

600.1 – Phase C Final Review Checklist for the Architect-Engineer

This checklist is to be used by the Architect-Engineer during Phase C of the Project and shall be included in the Phase C Submittal.

Project Administration:

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Phase C Authorization: The Project Manager has issued authorization for Phase C. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review: The requirements in Chapter 6 – Phase C Final Design, and Chapter 7 – Bidding and Negotiations, of the Capital Construction Project Procedures Manual have been reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Design, Phase A, Phase B and Intermediate Phase C Checklists: Each of the preceding checklists was reviewed. All carry forward any items remaining from those checklists have been addressed and discussed at the review meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Directory: The Architect-Engineer has updated the Project Directory. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review Meetings: The Architect-Engineer scheduled, conducted and documented Phase C Final Design Review Meetings with the Owner, Using Agency and Design Team. |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Team Meetings: The Commissioning Authority scheduled, conducted and documented Phase C Commissioning Team Meetings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Unresolved Issues: Any unresolved, incomplete items or additional data received from Owner, Using Agency or consultants has been reviewed and incorporated into the Contract Documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Meetings: The Architect-Engineer has conducted additional meetings as necessary to resolve coordination issues. |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordination: The Architect-Engineer has coordinated the work of all team members, including consultants. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase C Construction Documents: The Phase C Construction Documents (approximately 100% complete documents) that adhere to the Owners Project Requirements, Project Program and construction budget have been developed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Drawings: The drawings have been coordinated with the Project Manual. |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Inspection: The Architect-Engineer has conducted a “plan-in-hand” site inspection to insure that final design accuracy reflects existing site conditions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Conditions: See Section 608.8. |

Budget and Scheduling:

- | Complete | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Cost Estimate: Each consultant’s final construction cost estimate for their portion of the project has been obtained. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase C Estimate of Construction Cost: The Phase C Estimate of Construction Cost including the schedule and area calculations has been updated. The Owner has been advised of any significant changes to the estimate. |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner Furnished Items: The Architect-Engineer has determined the Owner Furnished Items and those to be included in the contract. |

Aids to Advertising: See Section 608.7

- | Complete | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Front End Documents: The Project Manual front end documents have been obtained from the Division of Engineering and Contract Administration. |
| <input type="checkbox"/> | <input type="checkbox"/> | Alternates, Allowances and Unit Prices: The alternates, allowances and unit prices to be used for the project, if applicable, have been identified. See Section 607. |
| <input type="checkbox"/> | <input type="checkbox"/> | Aids to Advertising: All Aids to Advertising have been submitted for review as listed in the Phase C Ready to Advertise Submittal in Section 608.7 of the Procedures Manual or the Intermediate Phase C Submittal in Section 606. |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Source Procurements: The Architect-Engineer has obtained approval from the Division of Engineering and Contract Administration for any single source procurements or restrictive specifications (i.e., less than 3 manufacturers) of materials or services. |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Bidders: Projects requiring special bidder qualifications have been identified. |

Permits and Utilities: See Pre-Design Checklist - Section 200 and Regulatory Approvals - Section 609

- | Complete | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Federal Environmental Permits |
| <input type="checkbox"/> | <input type="checkbox"/> | State Environmental Permits |
| <input type="checkbox"/> | <input type="checkbox"/> | Utilities Acceptance |
| <input type="checkbox"/> | <input type="checkbox"/> | Department of Housing and Building Construction Submittal - including the fee calculation worksheet and energy workbook. Copy to Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit Storm Water Pollution Prevention Plan - See Sections 220 and Sections 312500-1 through 312500-9 |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase C documents – Submit to appropriate governing authorities for final approvals and permits. |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary Utilities - See Section 608.9 |

Commissioning:

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Submittal Meeting: The Commissioning Authority has scheduled, conducted and documented pre-submittal commissioning review and coordination meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase D Commissioning Process Activities Schedule: The Commissioning Authority has developed Phase D Commissioning Process Activities schedule based upon revised Project Schedule. |

