

600 - Phase C Intermediate 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 Intermediate Review Phase C Submittal.

Note: If a Phase C Intermediate Review is not required by the Project Manager, the Phase C Intermediate Review Checklist shall become a part of the Phase C Final Checklist.

Project Administration:

- | Yes | No | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Approval: Phase C authorization has been received from DFMS Project Management and Project Manager. |
| ☐ | ☐ | Review: Requirements in Chapter 6 - Phase C Final Design, and Chapter 7 - Bidding and Negotiations, of the Capital Construction Project Procedures Manual have been reviewed. |
| ☐ | ☐ | EKU Campus Standards and Technical Guidelines: Architect-Engineer has reviewed and incorporated the Campus Standards and Technical Guidelines. |
| ☐ | ☐ | Pre-Design, Phase A and Phase B Checklists: The Architect-Engineer has reviewed the Pre-Design, Phase A and Phase B Checklists. All carry forward items remaining from those checklists have been incorporated in the Phase C submittal. These have been discussed at the review meeting. |
| ☐ | ☐ | Project Directory: The Project Directory has been updated. |
| ☐ | ☐ | Design Review Meetings: The Architect-Engineer has scheduled, conducted, and documented Phase C Final Design Review Meetings with the University Department Representative, DFMS Project Management, Project Manager, and Design Team. |
| ☐ | ☐ | Commissioning Team Meetings: The Commissioning Authority has scheduled, conducted and documented Phase C Commissioning Team Meetings. |
| ☐ | ☐ | Value Engineering: The Architect-Engineer has considered value engineering options continuously during construction documents phase. |

Intermediate Phase C Submittal: The Architect-Engineer has included the following information:

- | Yes | No | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Special Conditions - See Section 608.8 |
| ☐ | ☐ | Drawings developed to approximately 75% completion |
| ☐ | ☐ | Unit Prices - See Section 607.3 |
| ☐ | ☐ | Materials List- See Section 608.7 |
| ☐ | ☐ | Subcontractors list- See Section 608.7 |
| ☐ | ☐ | Alternates- See Section 607.1 |
| ☐ | ☐ | Allowances- See Section 607.2 |
| ☐ | ☐ | LEED Score Sheet |
| ☐ | ☐ | Updated Phase C Estimate of Construction Cost – See Section 611 including the schedule and Space Study Statement. |

Division 020000 – Site:

- | Yes | No | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Hazardous Materials Surveys/Abatement - See Sections 212 and 907.2 |
| ☐ | ☐ | Subsurface Investigations have been completed. See Section 211 |
| ☐ | ☐ | Potential for Human Remains has been assessed. See Section 223 |

Division 020000 – Site: (continued)

Yes	No	
☐	☐	Final Storm Water Pollution Prevention Plan (SWPPP) – Required when Project is 1 acre or more. See Section 220

Environmental Permits required but not complete: Provide current status:

Yes	No	
☐	☐	404 US Army Corps of Engineers Permit:
☐	☐	Stream Mitigation
☐	☐	Wetlands Mitigation
☐	☐	Water Quality Certification (WQC)
☐	☐	Floodplain Mitigation
☐	☐	Cultural (Archeological) Analysis
☐	☐	Air Pollution Permits – Coal Burning Facility
☐	☐	Air Space Encroachment – FAA Permits - building on or in the vicinity of an airport

Utility Investigations: (If required and not complete - provide status.)

Yes	No	
☐	☐	Sewer (Division of Water) – adequate capacity and acceptance?
☐	☐	Water (Division of Water) – adequate supply, pressure and acceptance of Facilities Services?
☐	☐	Has a flow test been performed?
☐	☐	Electricity – coordination with local utility – is there adequate electrical supply?
☐	☐	Other utilities - is there adequate supply and availability? i.e., gas, communications, etc.

