, University staff and others as required. CM shall keep minutes of all meetings and distribute these as directed by the University.

 4.1.6. CM shall track and transmit documents to regulatory agencies (when not a Contractor obligation) for review and advise the University of potential problems in completion of such reviews.

 4.1.7. CM shall coordinate efforts between Contractor(s) and Design Professional to clarify interpretation of plans and specifications. CM shall work with Design Professional on the interpretation of plans and specifications. CM shall review all requests for clarification and appropriateness prior to forwarding to Design Professionals. All routine requests shall normally be either forwarded or rejected within one (1) working day from time of receipt. CM shall notify the University, immediately, in writing, in cases of a disagreement on interpretation that cannot be resolved between the Contractor and Design Professionals. In such notification, CM shall make a recommendation as to the interpretation for final resolution by the University. While clarification of contract documents is primarily the responsibility of Design Professional, CM shall ensure that these clarifications and responses are timely, meaningful and in the best interests of University and shall follow through until resolution is achieved. CM shall track outstanding requests until resolved.

 4.1.8. CM shall assist the University in administration of Contract Administration provisions of the Design Professional’s contract during the construction support phase, including coordination of site trips.

 4.1.9. As directed by the University, and per this Agreement, CM shall manage and administer all phases of construction activities in an effort to achieve the completion of all Contract(s) within the requirements of the Contract Documents. For Multiple Prime Delivery, CM shall coordinate the work of the Contractor(s) to optimize efficiency and minimize conflict and interference between the various Contractor(s) on-site.

 4.1.10. CM shall coordinate and administer the shop drawing review and approval process and advise Design Professionals of any unusual site conditions or Contract Document requirements affecting shop drawing approvals. CM’s Master Project Schedule shall establish submittal schedules that allow sufficient time for review and interpretation. CM shall verify and document that the shop drawing process is adhering to the submittal schedule. CM shall review submittals for format, compliance and general completeness prior to forwarding to Design Professional for review. CM shall be responsible for forwarding or rejecting all submittals expeditiously and processing in time frames stipulated in Contract specifications.

 4.1.11. CM shall prepare and provide written monthly progress reports, including information on progress, problems, potential solutions, schedule and fiscal conditions, and meet with the University on an as-needed basis. Provide copies in electronic format and hard copy to the University for off-site storage backup on a monthly basis. CM shall assemble, deliver and distribute five (5) copies of the monthly report with one additional loose-leaf master copy. In addition to the monthly report, CM shall furnish to University upon reasonable request such other reports, schedules, logs, minutes or plans as directed by the University.

 4.1.12. CM shall utilize forms, formats and standards approved by the University.

 4.1.13. Provide sufficient digital photos and/or videos to show general construction progress on a {biweekly} basis throughout the duration of construction. The minimum quantity and viewpoints shall be mutually agreed to by the University and CM. Provide digital files of images to the University as requested.

 4.1.14. CM's construction management responsibility shall include using its proactive efforts to assure the Contractor(s) are meeting all the terms of the Contract Documents, including insurance, bonding and all other University General Conditions. CM shall provide on-site quality control and inspection to ensure substantial compliance with documents, drawings and contract specifications, schedule coordination and information coordination for all construction activities on the construction site such as parking and construction staging areas. CM shall schedule and coordinate testing and inspection services following Contractor(s)’s request. This will include coordination with the Contractor(s) of the scheduling of all University’s Inspectors, Fire Marshall, Test Labs, Materials Inspectors and other inspections as required.

 4.1.15. CM's control of the project in general shall not include the immediate direction of the specific means and methods of Contractor(s)' activities or forces, or their scheduling of individual work tasks; except for that required to create, update or revise the Master Project Schedule and to assure the project is completed within the project time. The revised Master Project Schedule shall be part of the {biweekly} meeting that CM shall chair.

 4.1.16. For Multiple Prime Delivery, CM's responsibility shall include timely coordination of the Master Schedule between Contractor(s), conflict resolution and using CM’s efforts to resolve and expedite resolutions of any work that may be disputed between Contractor(s). CM shall notify University and take other immediate action as allowed by this Agreement, as necessary, to correct noncompliance with the Contract Document.

