

GSFIC Project Phase Checklist

Checklist Items: Schematic Design		
X Indicates "Critical" i.e. impact to Budget, Quality, and/or Schedule		
General:	Notes:	
Refer to Design Review Group (DRG) Process Guide		
Fire Marshal submittal – drawings must be signed and sealed. 2 hardcopies to FM office at #2 MLK Drive with 354 Form: http://www.oci.ga.gov/firemarshal/home.aspx	X	
Project schedule review and update		
Approvals secured from Using Agencies after Programming Phase (check Using Agency parking requirements)		
Cost Estimate update, including deductive alternates, unit prices, and contingency amounts allocated		
Required submittal items for CM / GC projects permits	X	
Energy Act of 2008 and Georgia Peach Green Building Rating System: See Handout and GEFA website		
Reminder - preference for Georgia products and manufacturers on state-funded projects		
Commissioning Guide and procurement		
Hazardous Materials report and abatement		
Other regulatory approvals		
Links or websites for Using Agency design standards, when available		
Minimum of three manufacturers or a performance specification. No "or equals."		
No sole sourcing without Justification form and letter, plus GSFIC approval.		
Use "Material Completion" instead of "Substantial Completion."		
Civil:	Notes:	
State Properties Office (SPO) Approval of property ownership for site	X	
Land Disturbance Permit (LDP) requirements – no zoning, tree mediation, landscape buffers, post-water treatment, etc.		
Procurement process for site survey		
Survey must indicate the limits of the work area and no work can be performed outside of the property lines		
Site Utilities (availability, easements, etc.), including water, gas, sanitary and storm sewers, telephone, electric, etc. DP must notify the PM if any utility work will be performed off-site.		
Hydrology study and report		
Red-lined copy of the site plan, indicating construction staging and traffic routing	X	
What is the ASCE 38-02 level being used for locating existing utilities?	X	
Add the hazardous waste assessment and requirements for abatement.		
Submit a copy of environmental site assessment, phase 1.		
Submit an updated design and construction schedule.		

Structural:		Notes:
Geotechnical procurement and report	X	
Code review for wind and seismic	X	
Structural foundation system (ASTME 1804)		
Determine building frame system and preliminary lateral load-resisting system (ASTME 1804))		

Architectural:		Notes:
Verify SCL and Sq. ft. with COBS report		
Local fire department approval for site access (only)		
Project Manager to supply the Front End documents to DP. Early review of Division 00 – General Conditions, Division 01, and Supplementary General Requirements.		
Project Manager to determine the number of weather days, for Supplementary General Requirements		
Life Safety Plans	X	
Principal floor plans, Specification outline, Exterior wall sections, Roof system selections (ASTME 1804)		
Finish schedule by room types (ASTME 1804)		
Elevator lobbies are required on buildings 4 stories or more		
Comply with specific NFPA 101 section for atrium, communicating space, or convenience opening	X	
Net to gross factor, study of layouts		
Emphasis on simplicity of design, limited palette of interior and exterior materials, minimal transitions between materials.		

Mechanical:		Notes:
Verify central plant capacity		
Consider life cycle costs when selecting HVAC systems for the project.		
Mechanical & plumbing systems outline		
HVAC Controls-Scope & Intent	X	
Updated GA Codes and Standards	X	
Provide general space requirements	X	
Evaluate different HVAC systems (<i>i.e.</i> possible use of <i>energy recovery units</i> with outside air).		

Electrical:		Notes:
Transformer location and coordination with EMC	X	
Identify any existing utility locations	X	
Identify electrical service type and size required for proposed building		
Identify electrical distribution equipment to be used		
Provide basic electrical distribution system outline		
Identify site lighting requirements		

Identify emergency power source to be used (generator, UPS, etc)	X	
Identify any fire alarm requirements <ul style="list-style-type: none"> If required, provide fire alarm system outline 		
Identify if lightning protection system is desired by owner <ul style="list-style-type: none"> If required, provide lightning protection system outline 		
Identify elevator requirements		
Identify lighting control techniques to be used		
Identify security system requirements		
Identify any special electrical requirements based on building occupancy	X	
Identify any exterior signage requirements	X	