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

Division 210000 Fire Suppression:

Yes	No	
☐	☐	Updated Systems Basis of Design Document
☐	☐	Updated Cost Projections
☐	☐	Distribution System Design Calculations
☐	☐	Distribution System Riser Diagrams
☐	☐	Pipe Sizes
☐	☐	Equipment Schedules
☐	☐	Flow Calculations
☐	☐	HVAC / Electrical / Systems Coordination Report
☐	☐	Schematics & Details
☐	☐	Final Commissioning Plan Approval

Division 220000 Plumbing:

Yes	No	
☐	☐	Updated Systems Basis of Design Document
☐	☐	Updated Cost Projections
☐	☐	Distribution & Collection System Design Calculations

☐	☐	Distribution & Collection System Riser Diagrams
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Division 220000 Plumbing: (continued)

Yes

No

☐	☐	Pipe Sizes
☐	☐	Fixture & Equipment Schedules
☐	☐	Schematics & Details
☐	☐	Final Commissioning Plan Approval

Division 230000 HVAC:

Yes

No

☐	☐	Updated Systems Basis of Design Document
☐	☐	Updated Cost Projections
☐	☐	HVAC Systems Design Calculations
☐	☐	HVAC Systems Riser Diagrams / Elevations
☐	☐	Double Line Air Distribution Complete
☐	☐	Air Outlet & Inlet Device Placement Complete
☐	☐	Double Line Main Piping Complete
☐	☐	Branch Piping Complete
☐	☐	Locate Terminal Equipment & Devices
☐	☐	Equipment Schedules
☐	☐	Schematics & Details
☐	☐	HVAC / Electrical / Structural Coordination Report
☐	☐	HVAC / Electrical / Systems Coordination Report
☐	☐	Completed Functional Performance Test

Division 250000 Integrated Automation:

Yes

No

☐	☐	Updated Systems Basis of Design Document
☐	☐	Updated Cost Projections
☐	☐	Cable Schedule
☐	☐	Systems Architecture Riser Diagrams
☐	☐	HVAC / Electrical / Systems Coordination Report
☐	☐	Equipment / Installation Schematics & Details
☐	☐	Equipment Schedules
☐	☐	Integrated Specifications Final Draft
☐	☐	Final Commissioning Plan Approval
☐	☐	Completed Functional Performance Test

Division 260000 Electrical:

Yes

No

☐	☐	Updated Systems Basis of Design Document
☐	☐	Updated Cost Projections
☐	☐	Electrical Load Summary
☐	☐	Electrical Power Calculations
☐	☐	Panel Schedules
☐	☐	Lighting Design Calculations

☐	☐	Lighting Fixture Schedule
Division 260000 Electrical: (continued)		

Yes	No	
☐	☐	Lighting Control Diagrams
☐	☐	Lighting & Power Circuiting
☐	☐	Large Conduit Layout
☐	☐	Equipment / Installation Schematics & Details
☐	☐	Equipment Schedules
☐	☐	Coordinated Fixture / Switching Layout
☐	☐	Coordinated Power Receptacle Layout
☐	☐	HVAC / Electrical / Structural Coordination Report
☐	☐	HVAC / Electrical / Systems Coordination Report
☐	☐	Integrated Specifications Final Draft
☐	☐	Final Commissioning Plan Approval
☐	☐	Completed Functional Performance Test

Division 270000 Communications:

Yes	No	
☐	☐	Updated Systems Basis of Design Document
☐	☐	Updated Cost Projections
☐	☐	Cable Schedule
☐	☐	Backboard Layout
☐	☐	System Architecture Riser Diagram
☐	☐	Equipment / Installation Schematics & Details
☐	☐	Equipment Schedules
☐	☐	HVAC / Electrical / Systems Coordination Report
☐	☐	Final Commissioning Plan Approval
☐	☐	Completed Functional Performance Test

Division 280000 Electronic Safety & Security:

Yes	No	
☐	☐	Updated Systems Basis of Design Document
☐	☐	Updated Cost Projections
☐	☐	Systems Riser Diagrams
☐	☐	Equipment / Installation Schematics & Details
☐	☐	Equipment Schedules
☐	☐	HVAC / Electrical / Systems Coordination Report
☐	☐	Integrated Specifications Final Draft
☐	☐	Completed Functional Performance Test

Division 019113 Commissioning Authority:

Yes	No	
☐	☐	Updated Owner's Project Requirements & Manual
☐	☐	Updated Systems Basis of Design Documents
☐	☐	Integrated Specifications Final Draft
☐	☐	Functional Performance Test
☐	☐	Construction Forms & Checklists

☐ ☐ Intermediate Design Review Report

Division 019113 Commissioning Authority: (continued)

Yes

No

☐ ☐ Systems Manual Update

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