 4.1.17. CM shall determine the adequacy of Contractor(s)' personnel, equipment, safety programs and availability of materials and supplies. If these items are determined inadequate, CM shall develop a plan of recovery with the Contractor(s) and shall enforce the applicable provisions of the Contract Documents within its authority given by this Agreement. Should any Contractor be judged unable to perform per its Contract, CM shall notify the University in writing immediately and recommend follow-up actions, including acting on performance bond, terminating Contractor work, if necessary, or engaging a replacement Contractor.

 4.1.18. CM shall conduct and record regular {biweekly} Mechanical/Electrical/Plumbing coordination meetings to review Coordination Drawings and other coordination issues with all related Contractor(s) or subcontractors.

 4.1.19. Prior to close-up of concealed areas, CM shall coordinate all Campus Fire Marshall, OSHPD, and all other applicable inspections with the University’s Inspector and Contractor(s) and create a punch list and distribute to all affected Contractor(s).

 4.1.20. CM shall conduct regular walk-throughs of the project with University management and project personnel, including at least two (2) formal reviews by University Facilities Maintenance staff at appropriate comment periods.

 4.1.21. CM shall coordinate the delivery, storage and inventory of University-supplied materials and equipment to the Contractor(s).

 4.1.22. CM shall continuously require and follow up with Contractor(s) about their job site maintenance and their conformance in providing a safe work place. CM shall enforce all safety-related requirements in the Contract Documents. CM shall assure that at all times, access to the site in case of fire or other campus emergency shall be maintained. CM shall monitor security of site for safety and impacts on neighboring facilities adjacent to the site and take immediate action, if required, when non-compliant conditions are discovered.

 4.1.23. CM shall assure that Contractor(s) do not damage existing facilities or utilities; and protect trees and root systems both during demolition and construction.

 4.1.24. CM shall develop and monitor an overall Safety Program for the project. The program shall be in compliance with applicable Federal, State and University regulations and Campus Standards and shall include Contractor(s)’s Safety Program. CM shall review, monitor and coordinate the implementation of individual Contractor(s)' Safety Programs. CM shall confirm that Contractor(s)' Safety Programs include, but are not limited to, weekly formal safety tours, weekly Safety Toolbox Meetings (with documented minutes), and daily check of safety of the Project. CM's Project Superintendent, or his/her designated representative, shall be responsible for implementing, controlling and monitoring CM's own Safety Program and reviewing and monitoring the Contractor(s)' Safety Programs.

 4.1.25. CM shall coordinate the initial startup and testing of utilities, building, electrical and mechanical systems and equipment with the Commissioning Agent and Contractor as directed by the University. CM shall coordinate Contractor(s)'s training of University's facilities maintenance and other personnel in conjunction with the University. CM shall videotape the Contractor(s)' training sessions for future reference and provide a copy of the videotape to University with other project closeout documents.

 4.1.26. CM shall coordinate all required utility shut downs, road closures, traffic closures, and the like. This coordination shall follow procedures at the Facility, and or direction, as provided by the University.

 4.1.27. CM shall review all progress payment requests and approve or modify them before recommending payment by the University. CM shall track all Contractor payment requests and project fiscal transactions per University practices or approved alternative. CM shall provide cash flow reports and projections compatible with University’s practices and procedures or approved alternative. CM shall identify variances between actual and budgeted or estimated costs, incorporate changes as they occur and shall advise the University whenever projected costs materially vary from the budget. CM shall report accounting records to University on a monthly basis, or as an exception, more often as reasonably requested by the University.

 4.1.28. CM shall monitor and enforce Contractor(s) maintenance of an on-site set of record (as-built) drawings for all work that includes all approved addenda, Requests for Information (RFIs), Change Orders (COs), and Letters of Instruction (LOIs). Collate and maintain an accurate set of current working documents on-site at all times with backup (monthly, or as needed) stored off-site to prevent loss from vandalism, fire, etc. CM shall deliver Contractor(s)’s as-built plans to the Design Professional to develop record drawings and specifications within sixty (60) days of Final Completion. CM shall review record drawings and specifications for accuracy.

