300.3 – Phase A Checklist for the Using Agency

This checklist is to be used by the Using Agency Representative.

**Instructions:** The Using Agency will mark the appropriate check-off box below to indicate 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:**
- **Project Establishment:** The project has been established in eMARS through GOPM.
- **Executive Order Approval:** The Using Agency has obtained EO1 approval to proceed.
- **Cost Estimate:** An Agency Cost Estimate has been developed.
- **Federal Funding:** The Using Agency has notified the Division of Engineering and Contract Administration and the Architect-Engineer that the Project requires a federal review.

**Project Development:**
- **Agency Program:** The Using Agency has provided an Agency program to the Project Manager, Architect-Engineer and Commissioning Authority.
- **Special Equipment and Fixtures:** Lists of special equipment and fixtures required by the Agency and Owner were created/obtained. These were provided to the Architect-Engineer.
- **Pre-Design Checklist:** The Using Agency has participated with the Project Manager in completing the Pre-Design Checklist. See Section 200 - Pre-Design Checklist.

**Final Budget, Area Calculations and Scheduling Deliverables:**
- **Cost Estimate:** The Agency Representative shall approve and sign the Phase A Estimate of Construction Cost. This form includes cost scheduling and the Space Study Statement. See Section 309 - Phase A Estimate of Construction Cost.
- **Energy Usage Cost:** The Using Agency has received the projected energy usage cost from the Architect-Engineer for inclusion in their future operating budget. The Using Agency shall apply a contingency in developing their projected operating costs. See Section 302 - Phase A Responsibilities of the Using Agency.

**Phase A Submittal Review and Approval:**
- **Commissioning Plan:** The Phase A Commissioning Plan has been reviewed.
- **Copies:** A complete set of Phase A documents has been received.
- **Review Meeting:** The Using Agency has attended the Phase A Review Meeting.
- **Review:** Comments, revisions and changes to Phase A documents were reviewed.
- **Approval:** The Using Agency has formally reviewed, commented upon and given approval for the Phase A Submittal prior to issuance of the Phase A acceptance letter.
- **Commissioning Process:** The Using Agency participated in the Commissioning Process.

**Projects Seeking LEED Certification:**
- **Enhanced Commissioning:** The Using Agency has participated in the Commissioning Authority design development review process if enhanced commissioning is used.
- **LEED Credits:** The Using Agency has assisted the Architect-Engineer and the Project Manager in reviewing the LEED credits appropriate to the Project.

End of Phase A Checklist for the Using Agency