

DFM Design Development Review Checklist (schools only)

Project Title: _____ Project Number: _____

Project Design Firm: _____

Project Manager: _____

Firm acknowledges that the following information or status has been included as part of their submittal package for DD review by the Division of Facilities Management. No design or bid document shall be reviewed without the following checklist items initialed and signed by the Registered Professional in responsible charge for the project to confirm compliance with DFM submittal requirements.

Transmittal Documents

Initial

Letter of Transmittal

- A Letter of Transmittal identifying all items included in the submittal package and signed by the Registered Professional in responsible charge.

Information and Documents

Initial

- Public Works Contract Review
- Approved Owner's Project Requirements
- Schedule of Performance
- Life Cycle Cost Estimate (LCCA) (for Energy Contracts from the IGA)
- Basis of Design
- Owner's Project Budget
- Updated Construction Cost Estimate (in WBS format)
- Proposed project approval letter list
- Energy Model Documentation, as available

Drawings & Specifications

Initial

- Design Development Level Drawings
 - Cover Sheet / Drawing Index
 - Symbols Legend, Abbreviations, & Notes
 - Civil and Site Plans
 - Architectural and MEP Plans
 - Exterior Elevations
 - 2 Building Sections
 - Full wall section
 - All Schedules (Architectural and MEP)
 - BAS Sequence of Operations

- Design Development Level Project Manual / Specifications _____
 - Project Title Page
 - Table of Contents
 - List of Drawings
 - Project Specific Division 00 Documents
 - Division 01-49 Specifications Documents

As the Registered Professional in responsible charge for this Project, I herewith affirm and attest that we are in full compliance with the requirements of this checklist and have included the necessary information with the Design Development (DD) Design submittal dated:

Signed: _____

Company: _____