 4.1.29. CM shall coordinate and administer scheduling, sequencing, change order requests, submittals, shop drawings, inspections, testing, etc. and constructability issues among the Design Professionals, University and Contractor(s). Contract administration services shall include: review comments, recommendations and tracking of all field-related construction services and information between CM, Design Professional, and all Contractor(s). Provide other communications and documentation as required to promote progress on the project. CM shall implement a Field Log System or monitor Contractor(s)’s Field Log System, as directed by the University. This system will be used for tracking Requests for Information, Submittals, proposed and actual Field Orders and proposed and actual Change Orders and their status and will provide a data base which presents a chronology, including Field Orders completed, in progress, planned and projected and Change Orders completed, in progress, planned and projected. The Field Log System shall be in a relational database so that the relation between RFI’s, Field Orders, Change Orders, and the like can be followed readily. CM shall use or monitor Contractor’s Field Log System, as directed by the University. Approval for any proposed equal shall be in writing from the University.

 4.1.30. MULTI-PRIME DELIVERY ONLY: CM shall review and advise the University on Contractor(s) critical path schedule submittal; and shall coordinate with other Contractor critical path schedules and the Preliminary Master Project Schedule bid with the Contract Documents, and incorporate those schedules into the project’s Master Project Schedule. CM shall submit the finalized Master Project Schedule to the University for acceptance. Once accepted by the University, CM shall control and administer the Master Project Schedule, within the limits of Article 1.1,2 of this Exhibit. CM shall update the Master Project Schedule and monitor the critical path monthly or more frequently, as necessary, to avoid delays. CM shall be responsible for obtaining and maintaining information from the Contractor(s) affecting the schedule, including deliveries of construction materials and equipment and communicating schedule expectations and commitments thoroughly and clearly to all Contractor(s). CM shall monitor Contractor(s)' performance for compliance with the Master Project Schedule per the Contract Documents. The Master Project Schedule should track both planned and actual schedule throughout the Project. CM shall review the Master Project Schedule with the University periodically as required by the University.

 4.1.31. CM shall maintain, monitor and update a Cost Control Spreadsheet. The Cost Control Spreadsheet shall compare the original Project Budget with the current Project cost, identify expenditures to date, state the budget required for completion of each bid package (including each category of Work within each bid package), identify actual and anticipated Change Orders, track the status of the construction contingency, and predict the current estimated total Project cost. All major changes and cost factors shall be described in a narrative that shall be attached to the Cost Control Spreadsheet. The current month’s narrative shall identify any changes from the estimate in the previous month’s report.

 4.1.32. CM shall monitor commissioning of all equipment and building systems. Collect, organize and distribute all maintenance manuals and equipment documentation in a timely manner, in accordance with the requirements of the Contract Documents.

 4.1.33. CM shall provide written notice to the University when notified by the Contractor in accordance with the Contract Documents that the work is ready for final inspection.

 4.1.34. CM shall coordinate, consolidate and administer with the University and the Design Professional, the development and completion of a list of deficiencies (punch list) to determine completion of work and the subsequent correction of such deficiencies. CM shall provide follow-up on any items failing inspection for timely completion.

 4.1.35. CM shall produce a weekly Inspection Progress Report that shall identify daily weather conditions, work activity, daily manpower, equipment, and visitors. All manpower and equipment shall be referenced to work activities on the Master Project Schedule.

**5. CM POST CONSTRUCTION PHASE AND WARRANTY SERVICES**

 5.1. CM shall manage completion of punch list, secure warranties from Contractor(s), secure all final inspections and prepare, for filing by the University, Notices of Final Completion for each Contractor.

 5.2. CM shall make recommendations regarding final payments to Contractor(s), obtain final unconditionalreleases from all subcontractor(s) and suppliers, make recommendations for resolution of all change orders, make recommendations for payment of Contractor(s).

 5.3. CM shall review Contractor(s)’s as built drawings, secure all maintenance and operations manuals, along with all critical project data, neatly organize and bind into volumes and deliver to the University.

 5.4. CM shall Coordinate and administer closeout procedures as described in the Contract Documents and approved by the University to accomplish timely completion of Contracts. CM shall secure from the Contractor(s) and transmit to the University required guarantees, warranties, bonds, waivers, all keys, manuals, record drawings, maintenance stocks and originals of all other contract papers, including correspondence. Two (2) summary record books of all paint, equipment, carpet, etc. vendors, colors and types of equipment actually used for the project shall be secured from the Contractor(s) and transmitted to the University organized for easy retrieval of information.

