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| **Design Phase Checklist** | | | | | | | | | |
| **Project Manager:**  This **Checklist** is for your use ONLY. **DO NOT** include with the Bidding Documents. | | | | | | | | | |
| **1.0 Project Information** | | | | | | | | | |
| **Project Number:** | | | Insert Project Number | | | **Date:** | | Insert Date | |
| **Project Title:** | | | Insert Project Title | | | | | | |
| **Project Location:** | | | Insert Project Location | | | | | | |
| **Project Manager:** | | | Insert Project Manager Name | | | **ADPM:** | Insert ADPM Name | | |
| **Maximum Available Construction Funding:** | | | | $ | 000,000,000.00 | See 1105: Section 2.10: Add #s 2, 3, 5 and 6. | | | |
| **Total Construction Cost Estimate:** | | | | $ | 000,000,000.00 | See 6005 Consultant Bid Data Statement. | | | |
| **Total Construction Cost Estimate** *must not be**greater* *than* **Maximum Available Construction Funding.** | | | | | | | | | |
| **Complete** | | **2.0 Project Checklist:** | | | | | | | **N/A** |
| **2.1** |  | ***Budget Reconciliation:*** accurate, complete, & verified by ADPM. | | | | | | | |
| **2.2** |  | ***Authorized Funding Verification From DAS/CS Accounting:*** verified by PM. | | | | | | | |
| **2.3** |  | ***e-Builder/PM Web:*** accurate, complete, & verified by ADPM. | | | | | | | |
| **2.4** |  | ***Construction Administrator’s (CA) Contract*** (if applicable): executed for the construction phase and funding is in place for construction, as verified by the ADPM. | | | | | | |  |
| **2.5** |  | ***Geotechnical Boring Review*** (Structural Standpoint; if applicable): performed by PM at SD Phase. PM ensures that any and all geotechnical soil questions are resolved by the Design Team. | | | | | | |  |
| **2.6** |  | ***Preconstruction Phase Agency Change Request (3055):*** complete & verified by ADPM | | | | | | |  |
| **2.7** |  | ***Liquidated Damages Calculation Sheet (Form 3080):*** accurate & complete by PM. | | | | | | | |
| **2.8** |  | ***Consultant’s Performance Evaluations (Forms 3910, 3911, & 3912):*** accurate & complete by PM. | | | | | | | |
| **2.9** |  | ***CA Performance Evaluation (Form 3920)*** (if applicable): accurate & complete by PM. | | | | | | |  |
| **2.10** |  | ***Unit Prices, Cash Allowances, & Supplemental Bids*** accurate, complete, & verified by ADPM:   * Compare the *6005 Consultant Bid Data Statement* with *Section 01 20 00 Contract Considerations,* *Section 01 23 13 Supplemental Bids,* and associated technical specifications and drawing sheets. Are the Unit Prices, Cash Allowances, and Supplemental Bids complete, accurate, and clearly delineated? * Does the Total Construction Cost Estimate include enough funding for Unit Prices, Cash Allowances, and Supplemental Bids? | | | | | | |  |
| **2.11** |  | ***Environmental Remediation &/or Hazardous Building Materials Abatement*** accurate, complete, & verified by Technical Services Unit (if applicable):   * Compare the *6005 Consultant Bid Data Statement* with *Section 01 20 00 Contract Considerations* and associated technical specifications and drawing sheets. Are the Unit Prices and the work complete, accurate, and clearly delineated? * Review *Section 00 30 00 General Statements for Available Information, Section 01 35 16 Alteration Project Procedures*, and *Division 50 Project Specific Available Information*. * Does the Total Construction Cost Estimate include enough funding for Environmental Remediation and Hazardous Building Materials Abatement? | | | | | | |  |
| **2.12** |  | ***Named Subcontractors*** accurate, complete, & verified by ADPM:   * Compare the *6005 Consultant Bid Data Statement* with associated technical specifications and drawing sheets. Is the work complete, accurate, and clearly delineated? | | | | | | |  |
| **2.13** |  | ***Division 00, Division 01, & Technical Specifications*** accurate, complete, & verified by PM:   * Review and ensure completeness and coordination of *Sections 00 01 01 Title Page, 00 01 07 Seals Page, 00 01 10 Table of Contents, 00 01 15 List of Drawing Sheets, Section 00 30 00 General Statements for Available Information,* and *Division 50 Project Specific Available Information* with Division 01 and all Technical Specifications. | | | | | | | |
| **2.14** |  | ***Bid Release Form (Form 6010)***: completed (compare with 6005) by PM. | | | | | | | |
| **2.15** |  | ***Set Aside Waiver Memo (Form 6011)*** (if applicable): accurate & approved by Agency Legal Director. | | | | | | |  |

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| **Complete** | | **3.0 A/E Deliverables Checklist:**  See the ***0400 Consultants Procedure Manual*** for additional details. | **Design Phase** | **N/A** |
| **3.1** |  | ***Checklist for Permits, Certifications, & Approvals (Form 3030)*.** | **SD, DD, CD** |  |
