

## DFM Design Development Review Checklist Energy Projects

**Project Title:** \_\_\_\_\_

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. All documents described below shall be reviewed by the Contractor and the following checklist items initialed and signed by the Registered Professional in responsible charge for the project to confirm compliance with DFM submittal requirements. This submittal shall be routed through the SEU Independent Owner's Representative (IOR) prior to submission to DFM.

### **Transmittal Documents**

Initial

#### Letter of Transmittal

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

### **Information and Documents**

Initial

- Public Works Contract Review \_\_\_\_\_
- Schedule of Performance \_\_\_\_\_
- Life Cycle Cost Estimate (LCCA) (from the IGA) \_\_\_\_\_
- Updated Construction Cost Estimate (in WBS format) \_\_\_\_\_
- Proposed project approval letter list \_\_\_\_\_
- Asbestos survey completed (all projects with mechanical work) \_\_\_\_\_

### **Drawings & Specifications** (see Note 1 below)

Initial

- Design Development Level Drawings \_\_\_\_\_
  - Cover Sheet / Drawing Index
  - Symbols Legend, Abbreviations, & Notes
  - Civil and Site Plans
  - Architectural and MEP Plans
  - Exterior Elevations
  - 2 or more 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

**Note 1-** Include specifications and drawings necessary to properly define the scope of work and provide level of detail necessary to meet the performance requirements of the contract.

As **Contractor Project Manager** in 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: \_\_\_\_\_

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: \_\_\_\_\_

As the **Independent Owner's Representative (IOR)** for this Project, I reviewed the same and herewith affirm and attest that I have fully reviewed this submittal package and above checklist and have included our applicable comments.

Signed: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_