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. Since this Checklist repeats portions of the Concept Phase Checklist, major changes are shown in **bold** type face.

(A) **Schematic Phase Report:** Based on the approved Concept deliverables and by revising the Concept Phase Report, provide the applicable content listed below:

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 **Schematic** meeting minutes in an appendix.
     - Yes  NA
   - d) Provide copies of **updated**, applicable campus standards in an appendix.
     - Yes  NA

4. **Provides the Consultant’s certification of completeness per Directive 1A-4, item 1e and confirming that documents comply with all applicable campus standards.**
   - Yes  NA

5. **Provides an Executive Summary, describing program, costs and schedule.**
   - Yes  NA

6. **Provides an analysis of the project work area indicating the status of all data required for a complete design, including:**
   - a) Provides an existing condition analysis 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.

   i) **Append geotechnical report per Directive 1C-5 and asbestos, lead and hazardous material survey results.** □ Yes □ NA

   ii) **Confirm that project survey mapping per Directive 2-1 is complete for all work areas.** □ Yes □ NA

c) Provides a preliminary listing of Governing Agency submissions required per Directive 1D-3. □ Yes □ NA

d) **Confirmation that right of way improvements, if any, have been reviewed with AHJ per Directive 2-2.** □ 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. □ Yes □ NA

   i) Describes known time restrictions due to site availability, shut down / cutovers, etc. □ Yes □ NA

   ii) Describes known special events, environmental limitations, etc. that may impact the work □ Yes □ NA

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

   i) Describes alternate pedestrian routes □ Yes □ NA

   ii) Describes alternate vehicle routes / parking. □ Yes □ NA

c) Describes a general sequence of the construction of the major project components by phase, contract or other delivery method.

   i) Describes a construction access route □ Yes □ NA

   ii) **Describes a construction trailer / office for onsite representation** □ Yes □ NA

   iii) **Describes site stabilization / underpinning.** □ Yes □ NA
(8) Provide confirmation that the applicable Directive noted below has been reviewed, provides a description of significant design criteria and issues related to the applicable Directive (including proposed variation, if any, from the applicable Directive), and provides a brief description of the design approach to the applicable Directive:

a) For the proposed design concepts, spatial interrelationships, forms and massing.
   i) Describe internal spatial interrelationships at the program level.  □ Yes □ NA
   ii) Describe spatial relationships to programs in existing and proposed buildings.  □ Yes □ NA
   iii) Describe how design facilitates/controls work flow, way finding and access and other programmatic interactions.  □ Yes □ NA
   iv) Describe how it relates to local vocabulary per Directive 1C-3.  □ Yes □ NA

(1) Provide a brief description of all significant materials and finishes  □ Yes □ NA
(2) Provide representative samples of significant exterior materials at the Schematic presentation  □ Yes □ NA
(3) Provide an analysis justifying the proposed materials and components based on their historical performance compared to other available options  □ Yes □ NA

v) Describe how it relates to historic context per Directive 1C-9.  □ Yes □ NA
vi) Describe masonry walls per Directive 4-1.  □ Yes □ NA
vii) Describe roofing materials per Directive 7-1.  □ Yes □ NA
viii) Finalize the economic analyses provided for the concept report justifying the proposed structural, mechanical, electrical, etc. systems through a comparison with available options.  □ Yes □ NA
ix) Provide an analysis of the constructability of significant building systems and components; verify their ability to be fabricated and local availability.  □ Yes □ NA
x) Provide an analysis of the maintainability and operational efficiency of the completed project.  □ Yes □ NA

(1) Confirm compliance with Campus window cleaning standard.  □ Yes □ NA
xi) Provide an analysis of the effect of the proposed work on the existing campus, systems and building components. For work in existing buildings, provide photographic documentation of existing areas where work will occur.

□ Yes □ NA

xi) For laboratory buildings, summarize the design criteria and confirm compliance with Campus standards.

□ Yes □ NA

xii) If the project has a sound system, summarize the design criteria and confirm that there is a plan in place to address the design questions from applicable Campus staff.

□ Yes □ NA

xiii) If there are vertical transportation systems, summarize the design criteria and confirm that at least one elevator serves each mechanical space and mezzanine.

□ Yes □ NA

b) For the proposed site design concept.

i) Describe proposed landscaping.

