

## DFM Final Design Review Checklist Energy Projects

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

Firm acknowledges that the following information or status has been included as part of their submittal package for final 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 Contractor and the Registered Professional in responsible charge. \_\_\_\_\_

#### Public Works Project Review Form

- A completed Public Works Project Review Form as provided by the Division of Facilities Management. \_\_\_\_\_

### Drawings & Specifications (See Note 1 below)

Initial

#### Drawings

- All drawings signed and sealed by a Registered Professional licensed to practice in the State of Delaware. \_\_\_\_\_
- Full design and drawing coordination check (drawing to drawing/drawings to specifications) completed by Registered Professional in responsible charge for the Project. Yes \_\_\_ No \_\_\_

#### Specifications

- Front page of specifications signed and sealed by a Registered Professional licensed to practice in the State of Delaware. \_\_\_\_\_
- All specification divisions and sections numbered, labeled, and formatted in accordance with CSI Master Format 2004 procedures and practices. \_\_\_\_\_
- DFM Design Standards reviewed by A/E and incorporated into Project \_\_\_\_\_
- Commissioning and Testing of systems included as part of specifications. (Include info from Guaranteed Savings Agreement) Yes \_\_\_ No \_\_\_
- Full design and specification coordination check (specification section to specification section/specifications to drawings) completed by Registered Professional in responsible charge for the Project Yes \_\_\_ No \_\_\_

.  
DFM Standard Front End Documents

DFM Standard Front End Documents incorporated as prescribed and appropriate into the Project Specifications Manual as Division 0 including at minimum the following:.

- Requirement for completion of as-built drawings, Installation Operation Manual and training of Agency maintenance personnel. \_\_\_\_\_
- Include copy of OMB standard Payment and Performance Bonds along with Insurance certificates as required by Guaranteed Savings Agreement. \_\_\_\_\_
- Include current copy of the Delaware Prevailing Wage Rates (official DOL wage rate determination for the Project). \_\_\_\_\_

**Approval Letters**

**Initial**

Project Approval Letter List

- List identifying all agency approvals required for the Project. Copies of all approval letters identified must be received by DFM prior to Notice to Proceed. \_\_\_\_\_

Delaware Architectural Accessibility Board

- Delaware Architectural Accessibility Board Approval Letter included. \_\_\_\_\_

Agency Approval Letters

- Copies of all necessary agency approval letters as identified on the Project Approval Letter List and required as part of design acceptance prior to bid. Copies to included (but not limited to) approval letters from Fire Marshal, DNREC, DeIDOT, local (municipal, county)“Authorities Having Jurisdiction”. \_\_\_\_\_

**Supplementary Information and Documentation**

**Initial**

Construction Cost Estimate

- Copy of final construction cost estimate in WBS (Work Breakdown Structure) for the Project. \_\_\_\_\_

Life Cycle Cost Analysis Documentation

- Copy of life cycle cost analysis utilized for the Energy Conservation Measure selection, including building envelope, windows, insulation, roofing, water wastewater, HVAC, lighting, transformers, and other energy saving systems. (from Investment Grade Audit) \_\_\_\_\_

Asbestos Verification

- Materials present? Yes \_\_\_ No \_\_\_

If “Yes”, then send asbestos removal plans and specifications in a separate transmittal to DFM Environmental section for approval. If “No”, then send survey verification form stating no impact.

Performance Criteria

- List of criteria to be utilized to verify the performance of the Energy Control Measures (ECMs) in \_\_\_\_\_ the Project.

DFM Design Standards Inclusions/Exception Letter

- Letter provided by the Registered Professional in responsible charge for the Project to establish \_\_\_\_\_ which DFM design standards were incorporated into the Project design and construction documents; identify any changes or modifications made to the included DFM standards; and list any exceptions taken to the DFM design standards with all supporting rational for the exception(s) and the alternative selected.

Energy Star Certification

- Letter provided by the Contractor Project Manager or Registered Professional in responsible \_\_\_\_\_ charge for the Project to certify that all equipment has been specified to meet Energy Star or that project scope does not include Energy Star eligible equipment.

Green Building/Sustainable Design Elements

- List of all green building/sustainable design elements incorporated in the Project.. Yes \_\_\_ No \_\_\_

**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 of 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 Final Design submittal package 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 Final Design submittal package 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: : \_\_\_\_\_