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  Architect’s-Engineer’s Contract: The Contract has been received and the Phase A fee reviewed by the Architect-Engineer.

☐ YES ☐ N/A  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.

☐ YES ☐ N/A  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.

☐ YES ☐ N/A  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.

☐ YES ☐ N/A  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.

☐ YES ☐ N/A  Project Directory: The Project Directory has been prepared and distributed.

☐ YES ☐ N/A  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.

☐ YES ☐ N/A  "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.

☐ YES ☐ N/A  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.

☐ YES ☐ N/A  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.

☐ YES ☐ N/A  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.

☐ YES ☐ N/A  Associate Director of MEP Services Submittal: See Section 303.3 for submittal requirements.
**Code and Regulatory Requirements:**

<table>
<thead>
<tr>
<th>Code and Regulatory Requirements:</th>
<th>YES</th>
<th>N/A</th>
</tr>
</thead>
</table>

- A list and status of all code and regulatory requirements applicable to the Project has been provided in the Phase A submittal.

- The Architect-Engineer has defined the occupancy load for each building area or space and forwarded this information to sub-consultants.

- 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.

- 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:**

<table>
<thead>
<tr>
<th>Requirements in Chapter 3:</th>
<th>YES</th>
<th>N/A</th>
</tr>
</thead>
</table>

- The requirements in Sections 301, 304, 305, 306, 307, 308 and 309 have been reviewed by the Architect-Engineer and been incorporated into the Phase A Documents.

- 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.

- The Architect-Engineer has prepared functional space plans for the Project along with pertinent program information and distributed this to all engineers and consultants.

- Architectural schematic functional space plans have been reviewed with all consultants and conducted consultant coordination meetings as necessary.

- 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.

- The selected MEP and structural systems have been determined to be compatible.

- 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.

- Phase A Schematic Site Design documents have been prepared that adhere to the project requirements and ADA requirements.

- Phase A Schematic Design documents have been prepared that adhere to Project requirements and construction budget.

- Status of all regulatory review and permitting requirements has been updated.

- A rendering has been obtained if required by the Contract.
Initial Budget and Scheduling:

- **YES**  
  **Project Budget:** The construction budget amount has been received from the Division of Engineering and Contract Administration.

- **YES**  
  **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**  
  **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.

- **YES**  
  **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.

- **YES**  
  **Project Schedule:** The Architect-Engineer has developed a project schedule. It is included in the Phase A Estimate of Construction Cost. See Section 309.

- **YES**  
  **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**  
  **Registration:** The Project has been registered as a LEED project with the USGBC.

- **YES**  
  **Checklist:** A proposed LEED checklist has been developed with the proposed LEED credits appropriate for the Project.

- **YES**  
  **Energy Model:** The Preliminary Energy Model has been developed documenting compliance with the required number of points for Energy and Atmosphere Credit 1.

- **YES**  
  **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**  
  **Copies:** Six sets of Phase A documents have been submitted to the Project Manager.

- **YES**  
  **Review Meeting:** The Architect-Engineer has conducted the Phase A Review Meeting.

- **YES**  
  **Comments from the Review Meeting:** Revisions and changes from the Review Meeting have been incorporated into Phase A Documents.

- **YES**  
  **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.

<table>
<thead>
<tr>
<th>Provided</th>
<th>N/A</th>
<th>Completed copy of the Pre-Design and Phase A Architect-Engineer checklists.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Completed copy of the Phase A Estimate of Construction Cost. See Section 309.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design Narrative describing the proposed design, materials and equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Provided</th>
<th>N/A</th>
<th>Site Plan Schematic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Site Utility Schematic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Architectural Floor Plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Architectural Elevations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Structural Schematics</td>
</tr>
</tbody>
</table>

**Division 210000 Fire Suppression drawings:**

<table>
<thead>
<tr>
<th>Provided</th>
<th>N/A</th>
<th>Identified Demolition Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Location of Utilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location of Entry and Stand Pipes</td>
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<tr>
<td></td>
<td></td>
<td>Fire Suppression Legend</td>
</tr>
</tbody>
</table>

