

600.3 - Phase C Checklist for the Using Agency

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

Instructions: At the time of the Phase C submittal, the Using Agency representative 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"/> | 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"/> | Phase B Checklist: The Using Agency reviewed items remaining on the Phase B Checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | Unresolved Issues: Any unresolved or incomplete issues from Phase B were reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Meetings: The Using Agency has attended Phase C Progress and Design Review Meetings with Owner, Architect-Engineer and Design Team. |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Meetings: The Using Agency attended Phase C Commissioning Team Meetings. |

Project Development:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Project Program and/or Owner's Project Requirements: The Project Program and/or Owner's Project Requirements were reviewed as appropriate and necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verification: The Contract Documents have been verified and comply with the Project Program and/or Owner's Project Requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Additional Data: All other data required from the Using Agency has been provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | Commissioning Process: The Using Agency participated in the Commissioning Process. |

Final Budget, Area Calculations and Scheduling Deliverables:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Cost Estimate: The Agency Representative approved and signed the Phase C Estimate of Construction Cost. This form includes cost scheduling and Space study information. See Section 611 Phase C Estimate of Construction Cost. |

Phase C Submittal Review and Approval:

- | YES | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Copies: A complete set of Phase C documents has been received. |
| <input type="checkbox"/> | <input type="checkbox"/> | Phase C Review Meeting: The Using Agency attended the Phase C Review Meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review: Comments, revisions and changes to Phase C Documents were reviewed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Approval: The Using Agency approval was issued prior to the Phase C acceptance letter being issued by Project Manager. |

Projects Seeking LEED Certification:

- | YES | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Enhanced Commissioning: The Using Agency participated in the Commissioning Authority design development review process if <i>enhanced commissioning is used</i> . |
| <input type="checkbox"/> | <input type="checkbox"/> | LEED Credits: The Using Agency assisted the Architect-Engineer and the Project Manager in reviewing the LEED credits appropriate to the Project. |

End of Phase C Checklist for the Using Agency