

STATE UNIVERSITY CONSTRUCTION FUND Concept Phase Checklist

The following checklist shows the general items required by the Agreement and the Program Directives. Unless included in the lump sum fee or the Schedule B of the Consultant's Agreement, some items below related to existing conditions and capacities may be provided through extra compensation when approved by the Fund. Provide those items that are applicable to the actual scope of this project.

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| <p>(A) Based on the approved program verification deliverables, provide the applicable content listed below in the Draft and Final Concept Reports:</p> | <p><i>Check as applicable: "Yes" if provided and "NA" if not applicable</i></p> |
| <p>(1) Cover page contains the Project No., Project Name, Campus, Architect and other Consultants.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(2) Contents page has a table of contents and all pages are numbered.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(3) Incorporates all comments made during reviews by the Fund and campus.</p> | |
| <p>(a) Provide copies of all comments with responses in an appendix.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(b) List all changes, if any, to building, site and equipment programs.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(c) Provide copies of meeting minutes in an appendix.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(d) Provide copies of applicable campus standards in an appendix.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(4) Provides the Consultant's certification of completeness per Directive 1A-3, item 1e.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(5) Provides an Executive Summary, describing program, costs and schedule.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(6) Provides the status of all data required for a complete design, including:</p> | |
| <p>(a) Provides an existing condition report of the work area.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(b) Confirms that surveys for topographical, utility, asbestos, and hazardous material data, borings and geo-technical studies, as built/field measured drawings and other data required for the design have/will be obtained by the Consultant when needed to complete the design work.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |
| <p>(c) Provides a preliminary listing of Governing Agency submissions required per Directive 1D-3.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> NA</p> |

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| (7) | Provides an analysis describing the construction phasing of the project, including: | |
| (a) | Describes time frames for when the work area(s) are available. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (1) | Describes known time restrictions due to site availability, shut down / cutovers, etc. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (2) | Describes known special events, environmental limitations, etc. that may impact the work | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (b) | Describes temporary work necessary to maintain adjacent occupancies in active use. | |
| (1) | Describes alternate pedestrian routes | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (2) | Describes alternate vehicle routes / parking | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (3) | Describes a general sequence of the construction by phase. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (4) | Describes a construction access route | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (8) | Provide a description of the approach to the significant design criteria and issues below (including proposed variation, if any, from the applicable Directive): | |
| (a) | For the proposed building design concepts, spatial interrelationships, forms and massing. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (1) | Describe internal spatial interrelationships at the program level. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (2) | Describe spatial relationships to programs in existing and proposed buildings. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (3) | Describe how design facilitates/controls work flow, way finding and access and other programmatic interactions. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (4) | Describe how it relates to local vocabulary per Directive 1C-3. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (5) | Describe how it relates to historic context per Directive 1C-9. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (6) | Describe masonry walls per Directive 4-1. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (7) | Describe roofing materials per Directive 7-1. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (b) | For the proposed site design concept. | |
| (1) | Describe proposed landscaping. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (2) | Provide a site work overview following the format of Directive 2-1. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (3) | Confirm that available utilities have sufficient capacity to support the work, or propose means to supplement or provide such utilities as part of the project. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |
| (4) | Describe roads and pavements per Directive 2-2. | <input type="checkbox"/> Yes <input type="checkbox"/> NA |

