

600.2 - Phase C Checklist for the Project Manager

This checklist is to be used by the Project Manager during Phase C of the Project.

Instructions: At the time of the Phase C submittal, the Project Manager 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: The Project Manager has:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Authorization: Written Phase C authorization has been provided to the Architect-Engineer. |
| <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 and Phase B Checklists: The Project Manager has reviewed the Pre-Design, Phase A and Phase B Checklists and noted carry forward items that must be addressed in Phase C of the Project. All carry forward items have been brought to the attention of the Architect-Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Unresolved Issues: Unresolved or incomplete issues from Phase B have been reviewed and discussed with the Architect-Engineer, Using Agency, and Owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | Federal Funding: The status of permit review on projects with Federal funding has been identified. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Directory: An updated Project Directory has been received from the Architect-Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Program and Owner's Project Requirements: The revised Project Program and/or Owner's Project Requirements have been reviewed as appropriate and necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> | Surveys: All final subsurface investigations and any other survey information has been provided to the Architect--Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Data: All other data received from Owner, Using Agency or consultants has been reviewed. If necessary, additional data has been requested. |
| <input type="checkbox"/> | <input type="checkbox"/> | Pre-Submittal Meeting: The Project Manager has attended the pre-submittal commissioning review and coordination meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Single Source Procurement: The Project Manager has authorized the use of any single source procurements or restrictive specifications (i.e., less than 3 manufacturers) of materials or services. |
| <input type="checkbox"/> | <input type="checkbox"/> | Total Estimate of Funds through Construction - Form B-210-11 has been completed. See Section 612. |

Phase B Review and Approval:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Review Meeting: The Project Manager and Architect-Engineer have scheduled the Phase C Review Meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completeness: The Project Manager has reviewed the Phase C Submittal and determined it to contain the components outlined in Section 600.1 or 600.2 Phase C Architect-Engineers Checklist and Section 605 Phase C Responsibilities of the Architect-Engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | Acceptance Letter: The Project Manager issues the Phase C acceptance letter. |

End of Phase C Checklist for the Project Manager