

300.1 – Phase A Checklist for the Architect-Engineer

This checklist is to be used by the Architect-Engineer and shall be included in the Phase A submittal.

Instructions: The Architect-Engineer will mark the box below indicating completion of each action in accordance with the requirements in the Procedures Manual (including applicable laws, regulations, and requirements) or that the action is not applicable to the Project.

Project Administration:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Architect's-Engineer's Contract: The Contract has been received and the Phase A fee reviewed by the Architect-Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Design Checklist: The Architect-Engineer has reviewed the Pre-Design Checklist and has included an updated version as an attachment.
Note: This Pre-Design Checklist shall be discussed at the Initial Meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Federal Funding: The Using Agency has notified the Division of Engineering and Contract Administration and the Architect-Engineer as to the entity required for federal review of the Project. If the Architect-Engineer has contacted the reviewing entity then documentation of the meeting is required in the submittal. |
| <input type="checkbox"/> | <input type="checkbox"/> | Initial Project Meeting: The initial project meeting, scheduled by the Project Manager and conducted/documented by the Architect-Engineer, has been held. Documentation of the meeting has distributed to all attendees. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase A Commissioning Meeting: This meeting has been scheduled, conducted and documented by Commissioning Authority. Documentation of the meeting has been distributed to all attendees. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Directory: The Project Directory has been prepared and distributed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Correspondence Distribution: The Architect-Engineer has developed and implemented a system of routing and distribution of Project correspondence. Documentation of the system is included in the Phase A submittal. |
| <input type="checkbox"/> | <input type="checkbox"/> | "As-Built" or "Record Drawings": The Architect-Engineer and/or the Project Manager has obtained and distributed existing "as-built" or "record drawings" to the Design Team. |
| <input type="checkbox"/> | <input type="checkbox"/> | Rendering: The need for a rendering been determined with the Using Agency, negotiated with the Division of Engineering and Contract Administration, and included it in the Phase A submittal. A rendering is a requirement for all new facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | Rendering for a Renovation: The Architect-Engineer has determined a need for a rendering with the Using Agency, negotiated with the Division of Engineering and Contract Administration, and included a sketch perspective of major project feature(s) in the Phase A submittal. The Architect-Engineer has included in the Phase A submittal. |
| <input type="checkbox"/> | <input type="checkbox"/> | Subsurface, Topographic and other Surveys: The Architect-Engineer has coordinated and received subsurface, topographic and other surveys necessary to the Project. These services were obtained under contract to the Division of Engineering and Contract Administration. See Section 210 Survey Requirements, Section 211 Subsurface Investigations and Section 212 Hazardous Materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | Associate Director of MEP Services Submittal: See Section 303.3 for submittal requirements. |

Code and Regulatory Requirements:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Code and Regulatory Requirements: A list and status of all code and regulatory requirements applicable to the Project has been provided in the Phase A submittal. |
| <input type="checkbox"/> | <input type="checkbox"/> | Occupancy Load: The Architect-Engineer has defined the occupancy load for each building area or space and forwarded this information to sub-consultants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Seismic Issues: The services of a Structural Engineer have been obtained to investigate seismic issues. The Structural Engineer has prepared a report on their review of applicable seismic regulations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Storm Water Pollution Prevention Plan: For Projects that are one acre or greater, the Architect-Engineer has developed a preliminary SWPPP for the Project. (See Section 220) |

