

DFM Final Design Review Checklist (Schools)

Project Title: _____

The A/E 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. No design or bid document shall be reviewed without the following “**Required**” checklist items initialed and signed by the Registered Professional in responsible charge for the project to confirm compliance with DFM submittal requirements. All “**Recommended**” and “**Conditional**” item status shall be indicated herein and addressed accordingly prior to bid.

Required = Required for submission

Conditional = DFM approval conditional on compliance prior to bid

Recommended = DFM recommended prior to bid

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. (**Required**) _____

Public Works Project Review Form

- A completed Public Works Project Review Form as provided by the Division of Facilities Management. (**Required**) _____

Information and Documents

Initial

- A copy of the DFM A/E’s comments from the previous review indicating the corrective action taken. (**Required**) _____
- Schedule of Performance – Finalized (**Required**) _____
- A copy of Design Narrative (DN) – Finalized (**Recommended**) _____
- A copy of Basis of Design (BOD) – Finalized (**Recommended**) _____
- A copy of Owner’s Project Requirements (OPR) – Finalized (**Recommended**) _____
- A copy of Performance Criteria (PC) – Finalized (**Recommended**) _____

Drawings & Specifications

Initial

Drawings

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

Specifications

- Front page of specifications signed and sealed by a Registered Professional licensed to practice in the State of Delaware. (**Required**) _____

- All specification divisions and sections numbered, labeled, and formatted in accordance with CSI Master Format 2004 procedures and practices. **(Required)** _____
- DFM Design Standards reviewed by A/E and incorporated into the design of this Project where practicable and appropriate. **(Required)** _____
- Commissioning of systems included as part of specifications. **(Recommended)** 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, inclusive of Division 0 (DFM Front End Documents as modified for Project). **(Recommended)** 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. **(Required)** _____
- All Division 0 modifications and insert information, including current copy of the Delaware Prevailing Wage Rates (official DOL wage rate determination for the Project), provided, reviewed and approved by Registered Professional in responsible charge for the Project. **(Required)** _____

Approval Letters

Initial

Project Approval Letter List

- List identifying all agency approvals required for the Project design. Copies of all approval letters identified must be received by DFM prior to advertisement for bid. **(Required)** _____

Delaware Architectural Accessibility Board

- Delaware Architectural Accessibility Board Approval Letter included. **(Conditional)** _____

Department of Safety and Homeland Security

- Department of Safety and Homeland Security Safety and Security Review. **(Required)** _____

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, DelDOT, local (municipal, county, etc.) "Authorities Having Jurisdiction". **(Conditional)** _____

Supplementary Information and Documentation

Initial

Construction Cost Estimate

- Copy of final construction cost estimate in WBS (Work Breakdown Structure) submittal project. **(Required)** _____

Sea Level Rise/Flood Risk Mitigation

- New structures and facilities (including major renovatons) have been reviewed and comply with State DNREC floor Avoidance (FRAM) and design guidance. **(Recommended)** _____

Life Cycle Cost Analysis Documentation

- Copy of life cycle cost analysis for major building systems, including building envelope, windows, insulation, roofing, water wastewater, HVAC, lighting, transformers, and other energy saving systems. **(Required)** _____

Project COMcheck Documentation

- Project COMcheck Documentation **(Conditional)** Yes ___ No ___

Energy Star Certification

- Letter provided by the 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. **(Required)** _____

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. **(Required)** _____

Commissioning List

- List of all systems to be commissioned in accordance with Commissioning specifications included as part of the Project Manual(s). **(Recommended)** Yes ___ No ___

Green Building/Sustainable Design Elements

- List of all green building/sustainable design elements incorporated into the Project design and construction documents. **(Recommended)** Yes ___ No ___

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 _____. Additionally, Conditional and Recommended items shall be addressed prior to solicitation for bids.

Signed: _____

Company: _____