**Division 220000 Plumbing drawings:**

<table>
<thead>
<tr>
<th>Provided</th>
<th>N/A</th>
<th>Identified Demolition Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Location of Utilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location of Pipe Chases</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Routing of Distribution Mains (Storm, Sanitary and Domestic Hot &amp; Cold Water)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Equipment Locations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location of Major Equipment in Mechanical Rooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plumbing Legend</td>
</tr>
</tbody>
</table>

**Division 230000 HVAC drawings:**

<table>
<thead>
<tr>
<th>Provided</th>
<th>N/A</th>
<th>Identified Demolition Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Identified all Systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HVAC Systems Flow Schematic Diagrams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identified Special Occupancy Zones</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Air Intake &amp; Discharge Locations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location of Utilities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location of Mechanical Rooms &amp; Pipe / Duct Chases</td>
</tr>
</tbody>
</table>
**Division 230000 HVAC drawings**: (continued)  
- Preliminary Routing of Piping Distribution Mains
- Preliminary Routing of Air Distribution Mains
- Control & Instrumentation Diagrams
- Location of Major Equipment in Mechanical Rooms
- Mechanical Legend

**Division 250000 Integrated Automation drawings**:  
- Identified Legacy System / Demolition Requirements
- Identified all Systems / Interface Requirements
- Identified Special Occupancy Zones
- System Architecture
- Connection to Utilities
- Panel Server Locations & Space Requirements
- Preliminary Bus / Cable Tray Routing
- Integrated Automation Legend

**Division 260000 Electrical drawings**:  
- Identified Demolition Requirements
- Identified all Systems
- Single Line Diagram
- Zone Lighting Level Requirements
- Presentation of Special Lighting
- Location of Utilities / Vault
- Location of Electrical Room / Closets
- Location of Major Equipment in Electrical Rooms
- Electrical Legend

**Division 270000 Communications drawings**:  
- Identified Legacy System / Demolition Requirements
- Identified all Systems / Interface Requirements
- System Architecture
- Server Locations and Space Requirements
- Connection to Utilities
- Preliminary Bus / Cable Tray Routing
- Communications Legend
Division 280000 Electronic Safety & Security:

- [ ] Identified Legacy System / Demolition Requirements
- [ ] Identified all Systems / Interface Requirements
- [ ] Identified Special Occupancy Zones
- [ ] Location of Panel
- [ ] Connection to Utilities
- [ ] 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:

- [ ] Detailed Design Deliverables Checklist for Subsequent Phases
- [ ] Systems Basis of Design Document
- [ ] Cost Projections

Division 22 Plumbing:

- [ ] Detailed Design Deliverables Checklist for Subsequent Phases
- [ ] Systems Basis of Design Document
- [ ] Cost Projections

Division 23 HVAC:

- [ ] Detailed Design Deliverables Checklist for Subsequent Phases
- [ ] Preliminary Design Calculations
- [ ] Code Requirements
- [ ] Systems Basis of Design Document
- [ ] Energy Life Cycle Evaluations
- [ ] Cost Projections

Division 25 Integrated Automation:

- [ ] Detailed Design Deliverables Checklist for Subsequent Phases
- [ ] Identified Agency Standards/Requirements
- [ ] Systems Basis of Design Document
- [ ] Cost Projections

Division 26 Electrical:

- [ ] Detailed Design Deliverables Checklist for Subsequent Phases
- [ ] Code Requirements
- [ ] Light Fixture Cut Sheets
- [ ] Systems Basis of Design Document
- [ ] Cost Projections
- [ ] Energy and Life Cycle Evaluations
Division 27 Communications:

- [ ] Detailed Design Deliverables Checklist for Subsequent Phases
- [ ] Systems Basis of Design Document
- [ ] Cost Projections
- [ ] Location of Communications Room or Closet
- [ ] Coordinate with Commonwealth Office of Technology (COT)

Division 28 Electronic Safety & Security:

- [ ] Detailed Design Deliverables Checklist for Subsequent Phases
- [ ] Systems Basis of Design Document
- [ ] Cost Projections

PHASE A COMMISSIONING PLAN:

- [ ] 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

- [ ] Detailed Design Deliverables Checklist for Subsequent Phases
- [ ] Updated Owner’s Project Requirements
- [ ] Design Team Selection Process
- [ ] Project Design Options Document
- [ ] Systems Basis of Design Document
- [ ] Project Communications Plan
- [ ] Updated Commissioning Plan

End of Phase A Checklist for the Architect-Engineer