Project Development:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Requirements in Chapter 3: The requirements in Sections 301, 304, 305, 306, 307, 308 and 309 have been reviewed by the Architect-Engineer have been incorporated into the Phase A Documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Program and/or Owner's Project Requirements: The Architect-Engineer has defined the Project Scope of work in conjunction with the Commissioning Authority. The Project Program and the Owner's Project Requirements are included in the Phase A submittal. |
| <input type="checkbox"/> | <input type="checkbox"/> | Functional Space Plans: The Architect-Engineer has prepared functional space plans for the Project along with pertinent program information and distributed this to all engineers and consultants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Consultant Coordination: Architectural schematic functional space plans have been reviewed with all consultants and conducted consultant coordination meetings as necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> | MEP Systems: The Architect-Engineer has analyzed comparative MEP systems with engineers and consultants. Systems have been selected to be used in the Project. Systems space and location requirements have been determined. |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Compatibility: The selected MEP and structural systems have been determined to be compatible. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Equipment or Fixtures: The Architect-Engineer has created or obtained lists of special equipment and fixtures required by the Using Agency and Owner. These have been distributed to consultants |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Design: Phase A Schematic Site Design documents have been prepared that adhere to the project requirements and ADA requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase A Schematic Design: Phase A Schematic Design documents have been prepared that adhere to Project requirements and construction budget. |
| <input type="checkbox"/> | <input type="checkbox"/> | Regulatory Reviews: Status of all regulatory review and permitting requirements has been updated. |
| <input type="checkbox"/> | <input type="checkbox"/> | Rendering: A rendering has been obtained if required by the Contract. |

Initial Budget and Scheduling:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Project Budget: The construction budget amount has been received from the Division of Engineering and Contract Administration. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Schedule: The Architect-Engineer has received the anticipated design and construction time upon which the Project Schedule is to adhere. |

Final Budget, Area Calculations and Scheduling Deliverables:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Cost Estimate: An estimate of probable construction cost has been prepared based upon schematic design and all available data. The Phase A Estimate of Construction Cost estimate incorporates each consultant's estimate. See Section 309 - Phase A Estimate of Construction Cost. |
| <input type="checkbox"/> | <input type="checkbox"/> | Area Calculations: Gross area calculations have been prepared and included in the Space Study Statement of the Phase A Estimate of Construction Cost. See Section 309. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Schedule: The Architect-Engineer has developed a project schedule. It is included in the Phase A Estimate of Construction Cost. See Section 309. |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Usage Cost: The projected energy usage cost has been determined and provided to the Using Agency for inclusion in their future operating budget. The Using Agency shall apply a contingency in developing their projected operating costs. See Phase A Using Agency Responsibilities Section 302. |

Projects Seeking LEED Certification

The following actions are required for Projects seeking LEED Certification. The Architect-Engineer shall mark the appropriate box identifying whether the submittal contains each item or whether the item is not applicable to the Project.

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Registration: The Project has been registered as a LEED project with the USGBC. |
| <input type="checkbox"/> | <input type="checkbox"/> | Checklist: A proposed LEED checklist has been developed with the proposed LEED credits appropriate for the Project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Model: The Preliminary Energy Model has been developed documenting compliance with the required number of points for Energy and Atmosphere Credit 1. |
| <input type="checkbox"/> | <input type="checkbox"/> | Basis of Design: The Basis of Design (BOD) based on the Owner's Project Requirements (OPR) has been developed. |

Phase A Review and Approval

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Copies: Six sets of Phase A documents have been submitted to the Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Meeting: The Architect-Engineer has conducted the Phase A Review Meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Comments from the Review Meeting: Revisions and changes from the Review Meeting have been incorporated into Phase A Documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | Approval of MEP Services Submittal: The Architect-Engineer has obtained the approval of the MEP Services submittal from the Associate Director. See Section 303.3 for submittal requirements. |

Phase A Submittal Checklist

The following documents are required to be provided in the Phase A submittal unless they are not applicable. The Architect-Engineer shall mark the appropriate box identifying whether the submittal contains each item or whether the item is not applicable to the Project.

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed copy of the Pre-Design and Phase A Architect-Engineer checklists. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed copy of the Phase A Estimate of Construction Cost. See Section 309. |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Narrative describing the proposed design, materials and equipment. |
| <input type="checkbox"/> | <input type="checkbox"/> | Revised Commissioning Plan to reflect the Phase A Schematic Design. See The Phase A Commissioning Plan requirements at the end of this section and the Phase A Commissioning Plan Checklist Section 300.4. |

DRAWINGS: Provide **Phase A Schematic Design Drawings** in 8-1/2" x 11" or 11" x 17" bound format. Include at a minimum the following:

- | Provided | N/A | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan Schematic |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Utility Schematic |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural Floor Plans |
| <input type="checkbox"/> | <input type="checkbox"/> | Architectural Elevations |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Schematics |

Division 210000 Fire Suppression drawings:

- | Provided | N/A | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Entry and Stand Pipes |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Suppression Legend |

Division 220000 Plumbing drawings:

- | Provided | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Pipe Chases |
| <input type="checkbox"/> | <input type="checkbox"/> | Routing of Distribution Mains (Storm, Sanitary and Domestic Hot & Cold Water) |
| <input type="checkbox"/> | <input type="checkbox"/> | Equipment Locations |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Major Equipment in Mechanical Rooms |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Legend |

Division 230000 HVAC drawings:

- | Provided | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified all Systems |
| <input type="checkbox"/> | <input type="checkbox"/> | HVAC Systems Flow Schematic Diagrams |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Special Occupancy Zones |
| <input type="checkbox"/> | <input type="checkbox"/> | Air Intake & Discharge Locations |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Mechanical Rooms & Pipe / Duct Chases |

Division 230000 HVAC drawings: (continued)

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Routing of Piping Distribution Mains |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Routing of Air Distribution Mains |
| <input type="checkbox"/> | <input type="checkbox"/> | Control & Instrumentation Diagrams |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Major Equipment in Mechanical Rooms |
| <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Legend |

Division 250000 Integrated Automation drawings:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Legacy System / Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified all Systems / Interface Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Special Occupancy Zones |
| <input type="checkbox"/> | <input type="checkbox"/> | System Architecture |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection to Utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Panel Server Locations & Space Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Bus / Cable Tray Routing |
| <input type="checkbox"/> | <input type="checkbox"/> | Integrated Automation Legend |

Division 260000 Electrical drawings:

- | Provided | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified all Systems |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Line Diagram |
| <input type="checkbox"/> | <input type="checkbox"/> | Zone Lighting Level Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Presentation of Special Lighting |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Utilities / Vault |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Electrical Room / Closets |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Major Equipment in Electrical Rooms |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Legend |

Division 270000 Communications drawings:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Legacy System / Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified all Systems / Interface Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | System Architecture |
| <input type="checkbox"/> | <input type="checkbox"/> | Server Locations and Space Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection to Utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Bus / Cable Tray Routing |
| <input type="checkbox"/> | <input type="checkbox"/> | Communications Legend |

Division 280000 Electronic Safety & Security:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Legacy System / Demolition Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified all Systems / Interface Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Special Occupancy Zones |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Panel |
| <input type="checkbox"/> | <input type="checkbox"/> | Connection to Utilities |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety & Security Legend |

OUTLINE SPECIFICATIONS / DESIGN NARRATIVE: Submit **Phase A Outline Specifications/Design Narrative** in 8-1/2" x 11" bound format. See Section 307.1 through 307.8. The following items shall be included in the outline Specification/Design Narrative:

Division 21 Fire Suppression:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Design Deliverables Checklist for Subsequent Phases |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |

Division 22 Plumbing:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Design Deliverables Checklist for Subsequent Phases |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |

Division 23 HVAC:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Design Deliverables Checklist for Subsequent Phases |
| <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Design Calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Code Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Life Cycle Evaluations |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |

Division 25 Integrated Automation:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Design Deliverables Checklist for Subsequent Phases |
| <input type="checkbox"/> | <input type="checkbox"/> | Identified Agency Standards/Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |

Division 26 Electrical:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Design Deliverables Checklist for Subsequent Phases |
| <input type="checkbox"/> | <input type="checkbox"/> | Code Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Light Fixture Cut Sheets |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy and Life Cycle Evaluations |

Division 27 Communications:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Design Deliverables Checklist for Subsequent Phases |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of Communications Room or Closet |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinate with Commonwealth Office of Technology (COT) |

Division 28 Electronic Safety & Security:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Design Deliverables Checklist for Subsequent Phases |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Projections |

PHASE A COMMISSIONING PLAN:

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | The Phase A Commissioning Plan has been prepared by the Commissioning Authority (See Division 011913 Commissioning Authority documents). The following items, prepared by the Commissioning Authority, have been included in the Phase A submittal: |

Division: 011913 Commissioning Authority

- | Provided | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Design Deliverables Checklist for Subsequent Phases |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Team Selection Process |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Design Options Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Communications Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Commissioning Plan |

End of Phase A Checklist for the Architect-Engineer