

600.1 – Phase C Final 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 Phase C Submittal.

Project Administration:

Complete	N/A	
☐	☐	Phase C Authorization: The Project Manager has issued authorization for Phase C.
☐	☐	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.
☐	☐	Pre-Design, Phase A, Phase B and Intermediate Phase C Checklists: Each of the preceding checklists was reviewed. Any items remaining from those checklists have been addressed and discussed at the review meeting.
☐	☐	Project Directory: The Architect-Engineer has updated the Project Directory.
☐	☐	Review Meetings: The Architect-Engineer scheduled, conducted, and documented Phase C Final Design Review Meetings with the Owner, and Design Team.
☐	☐	Commissioning Team Meetings: The Commissioning Authority scheduled, conducted and documented Phase C Commissioning Team Meetings.
☐	☐	Unresolved Issues: Any unresolved, incomplete items or additional data received from the University Department Representative, DFMS Project Management, Project Manager, or consultants has been reviewed and incorporated into the Contract Documents.
☐	☐	Additional Meetings: The Architect-Engineer has conducted additional meetings as necessary to resolve coordination issues.
☐	☐	Coordination: The Architect-Engineer has coordinated the work of all team members, including consultants.
☐	☐	Phase C Construction Documents: The Phase C Construction Documents (approximately 100% complete documents) that adhere to the DFMS Project Management's Project Requirements, Project Program and construction budget have been developed.
☐	☐	Drawings: The drawings have been coordinated with the Project Manual.
☐	☐	Site Inspection: The Architect-Engineer has conducted a "plan-in-hand" site inspection to ensure that final design accuracy reflects existing site conditions.
☐	☐	Special Conditions: See Section 608.8.

Budget and Scheduling:

Complete	N/A	
☐	☐	Cost Estimate: Each consultant's final construction cost estimate for their portion of the project has been obtained.
☐	☐	Phase C Estimate of Construction Cost: The Phase C Estimate of Construction Cost including the schedule and area calculations has been updated. The DFMS Project Management, and Project Manager has been advised of any significant changes to the estimate.
☐	☐	University Furnished Items: The Architect-Engineer has determined the University Furnished Items and those to be included in the contract.

Aids to Advertising: See Section 608.7

Complete	N/A	
☐	☐	Front End Documents: The Project Manual front end documents have been obtained from Project Manager.
☐	☐	Alternates, Allowances and Unit Prices: The alternates, allowances and unit prices to be used for the project, if applicable, have been identified. See Section 607.
☐	☐	Aids to Advertising: All Aids to Advertising have been submitted for review as listed in the Phase C Ready to Advertise Submittal in Section 608.7 of the ECU DFMS Procedures Manual or the Intermediate Phase C Submittal in Section 606.
☐	☐	Procurement: A need determination was made and authorization received from DFMS Project Management or Project Manager for restrictive specifications (i.e., less than 3 manufacturers) of materials or services.
☐	☐	Special Bidders: Projects requiring special bidder qualifications have been identified.

Permits and Utilities: See Pre-Design Checklist - Section 200 and Regulatory Approvals - Section 609

Complete	N/A	
☐	☐	Federal Environmental Permits
☐	☐	State Environmental Permits
☐	☐	Utilities Acceptance
☐	☐	Department of Housing and Building Construction Submittal - including the fee calculation worksheet and energy workbook. Copy to Project Manager.
☐	☐	Submit Storm Water Pollution Prevention Plan - See Sections 220 and Sections 312500-1 through 312500-8
☐	☐	Phase C documents – Submit to appropriate governing authorities for final approvals and permits.
☐	☐	Temporary Utilities - See Section 608.9

Commissioning:

Complete	N/A	
☐	☐	Pre-Submittal Meeting: The Commissioning Authority has scheduled, conducted and documented pre-submittal commissioning review and coordination meeting.
☐	☐	Phase D Commissioning Process Activities Schedule: The Commissioning Authority has developed Phase D Commissioning Process Activities schedule based upon revised Project Schedule.

Phase C Submittal – Review Submittal: The Phase C Submittal shall contain: (See Section 608)

Complete	N/A	
☐	☐	Drawings: 100% Drawings shall be provided in 24" x 36" or larger in bound format. 100% Drawings may be submitted as half-size or 11" x 17" prints upon approval of the Project Manager. Drawing sets shall include a cover sheet, original site survey (if provided), original geotechnical survey (if provided) and all necessary civil, landscape, structural, architectural, mechanical, plumbing, fire protection, electrical, communications and other drawings as necessary to completely describe and detail the project.
☐	☐	Specifications: 100% Specifications submitted on bound 8-1/2" x 11" double-sided hardcopy.
☐	☐	Construction Cost: Estimate of probable construction cost. Incorporate each consultant's estimate into the Phase C Estimate of Construction Cost. Provide additional sheets with detailed breakout of cost information as appropriate.
☐	☐	Project Schedule: Updated project schedule included in the Phase C Estimate of Construction Cost.