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| (c) | Describe structural system options and selected alternative (Directives 3-1 and 5-1). | ☐ Yes ☐ NA |
| (d) | Describe mechanical, electrical and plumbing systems, compare options and provide an analysis (costs, pros and cons and recommendation). | |
| (1) | Describe where critical operating equipment is located. | ☐ Yes ☐ NA |
| (2) | Describe compliance with items 1 thru 6 in Part 1c of Directive 15H-1. | ☐ Yes ☐ NA |
| (3) | Describe air intake locations and separations per Directive 15H-2 | ☐ Yes ☐ NA |
| (4) | Describe air permit modifications required per Directive 1D-8. | ☐ Yes ☐ NA |
| (5) | Describe proposed air system work per Directive 15H-2. | ☐ Yes ☐ NA |
| (6) | Describe proposed hydronic system work per Directive 15H-3. | ☐ Yes ☐ NA |
| (7) | Describe proposed heat generation system work per Directive 15H-4. | ☐ Yes ☐ NA |
| (8) | Describe proposed chiller system work per Directive 15H-5 | ☐ Yes ☐ NA |
| (9) | Describe proposed heat distribution system work per Directive 15H-6 | ☐ Yes ☐ NA |
| (10) | Describe proposed special air system work per Directive 15H-7 | ☐ Yes ☐ NA |
| (11) | Describe proposed laboratory air system work per Directive 15H-8 | ☐ Yes ☐ NA |
| (12) | Describe proposed commissioning work per Directive 15H-9 | ☐ Yes ☐ NA |
| (13) | Describe proposed gas system work per Directive 15P-1. | ☐ Yes ☐ NA |
| (14) | Describe proposed plumbing systems. | ☐ Yes ☐ NA |
| (15) | Describe proposed backflow prevention system work per Directive 15P-5. | ☐ Yes ☐ NA |
| (16) | Describe proposed sprinkler system work per Directive 15F-1. | ☐ Yes ☐ NA |
| (17) | Describe proposed fire alarm system work per Directive 16-3. | ☐ Yes ☐ NA |
| (18) | Describe proposed outdoor lighting system work per Directive 16-6. | ☐ Yes ☐ NA |
| (19) | Describe proposed electrical distribution system work per Directive 16-7. | ☐ Yes ☐ NA |
| (20) | Describe proposed communications system work per Directive 27-1. | ☐ Yes ☐ NA |

(e)	Describe energy conservation features and proposed compliance with Directive 1B-7.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(f)	Describe significant code requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(1) Provide narratives describing significant code items,	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(2) Describe anticipated variances	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(g)	Propose anticipated proprietary sources per Directive 1C-2.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(h)	Propose anticipated design delegation per Directive 1C-13	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(i)	Describe presumed asbestos, hazardous materials or contamination that must be addressed to perform the work (Directives 1D-5 and 6).	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(9)	List applicable Program spaces and their Net Area	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(10)	Provide an Area Analysis per Directive 1C-1 includes the following		
	(a) DESIGN: Net Area _____ Sq. Ft.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(b) Gross Area _____ Sq. Ft	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(c) Net Area to Gross Area Ratio:	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(d) Describe how design provides for all functional and special requirements of Building and Site Programs and list deviations (if none, specify "NONE")	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(11)	List the proposed exterior and interior finishes for major and typical areas or spaces.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(12)	Describe current adherence to the Design and Construction schedules. Justify and explain proposed changes.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
(13)	Provide Site Drawings for conceptual design studies that:		
	(a) Have a Key plan showing relation to campus plan	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(b) Project site plan(s) scale at least 1" - 50' showing relationship of building to site,:	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(1) Show Contract limit lines (including area for new site utilities)	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(2) Show Construction staging and access.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(3) Show major Grading - existing and proposed contours (one or two foot intervals).	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(4) Show site walls and stairs.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(5) Show major outdoor spaces, their proposed levels, and the levels of grade-entrance to building and service entrances.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(6) Show Major landscape features and site amenities - existing and proposed.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(7) Show site utility system connection points	<input type="checkbox"/> Yes	<input type="checkbox"/> NA
	(8) Show location, materials and extent of roads, service drives, parking, walks, terraces, athletic fields, loading docks, etc. and describe proposed materials.	<input type="checkbox"/> Yes	<input type="checkbox"/> NA

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| (c) | Show section(s) through site required for a description of design. | ☐ Yes ☐ NA |
| (14) | Provide Building Drawings for conceptual design studies that: | |
| (a) | Show floor and roof plans at 1/8" = 1'-0" scale (all levels) - indicate proposed functions, space usage, materials and MEP space requirements. | ☐ Yes ☐ NA |
| (b) | Show interrelationships of significant functions, rooms and spaces in program. | ☐ Yes ☐ NA |
| (c) | Provide full building sections to show major levels and ceiling heights. | |
| (1) | Show floor to floor heights | ☐ Yes ☐ NA |
| (2) | Show major vertical space elements | ☐ Yes ☐ NA |
| (3) | Show adjacent grades | ☐ Yes ☐ NA |
| (d) | Provide elevations (all significant sides) - indicate exterior color and materials for proposed envelope systems. | ☐ Yes ☐ NA |
| (e) | Provide diagrams showing significant factors related to code compliance. | ☐ Yes ☐ NA |