□ Yes □ NA

ii) Provide a site work overview following the format of Directive 2-1.

□ Yes □ NA

(1) 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.

□ Yes □ NA

(2) Provide overall estimates of earthwork removed and backfill required.

□ Yes □ NA

(3) Provide total square footage / acreage of site.

□ Yes □ NA

(4) Describes extent of rock excavation per Directive 2-5.

□ Yes □ NA

iii) Describe roads and pavements per Directive 2-2.

□ Yes □ NA

iv) Environmental requirements per Directive 2-4.

□ Yes □ NA

i. Bind draft Storm Water Pollution Prevention Plan in Appendix.

□ Yes □ NA

c) Describe structural system (Directives 3-1 and 5-1).

□ Yes □ NA

i) Provide draft structural and seismic analyses required by the Building Code of New York State.

□ Yes □ NA
d) Describe mechanical, electrical and plumbing systems.

i) Describe where critical operating equipment is located. For work in existing buildings, provide photographic documentation of existing areas where work will occur.

□ Yes □ NA

ii) Calculate mechanical, electrical and plumbing systems design loads and summarize design criteria, if not covered in the building systems below.

□ Yes □ NA

iii) Whenever connection to an existing building or campus wide utility system is required, the following information shall be provided:

1) Capacity and condition of existing systems.

□ Yes □ NA

2) Capacity and condition of means of distribution, as applicable.

□ Yes □ NA

3) Analysis of the existing system’s ability to satisfy the additional loads.

□ Yes □ NA

4) Stand-alone or back-up systems required for this building when the existing system is shut down for regular maintenance.

□ Yes □ NA


1) Describe Metering

□ Yes □ NA

2) Describe Sound and vibration control

□ Yes □ NA

3) Describe system selection and cost evaluation

□ Yes □ NA

4) Describe Energy conservation per Directive 1B-7.

□ Yes □ NA

v) Confirm that Air system design meets the requirements of Directive 15H-2.

1) Provide design load calculations and space design criteria based on actual number of occupants for each space, as shown on the Code Conformance Drawings

□ Yes □ NA

2) Describe Separation of Air intakes

□ Yes □ NA

3) Describe System requirements

□ Yes □ NA

4) Describe Air handlers

□ Yes □ NA
vi) Describe air permit modifications required per Directive 1D-8.

(1) Describe status of required preconstruction approvals.
(2) Append permitting consultant’s report.

vii) Describe proposed smoke control system work per Directive 15H-2. Provide draft system analyses required by the Building Code of New York State.

viii) Describe proposed hydronic system work per Directive 15H-3.


(1) Provide design criteria and load calculations.

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

(1) Provide design criteria and load calculations.

xi) Describe proposed heat distribution system work per Directive 15H-6.

(1) Provide design criteria and load calculations.

xii) Describe proposed special air system work per Directive 15H-7.

(1) Provide design criteria and load calculations.

xiii) Describe proposed laboratory air system work per Directive 15H-8.

(1) Provide design criteria and load calculations.

xv) Describe proposed gas system work per Directive 15P-1 and 15H-10.

(1) Provide design criteria and load calculations.

☐ Yes ☐ NA

xvi) Describe proposed plumbing systems.

(1) Provide design criteria and load calculations.

☐ Yes ☐ NA

(2) Describe compliance with Directives 15P-3 and 15H-10.

☐ Yes ☐ NA

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

☐ Yes ☐ NA

xviii) Describe proposed sprinkler system work per Directive 15F-1.

(1) Provide design criteria and load calculations.

☐ Yes ☐ NA

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

☐ Yes ☐ NA

xx) Describe proposed outdoor lighting system work per Directive 16-6.

☐ Yes ☐ NA

xxi) Describe proposed electrical distribution system work per Directive 16-7.

(1) Provide design criteria and load calculations for normal and emergency power

☐ Yes ☐ NA

(2) Provide Electrical Panel list with amperage

☐ Yes ☐ NA

(3) Provide a lightning risk assessment per Directive 16-9

☐ Yes ☐ NA

(4) Describe Lighting conservation per Directive 1B-7

☐ Yes ☐ NA

(5) Describe approach to emergency lighting, night lighting, and other special lighting systems.