Phase C Submittal – Review Submittal: (continued)

Complete	N/A	
☐	☐	Gross Area Calculations: Updated gross area calculations included in the Phase C Estimate of Construction Cost.
☐	☐	Phase C Commissioning Plan.
☐	☐	Phase C Review Submittal Checklist: Completed copy submitted.
☐	☐	Copies: Submit four sets (three hard copy and one electronic) of Phase C Review Submittal documents to Project Manager.
☐	☐	Documentation: Include Phase C Final Review Meeting comments, revisions and changes. Incorporate such comments, revisions, and changes into Phase C Documents.
☐	☐	Rendering: Provide Project rendering as required in the Contract.

Phase C Submittal – Ready-to-Advertise Submittal: See Section 608.5

The Ready-to-Advertise submittal represents corrected construction documents, including drawings and specifications incorporating comments from the Phase C Final Review. The Ready-to-Advertise documents shall be submitted ready for reproduction.

Complete	N/A	
☐	☐	Submit one set of Ready-to-Advertise specification and drawings with all files in PDF format.

Aids to Advertising: Submit as MS Word files so they can be edited by the Project Manager. Include the following:

Complete	N/A	
☐	☐	Project Manual Table of Contents
☐	☐	Description of Work
☐	☐	List of Drawings
☐	☐	List of Alternates
☐	☐	List of Unit Prices
☐	☐	List of Proposed Subcontractors
☐	☐	List of Proposed Materials and Equipment
☐	☐	List of Owner-Furnished Equipment
☐	☐	Special Conditions - See Section 608.8
☐	☐	Final Phase C Estimate of Construction Cost (signed and dated)
☐	☐	Ready to Advertise Submittal Checklist (completed copy)
☐	☐	Phase C acceptance letter issued by Project Manager

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

Division 210000 Fire Suppression

Complete	N/A	
☐	☐	Final Systems Basis of Design Document
☐	☐	Final Cost Projections
☐	☐	100% Construction Documents
☐	☐	Contract Specifications
☐	☐	Pre-Bid Conference Agenda Items
☐	☐	Completed Permitting Forms

Division 220000 Plumbing

Complete	N/A	
☐	☐	Final Systems Basis of Design Document
☐	☐	Final Cost Projections
☐	☐	100% Construction Documents
☐	☐	Contract Specifications
☐	☐	Pre-Bid Conference Agenda Items
☐	☐	Completed Permitting Forms

Division 230000 HVAC

Complete	N/A	
☐	☐	Final Systems Basis of Design Document
☐	☐	Final Cost Projections
☐	☐	100% Construction Documents
☐	☐	Contract Specifications
☐	☐	Pre-Bid Conference Agenda Items
☐	☐	Completed Permitting Forms

Division 250000 Integrated Automation

Complete	N/A	
☐	☐	Final Systems Basis of Design Document
☐	☐	Final Cost Projections
☐	☐	100% Construction Documents
☐	☐	Contract Specifications
☐	☐	Pre-Bid Conference Agenda Items
☐	☐	Completed Permitting Forms

Division 260000 Electrical

Complete	N/A	
☐	☐	Final Systems Basis of Design Document
☐	☐	Final Cost Projections
☐	☐	100% Construction Documents
☐	☐	Contract Specifications
☐	☐	Pre-Bid Conference Agenda Items
☐	☐	Completed Permitting Forms

Division 270000 Communications

Complete	N/A	
☐	☐	Final Systems Basis of Design Document
☐	☐	Final Cost Projections
☐	☐	100% Construction Documents
☐	☐	Contract Specifications
☐	☐	Pre-Bid Conference Agenda Items
☐	☐	Completed Permitting Forms

Division 280000 Electronic Safety & Security

Complete	N/A	
☐	☐	Final Systems Basis of Design Document
☐	☐	Final Cost Projections
☐	☐	100% Construction Documents
☐	☐	Contract Specifications
☐	☐	Pre-Bid Conference Agenda Items
☐	☐	Completed Permitting Forms

Division 019113 Commissioning Authority

Complete	N/A	
☐	☐	Updated Owner's Project Requirements & Manual
☐	☐	Final Systems Basis of Design Documents
☐	☐	100% Construction Documents
☐	☐	Contract Specifications
☐	☐	Intermediate Design Review Report
☐	☐	Pre-Bid Conference Agenda Items
☐	☐	Pre-Bid Conference Construction Phase Checklist Examples
☐	☐	Updated Commissioning Plan
☐	☐	Systems Manual Update

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