| **3.2** |  | ***“Cost of the Work” Estimate*** (including value engineering recommendations if design exceeds construction budget). | **SD, DD, CD** |  |
| **3.3** |  | ***Design Narrative Reports, Basis of Design Reports, & Commissioning Plans*.** | **SD, DD, CD** |  |
| **3.4** |  | ***Building Information Form (Form 3011)*** on the drawings. | **SD, DD, CD** |  |
| **3.5** |  | ***Coordination, Integration & Completeness of Document Submissions.*** | **SD, DD, CD, Bidding** |  |
| **3.6** |  | ***Geotechnical Survey & Report*.** | **SD** |  |
| **3.7** |  | ***Boundary & Topographic Survey*.** | **SD** |  |
| **3.8** |  | ***Environmental & Hazardous Materials Investigations & Reports.*** Ensure that all mitigation measures have been incorporated in the specifications & drawings. | **SD, DD, CD** |  |
| **3.9** |  | ***OSBI & OSFM Modification Requests & Approvals*.** | **SD** |  |
| **3.10** |  | ***Sole Source (Proprietary) Specification Request & Approval*** (if applicable). | **SD** |  |
| **3.11** |  | ***Property & Utility Easements***(if applicable). Coordinate with ADPM and Legal Unit. All easements must be in place prior to construction contract signing. | **SD** |  |
| **3.12** |  | ***DEEP Flood Management Certification*** *(see 3900 Stormwater and Flood Management Permitting Process).* | **DD** |  |
| **3.13** |  | ***DEEP Construction Stormwater General Permit & Stormwater Pollution Control Plan*** *or* ***Soil Erosion and Sediment Control Plan*** *(see 3900 Stormwater and Flood Management Permitting Process).* | **DD** |  |
| **3.14** |  | ***Water Supply Technical Data*** (dated within the previous 24 months), ***Utility Connection Fees***, *&* ***Written Utility Connection Authorizations*.** | **DD** |  |
| **3.15** |  | ***Local Building Official Demolition Permit Application & Approval*** (if applicable). Notification to adjoining property owners by registered or certified mail. | **DD** |  |
| **3.16** |  | ***Delegated Design*** (if applicable). Completed by Consultant and approved by Department. | **DD, CD** |  |
| **3.17** |  | ***FM Global Review***. Final Bid Documents must be in compliance. | **DD, CD** |  |
| **3.18** |  | ***Special Subcontractor Qualifications Statement for Named Subcontractors.*** | **CD** |  |
| **3.19** |  | ***Supplemental Bids.*** | **CD** |  |
| **3.20** |  | ***Code Consultant Review Letter***. | **90% CD** |  |
| **3.21** |  | ***MANDATORY Consultant’s Internal Interdisciplinary Coordination Review***. Final corrections made to Bid Documents*.* Uselatest forms (see DAS/CS Library <https://www.portal.ct.gov/DASCSLibrary>); all specs & drawings must be in correct order, with correct page numbers (including Table of Contents and List of Drawing Sheets); blank pages inserted at the end of odd-numbered specification sections. | **100% CD** |  |
| **3.22** |  | ***Independent*** ***Third Party Interdisciplinary Coordination Review*** (e.g., “Redicheck” or equivalent). Final corrections made to Bid Documents. | **100% CD** |  |
| **3.23** |  | ***Consultant Bid Data Statement (Form 6005)*,** signed by Consultant, with attached Consultant Cost Estimate (dated within the past 12 months). | **100% CD** |  |
| **3.24** |  | ***Approval / Rejection of Substitutions (Form 7001).*** | **Bidding** |  |
| **3.25** |  | ***Signed and Sealed Specifications and Drawings:***   * **Specifications (Word & PDF):** Complete set; see Table of Contents. * **Drawings (AutoCAD & PDF):** Complete set; see List of Drawing Sheets. | **Bidding** |  |

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| **Complete** | | **4.0 CA Deliverables Checklist:**  See the ***0600 CA Procedure Manual*** for clarification, including Design-Build and CMR Projects. | **N/A** |
| **4.1** |  | **Pre-Design Responsibilities:** e.g., Master Schedule creation & initial “Cost of the Work” estimate. |  |
| **4.2** |  | **Design Phase Responsibilities:** e.g., “Document Review Report”(including Action Item Agendas, Constructability Reviews and Reporting, Field Operations Analysis, Project Schedule, Budget Refinement, Project Site Conditions, Materials Review Report, Major Building Systems Report, and Space Requirements); high performance building requirements review; value engineering / cost reduction alternatives recommendations; independent construction cost estimate analysis; Commissioning Agent performance evaluations; Division 01 review and recommendations; participation in the Independent Third Party Interdisciplinary Coordination Review (e.g., “RediCheck”); Project Manual and Drawings review; and FF&E move services coordination. |  |