 5.5. CM shall include a performance evaluation of each Contractor and their listed subcontractor(s), prepared for the closeout of each Contract.

 5.6. CM shall assist the University with warranty work during first year of warranty period.

**6. CHANGES/DELAYS/DISPUTES/CLAIMS**

 6.1. CM shall draft Field Orders, when warranted, for University’s signature to ensure work proceeds without delay. CM shall coordinate a review of Field Orders for any design impact with the Design Professional.

 6.2. When CM receives change order requests from the Contractor(s), CM shall evaluate them for validity and proposed cost, identify and record the source, negotiate satisfactory solutions for the requests and recommend approval or denial to University. CM shall provide analysis of Change Order Requests to include, but not be limited to, analyzing the validity of Contractor's estimates, determining the source of the change, analyzing and reporting effects of the Change Order Requests on overall Project cost, budget and schedule, and coordinate a review for any design impact with the Design Professional. CM shall track implementation and completion of approved Change Orders in a timely manner.

 6.3. CM shall analyze deficiencies in the Contract Documents at the time of discovery to proactively assist the University in determining potential impact and resolution.

 6.4 CM shall assist the University in resolving technical, architectural, engineering, testing, surveying, scheduling, sequencing and estimating issues and disputes, including change order cost and validating design and other changes during construction. CM shall maintain a record of all such disputes and issues and notify the University of all such disputes and any resolutions in its monthly reports

 6.5. CM shall provide its best effort to expeditiously resolve claims and disputes between Contractor(s), or Contractor(s) and Design Professional, or Contractor(s) and Separate Contractor(s) or University with minimum disruption to the Project. CM shall assist the University in review and resolution of claims and disputes of the work of Contractor(s). CM shall maintain documentation and records on all relevant decisions and facts relating to claims and disputes on an ongoing basis. Records shall be maintained in an orderly manner and copied to the University on a regular basis. All documentation of the Project construction shall become the property of the University at the conclusion of the Project and shall be available for review by the University at any time pursuant to Article 8 of this Agreement. CM shall provide analysis, recommendation and a brief summary of each claim or dispute issue based on the size and complexity of the claim or dispute. When a notice of potential claim or dispute is filed by any person (Contractor, subcontractor, any person or entity providing labor, services or materials to the project), applicable information shall be developed and filed by CM in a timely manner so as to avoid adverse impact to the resolution of the claim or dispute. An issue is considered a claim when CM receives notice of a claim as required by the Contract Documents. If a claim is not resolved by completion of Project Closeout, a summary of the claim shall be filed by CM. The summary shall include an analysis of the claim in relation to the requirements of the Construction Documents. When a claim or dispute is filed, the following information shall be reviewed, updated, tracked and filed as required according to its appropriateness based on the size and complexity of the claim or dispute: any formal data, pertinent data and records such as daily Contractor reports, progress pay reports, special meeting notes, reports; documentation related to pertinent conversations with Contractor(s), Design Professional, Separate Contractor(s), University or other pertinent parties; inspection reports; captioned and dated photos and/or videotapes; applicable portions of the Master Project Schedule, including comparison of as-built schedule vs. planned; highlighted drawings, shop drawings, specifications related to the claim or dispute; relevant correspondence; and any other documentation that supports the position of the University, Contractor(s), CM, Design Professionals, etc.

 6.6. CM shall advise the University whenever the progress of the work falls behind the Master Project Schedule, notify the University in writing and direct Contractor(s) to submit and execute a plan of recovery. If it is determined by CM and the University that the progress of the work is delayed by any fault of the Contractor(s), CM shall direct the Contractor(s) at the Contractor's own expense, per terms in the Contract, to work such overtime, or provide additional work forces, or provide additional materials and equipment as necessary to make up for all time lost. Should Contractor be judged unable to perform per the Master Project Schedule, CM shall notify the University in writing immediately and recommend follow-up actions including terminating Contractor work, if necessary. CM and the University shall decide what action to take to keep project on schedule.