☐ Yes ☐ NA
xxii) Describe proposed communications system work per Directive 27-1.

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

i. **Provide a LEED checklist in Appendix per Directive 1B-7.**

(9) Describe significant code requirements.

a) Provide narratives describing significant code items.

b) Describe anticipated variances.

c) **Provide draft of SUCF code checklist in Appendix.**

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


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

(13) List of Program spaces and their Net Area.

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

a) DESIGN: Net Area _____ Sq. Ft.

b) Gross Area _____ Sq. Ft.

c) Net Area to Gross Area Ratio:

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

(15) **Provide a proposed exterior and interior finish schedule** listing all major and typical surfaces, areas or spaces.

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

(B) **Schematic Phase Drawings:** Based on the approved Concept deliverables and by revising the approved Concept drawings and model.

(1) Provide applicable Site Drawings scaled at least 1" - 50' including:

a) A Key plan showing relation to campus plan

b) **Plans showing existing conditions and Property Lines.**
c) Plans showing relationship of building to site and proposed site improvements.
   i. Show major Grading - existing and proposed contours (one or two foot intervals). □ Yes □ NA
   ii. Show major outdoor spaces, their proposed levels, and the levels of elevation for all entrances to the building. □ Yes □ NA
   iii. Show location, materials and extent of roads, service drives, parking, walks, and terraces, athletic fields, loading docks, etc. and describe proposed materials per Directive 2-2.
      (1) Show the accessible route. □ Yes □ NA
      (2) Show Fire protection Hydrants and fire-fighting routes. □ Yes □ NA
   iv. Show all site features and site amenities and differentiate between existing and proposed. See campus standards for pavers, Directive 2-9 for walls and stairs and Directive 2-10 for synthetic surfaces. □ Yes □ NA
   v. Show slopes complying campus mowing standards. □ Yes □ NA

d) Plans showing demolition and removals. Show extent of earth retention systems, over excavation for poor soils and other geotechnical recommendations. □ Yes □ NA

e) Plans show all site utility systems and connection points in a coordinated manner. □ Yes □ NA
   i. Show site utility system connection at points of known capacity. □ Yes □ NA
   ii. Show all new utilities from building along proposed route to connection point to existing lines for electric power, telecommunications, gas, water, heating system, chilled water system, sanitary, storm, site lighting, etc. Show significant profiles per Directive 2-3.

f) Plans showing Phasing and Construction Staging per Directive 1D-4. □ Yes □ NA
   i. Show Contract limit lines (including area for staging, new site utilities and other peripheral work.) □ Yes □ NA
ii. Show construction staging area, parking and storage areas, temporary utility connection points and access route. □ Yes □ NA

iii. Show considerations for maintenance of traffic. □ Yes □ NA

g) Provide sections through site required for a description of design shown in plans above. □ Yes □ NA

(2) Provide applicable architectural design:

a) Provide detailed floor and roof plans at 1/8” = 1'-0” scale for all levels and indicate proposed materials. □ Yes □ NA

i. Show column lines and space numbers shown in compliance with the campus standard. Space names should be generic. □ Yes □ NA

ii. Show roof work per Directive 7-1. □ Yes □ NA

iii. Show selected room equipment and furniture layout. □ Yes □ NA

b) Show full building sections for all significant levels, space elements and ceilings and relative heights and relation to adjacent grades. □ Yes □ NA

c) Show exterior elevations (all sides) - indicate exterior color and materials for proposed envelope systems. □ Yes □ NA

i. Show detailed elevations (all faces) - indicate exterior materials, finishes, colors and control joints. □ Yes □ NA

d) Show typical wall sections, showing reinforcing and bracing for typical architectural details. □ Yes □ NA

(3) Provide applicable demolition and removal plans. □ Yes □ NA

(4) Provide applicable phasing and building access plans showing work and timing of major phases and contracts. □ Yes □ NA

(5) Provide applicable asbestos and hazardous materials removal plans per Directive 1D-6. Show column lines that match architectural plans. □ Yes □ NA

(6) Provide applicable structural drawings. □ Yes □ NA

a) Show foundation plans. □ Yes □ NA

b) Show floor and roof framing system. Show column lines that match architectural plans. □ Yes □ NA
c) Show framing design of typical floor or areas that indicates the structural system (dimensioned), columns, shear walls, etc.

d) Show significant architectural steel supporting special design features.

e) Show all design loads and confirm that design accounts for deflection per Directive 3-1.