Phase C Submittal – Review Submittal: The Phase C Submittal shall contain: (See Section 608)

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Drawings: 100% Drawings in 24" x 36" or 30" x 42" bound format. Drawing sets shall include a cover sheet, original site survey (if provided), original geotechnical survey (if provided) and all necessary civil, landscape, structural, architectural, mechanical, plumbing, fire protection, electrical, communications and other drawings as necessary to completely describe and detail the project. Review Submittal drawings may be submitted as half-size prints upon approval of the Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Specifications: 100% Specifications submitted on bound 8-1/2" x 11" double-sided hardcopy. |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Cost: Estimate of probable construction cost. Incorporate each consultant's estimate into the Phase C Estimate of Construction Cost. Provide additional sheets with detailed breakout of cost information as appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Schedule: Updated project schedule included in the Phase C Estimate of Construction Cost. |

Phase C Submittal – Review Submittal: (continued)

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Gross Area Calculations: Updated gross area calculations included in the Phase C Estimate of Construction Cost. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase C Commissioning Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase C Review Submittal Checklist: Completed copy submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies: Submit six sets of Phase C Review Submittal documents to Project Manager. |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation: Include Phase C Final Review Meeting comments, revisions and changes. Incorporate such comments, revisions and changes into Phase C Documents. |
| <input type="checkbox"/> | <input type="checkbox"/> | Rendering: Provide Project rendering as required in the Contract. |

Phase C Submittal – Ready-to-Advertise Submittal: See Section 608.5

The Ready-to-Advertise submittal represents corrected construction documents, including drawings and specifications incorporating comments from the Phase C Final Review. The Ready-to-Advertise documents shall be submitted ready for reproduction.

- | Complete | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Submit one set of Ready-to-Advertise drawings unbound on 24" x 36" or 30" x 42" paper or vellum sheets. |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit one set of Ready-to-Advertise specification on a CD with all files in PDF format. |

Aids to Advertising: Submit as MS Word files so they can be edited by the Division of Engineering and Contract Administration. Include the following:

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Project Manual Table of Contents |
| <input type="checkbox"/> | <input type="checkbox"/> | Description of Work |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Alternates |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Unit Prices |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Proposed Subcontractors |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Proposed Materials and Equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Owner-Furnished Equipment |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Conditions - See Section 608.8 |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Phase C Estimate of Construction Cost (signed and dated) |
| <input type="checkbox"/> | <input type="checkbox"/> | Ready to Advertise Submittal Checklist (completed copy) |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase C acceptance letter issued by Project Manager |

Divisions 210000 through 280000: Verify the following information is included in the **project**.

Division 210000 Fire Suppression

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Agenda Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Permitting Forms |

Division 220000 Plumbing

- | | | |
|--------------------------|--------------------------|--|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Agenda Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Permitting Forms |

Division 230000 HVAC

- | | | |
|--------------------------|--------------------------|--|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Agenda Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Permitting Forms |

Division 250000 Integrated Automation

- | | | |
|--------------------------|--------------------------|--|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Agenda Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Permitting Forms |

Division 260000 Electrical

- | | | |
|--------------------------|--------------------------|--|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Agenda Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Permitting Forms |

Division 270000 Communications

- | | | |
|--------------------------|--------------------------|--|
| Complete | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Agenda Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Permitting Forms |

Division 280000 Electronic Safety & Security

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Document |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Cost Projections |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Agenda Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Permitting Forms |

Division 019113 Commissioning Authority

- | Complete | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Owner's Project Requirements & Manual |
| <input type="checkbox"/> | <input type="checkbox"/> | Final Systems Basis of Design Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | 100% Construction Documents |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | Intermediate Design Review Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Agenda Items |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Bid Conference Construction Phase Checklist Examples |
| <input type="checkbox"/> | <input type="checkbox"/> | Updated Commissioning Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Systems Manual Update |

End of Phase C Final Review Checklist for the Architect-Engineer