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.

(A) Based on the approved program verification deliverables, provide the applicable content listed below in the Draft and Final Concept Reports:

| (1) | Cover page contains the Project No., Project Name, Campus, Architect and other Consultants. | ☐ Yes ☐ NA |
| (2) | Contents page has a table of contents and all pages are numbered. | ☐ Yes ☐ NA |
| (3) | Incorporates all comments made during reviews by the Fund and campus. | | 
| (a) | Provide copies of all comments with responses in an appendix. | ☐ Yes ☐ NA |
| (b) | List all changes, if any, to building, site and equipment programs. | ☐ Yes ☐ NA |
| (c) | Provide copies of meeting minutes in an appendix. | ☐ Yes ☐ NA |
| (d) | Provide copies of applicable campus standards in an appendix. | ☐ Yes ☐ NA |
| (4) | Provides the Consultant’s certification of completeness per Directive 1A-3, item 1e. | ☐ Yes ☐ NA |
| (5) | Provides an Executive Summary, describing program, costs and schedule. | ☐ Yes ☐ NA |
| (6) | Provides the status of all data required for a complete design, including: | | 
| (a) | Provides an existing condition report of the work area. | ☐ Yes ☐ NA |
| (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. | ☐ Yes ☐ NA |
| (c) | Provides a preliminary listing of Governing Agency submissions required per Directive 1D-3. | ☐ Yes ☐ NA |
(7) Provides an analysis describing the construction phasing of the project, including:

(a) Describes time frames for when the work area(s) are available.
   (1) Describes known time restrictions due to site availability, shut down / cutovers, etc.
   (2) Describes known special events, environmental limitations, etc. that may impact the work

(b) Describes temporary work necessary to maintain adjacent occupancies in active use.

   (1) Describes alternate pedestrian routes
   (2) Describes alternate vehicle routes / parking
   (3) Describes a general sequence of the construction by phase.
   (4) Describes a construction access route

(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.
   (1) Describe internal spatial interrelationships at the program level.
   (2) Describe spatial relationships to programs in existing and proposed buildings.
   (3) Describe how design facilitates/controls work flow, way finding and access and other programmatic interactions.
   (4) Describe how it relates to local vocabulary per Directive 1C-3.
   (5) Describe how it relates to historic context per Directive 1C-9.
   (6) Describe masonry walls per Directive 4-1.
   (7) Describe roofing materials per Directive 7-1.

(b) For the proposed site design concept.
   (1) Describe proposed landscaping.
   (2) Provide a site work overview following the format of Directive 2-1.
   (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.
   (4) Describe roads and pavements per Directive 2-2.
(c) Describe structural system options and selected alternative (Directives 3-1 and 5-1).

(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.


4. Describe air permit modifications required per Directive 1D-8.


8. Describe proposed chiller system work per Directive 15H-5.


14. Describe proposed plumbing systems.

15. Describe proposed backflow prevention system work per Directive 15P-5.


17. Describe proposed fire alarm system work per Directive 16-3.


(e) Describe energy conservation features and proposed compliance with Directive 1B-7.

☐ Yes  ☐ NA

(f) Describe significant code requirements.
(1) Provide narratives describing significant code items,

☐ Yes  ☐ NA

(2) Describe anticipated variances.

☐ Yes  ☐ NA

(g) Propose anticipated proprietary sources per Directive 1C-2.

☐ Yes  ☐ NA

(h) Propose anticipated design delegation per Directive 1C-13

☐ Yes  ☐ NA

(i) Describe presumed asbestos, hazardous materials or contamination that must be addressed to perform the work (Directives 1D-5 and 6).

☐ Yes  ☐ NA

(9) List applicable Program spaces and their Net Area

☐ Yes  ☐ NA

(10) Provide an Area Analysis per Directive 1C-1 includes the following

(a) DESIGN: Net Area _____Sq. Ft.

☐ Yes  ☐ NA

(b) Gross Area _____ Sq. Ft.

☐ Yes  ☐ NA

(c) Net Area to Gross Area Ratio:

☐ Yes  ☐ NA

(d) Describe how design provides for all functional and special requirements of Building and Site Programs and list deviations (if none, specify "NONE")

☐ Yes  ☐ NA

(11) List the proposed exterior and interior finishes for major and typical areas or spaces.

☐ Yes  ☐ NA

(12) Describe current adherence to the Design and Construction schedules. Justify and explain proposed changes.

☐ Yes  ☐ NA

(13) Provide Site Drawings for conceptual design studies that:

(a) Have a Key plan showing relation to campus plan

☐ Yes  ☐ NA

(b) Project site plan(s) scale at least 1" - 50' showing relationship of building to site:

(1) Show Contract limit lines (including area for new site utilities)

☐ Yes  ☐ NA

(2) Show Construction staging and access.

☐ Yes  ☐ NA

(3) Show major Grading - existing and proposed contours (one or two foot intervals).

☐ Yes  ☐ NA

(4) Show site walls and stairs.

☐ Yes  ☐ NA

(5) Show major outdoor spaces, their proposed levels, and the levels of grade-entrance to building and service entrances.

☐ Yes  ☐ NA

(6) Show Major landscape features and site amenities - existing and proposed.

☐ Yes  ☐ NA

(7) Show site utility system connection points

☐ Yes  ☐ NA

(8) Show location, materials and extent of roads, service drives, parking, walks, terraces, athletic fields, loading docks, etc. and describe proposed materials.

☐ Yes  ☐ NA
(c) Show section(s) through site required for a description of design.

(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.

(b) Show interrelationships of significant functions, rooms and spaces in program.

(c) Provide full building sections to show major levels and ceiling heights.
   (1) Show floor to floor heights
   (2) Show major vertical space elements
   (3) Show adjacent grades

(d) Provide elevations (all significant sides) - indicate exterior color and materials for proposed envelope systems.

(e) Provide diagrams showing significant factors related to code compliance.

☐ Yes ☐ NA

☐ Yes ☐ NA

☐ Yes ☐ NA

☐ Yes ☐ NA