| **4.3** |  | **Bid Phase Responsibilities:** e.g., completeness and coordination of specifications and drawings, bid format instructions, supplemental bids, and unit prices or materials; pre-bid conference attendance; reviews/recommendations of requests for information, addenda, bid proposals, bid tabulations, bidder qualifications, and constructor / subcontractor questionnaire submittals; and lowest responsible qualified bidders review/recommendations. |  |

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| **Complete** | | **5.0 DAS CS Technical Services Unit Checklist:** | **N/A** |
| ***Environmental Permits & Approvals:*** | | | |
| **5.4** |  | All Environmental Permits and/or Approvals required for the construction and, where applicable, operation of the facility, have been obtained **prior** to Bidding. See *3030 Checklist for Permits, Certifications, & Approvals.* |  |
| **5.2** |  | Stormwater and Flood Management permits have been obtained **prior** to bidding and are clearly defined and discussed in the contract documents. See *3900* *Stormwater and Flood Management Permitting Process*, *Section 01 50 00 Temporary Facilities and Controls*, and *Section 31 20 05 Sedimentation and Erosion Controls*. |  |
| ***Environmental Remediation*** (includes, but is not limited to, Soil and/or Groundwater Remediation, Underground Storage Tank Installation/Removal, and Aboveground Storage Tank Installation/Removal)**:** | | | |
| **5.3** |  | Environmental remediation has been done. See Section 00 30 00 & Division 50. |  |
| **5.4** |  | Soil &/or groundwater contamination and remediation, underground storage tank installation &/or removal, and aboveground storage tank installation &/or removal are clearly defined and discussed in the contract documents. See *Section 00 30 00 General Statements for Available Information, Section 01 35 16 Alteration Project Procedures*, and *Division 50 Project Specific Available Information*. Additional technical specifications may apply, including Unit Pricing. |  |
| **5.5** |  | The Unit Price Schedules are correct in the *6005 Consultant Bid Data Statement* and *Section 01 20 00 Contract Considerations.* |  |
| ***Hazardous Building Materials Abatement*** (includes, but is not limited to, Asbestos Abatement, Lead-Based Paint Abatement, PCBs in Building Materials Abatement, Mold Abatement, and/or Universal Waste Abatement)**:** | | | |
| **5.6** |  | Hazardous building materials abatement has been done. See Section 00 30 00 & Division 50. |  |
| **5.7** |  | Hazardous building materials abatement (including PCBs in building materials) is clearly defined and discussed in the contract documents. See *Section 00 30 00 General Statements for Available Information, Section 01 35 16 Alteration Project Procedures*, and *Division 50 Project Specific Available Information*. Additional technical specifications may apply, including Unit Pricing. |  |
| **5.8** |  | The Unit Price Schedules are correct in the *6005 Consultant Bid Data Statement* and *Section 01 20 00 Contract Considerations.* |  |
| ***Energy Review:*** | | | |
| **5.9** |  | The Project is in compliance with Connecticut High Performance Building Requirements. |  |
| **5.10** |  | All applicable Utility Design Agreements and/or Energy Rebates have been obtained. |  |
| ***Consultant Contract Compliance & Document Quality Assurance/Coordination Review*:** | | | |
| **5.11** |  | All documents are in compliance with the requirementsof the Consultant’s Contract for the applicable Project Phase Services and good industry practice. See the ***0400*** ***Consultant’s Procedure Manual*** for specific requirements. |  |
| **5.12** |  | All contract documents have been reviewed for completeness and coordination, including consistency and conformance between all documents. |  |

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| **Complete** | | **6.0 Building Permit Checklist**  **(ALL projects at 50% CD Phase):** | |
| **6.1** |  | ***Building Permit Application (Form 3040) & Approval***: PM to submit for ALL projects at 50% CD Phase (including OSBI and OSFM code review) ***and*** PM to verify that the permit is sufficient for whatever part of the project is going to bid. | |
| **6.2** |  | ***Statement of Special Inspections (CASE Form 101)*** completed, signed, & sealed by the Engineer of Record.  ***OR***  ***Special Inspections Exemption Statement*** completed, signed & sealed by the Engineer of Record stating that Special Inspections are not required for this Project. | |
| **6.3** |  | ***Certificate of Compliance-Part I (Form 3150)*,** signed by Consultant and Chief Architect. | |
| **6.4** |  | N/A | ***Third Party Independent Structural Review*** (*Threshold Only*) provided by Consultant (review of structural plans and specifications with a written report for the Building Permit Application). |
| **6.5** |  | ***Additional Building Permit Attachments*** provided by Consultant (Geotechnical Survey and Report; and Fire Alarm System Inspection and Testing Certification and Description Form). . | |