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<tr>
<th>Requirement</th>
<th>Yes</th>
<th>NA</th>
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<tr>
<td>(7) Provide applicable Mechanical Drawings</td>
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<tr>
<td>a) Show preliminary sizing and location for all air handling units, pumps, heat exchangers, chillers, cooling towers, etc., and routing of significant piping and ductwork. Show column lines that match architectural plans.</td>
<td>□</td>
<td>NA</td>
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<td>b) Show schematic diagrams for all air and water systems.</td>
<td>□</td>
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<td>c) Show proposed path of travel for installation and future removal of major equipment.</td>
<td>□</td>
<td>NA</td>
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<tr>
<td>d) At the existing buildings, show the capacity of existing systems being connected to.</td>
<td>□</td>
<td>NA</td>
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<tr>
<td>e) At the existing buildings, show significant existing, adjacent equipment and systems to remain.</td>
<td>□</td>
<td>NA</td>
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<tr>
<td>f) Show connection points with site utilities and campus building management systems.</td>
<td>□</td>
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<th>Requirement</th>
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<tr>
<td>(8) Provide applicable Plumbing Drawings</td>
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<tr>
<td>a) Show major equipment and fixture locations.</td>
<td>□</td>
<td>NA</td>
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<tr>
<td>Show column lines that match architectural plans.</td>
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<tr>
<td>b) Show riser diagrams for supply, sanitary, roof drain and special systems.</td>
<td>□</td>
<td>NA</td>
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<tr>
<td>c) Show connection point with site utilities.</td>
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<th>Requirement</th>
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<td>(9) Provide applicable Fire Protection Drawings</td>
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<tr>
<td>a) Show major equipment and fixture locations.</td>
<td>□</td>
<td>NA</td>
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<tr>
<td>Show column lines that match architectural plans.</td>
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<tr>
<td>b) Show sizing and location of fire pump, sprinkler, standpipe and other systems.</td>
<td>□</td>
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<td>c) Show single line diagrams of sprinkler and/or standpipe system.</td>
<td>□</td>
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<th>Requirement</th>
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<tr>
<td>(10) Provide applicable Electrical Drawings.</td>
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<tr>
<td>a) Show major equipment and fixture locations.</td>
<td>□</td>
<td>NA</td>
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<tr>
<td>Show column lines that match architectural plans.</td>
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</table>
b) Show connection points with the service for the electrical power, telecommunications, data, fire alarm and other systems.

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c) Provide a single-line diagrams that includes the following:

i. Location of service connection. Confirm that existing system has capacity to accommodate design loads.

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ii. Preliminary sizing and location of major transformers, transformer substations, switchboards, distribution panels and motor control centers.

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iii. Preliminary sizing and location of major components of the emergency and standby power system.

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d) Show communication systems. Show preliminary sizing, riser diagrams and locations for telephone, fire alarm, door control, security and other systems.

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(11) Provide applicable Code Conformance Drawings

a) Show occupancy classification for total building and/or for each floor level or portion of floor if they contain different occupancies.

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b) For the existing building, show plans and diagrams for each level articulating the work areas and the level of alteration for each work area.

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c) Show construction classification, building heights and number of stories, allowable height and fire areas, including code allowed increases, actual fire areas and smoke areas.

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d) Show location of fire walls, horizontal exits and other code required fire separations.

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e) Show the number of occupants in each major space, groups of spaces and per floor.

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f) Based on the number of occupants, show the number of exit units required and provided for each space and floor level.

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g) Show the travel distance measurements for all significant spaces and maximum travel distance allowed for each floor.

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h) Show exit widths required and provided.

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i) Show fire protection systems required and provided.

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j) Show code compliance for unique design features, floor openings, atriums, etc.

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k) Show toilet fixture analysis for required and provided fixtures and spaces.

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I) For accessibility, show the spaces not on the accessible route.

☐ Yes ☐ NA

(12) For projects where above-ceiling and/or shaft space is limited, provide a coordinated section showing the routing of major Mechanical, Electrical and Plumbing components.

☐ Yes ☐ NA