Telecommunications:	Notes:	
<p>Include complete "Information Transport System" infrastructure in the scope of work (Telecommunications). Identify if voice, data, catv, security, surveillance cameras, access controls, wireless, and audio visual systems are included in the design.</p> <ul style="list-style-type: none"> At this stage narratives should provide descriptions of the "scope of work" for each design discipline. These narratives provide supplementary descriptive information to clarify the intent of the design. 	X	
Determine Limit of IT scope in the DP / CP contracts.		
Determine if funding allocation is included in FF&E budget.	X	
Identify tie-in requirements to existing campus communications utilities (copper, fiber, coax)		
Identify tie-in requirements to public communications utilities (AT&T, ComCast, Windstream)		
<p>Identify which components are to be installed by the Division 16 contractor and which by the Division 27 contractor.</p> <ul style="list-style-type: none"> Division 16 usually installs conduits and outlet boxes, and Division 27 installs, terminates, labels and tests cables. 		
See State IT Guide for information		

Fire Protection:	Notes:	
Submittal of a water flow test taken within the last six months		
Shop drawings for sprinkler systems to be completed in early construction and contain all elements of NFPA 13, Chapter 14.1 Working Plans		
Include information on Building construction Type, Occupancy Classification and design criteria should be established.		

Checklist Items: Design Development

X Indicates “Critical” i.e. impact to Budget, Quality, and/or Schedule

General:		Notes:
Is the project within the SCL and on schedule?	X	
Are all of the DRG Schematic Design Comments closed?		
Has the agency approved the previous design phase in writing?	X	
LEED charettes and submittal of final score card. Has the project been registered with USGBC?		

Civil:		Notes:
Updated design and construction schedules	X	
Drawings and outline specifications necessary to fix and illustrate the size and character of the entire project	X	
Statement of probable construction cost	X	
DP shall determine and insert unit prices into the supplemental conditions for rock removal, unsuitable soils, etc.		
The state does not pay “impact fees.” Refer to impact fee letter.	X	
The agency shall determine and approve the construction site access and haul route for the project	X	
Water and sewer tap fees shall be determined and listed on the construction drawings, for consistency in bid pricing		
Curb cuts shall be designed per GDOT standards		
DP must determine if state waters, flood plain and/or wetlands are present in or around the project site	X	

Structural:		Notes:
Receipt of Geotechnical report and Stage One report of soils investigation	X	
Finalize building system, including major frame elements, typical foundations, and lateral load resisting systems.	X	
Provide General Note Sheet to include design data required by Section 1603 of the Building Code.	X	
Preliminary schedule of special inspection services.		
Begin procurement process for material testing / special inspections		
Specification should be more developed than the bare outline provided in the SD submittal.		

Architectural:		Notes:
Reconcile project budget: SCL /COBS and schedule	X	
Coordinate agency design criteria/ requirements with regulatory codes and incorporate into the design		
All variance requests shall be made in writing		
Provide life safety plans		
ADA compliance to include: accessible routes on site and within the building		
Verify number of plumbing fixtures against IBC requirements		
Demolition Plans and Information		
Current Floor Plans		
Project Specification outline with selected equipment and acceptable manufacturers		
Exterior wall sections		
Building elevations and sections		
Preliminary design finish schedule with material selections		
Typical interior wall types and		
Acoustical guidelines		

Mechanical:		Notes:
Schedules and equipment layouts, and materials	X	
Coordinate weight of mechanical equipment with structural design assumptions	X	
Comply with updated construction codes		
Coordinate required equipment spaces	X	
One line diagrams reflecting the design of HVAC, plumbing, fire protection	X	

Electrical:		Notes:
Provide site plan showing all utility locations and duct routing	X	
Provide service transformer location	X	
Provide exterior pathway and parking lot lighting locations	X	
Provide emergency generator location (if used)	X	
Provide switchgear / main electrical room locations within building on floor plans	X	
Complete legend of all symbols		
Provide riser / one-line diagram for electrical distribution system (include conduit and conductor sizes, fault currents available at each panel, breaker sizes, etc.)		
Provide riser / one-line diagram for fire alarm system		
Provide riser / one-line diagram for grounding system		
Provide locations of all devices on floor plans (light fixtures, receptacles, switches, fire alarm devices, all panels, security devices, light controls, occupancy sensors, transformers, etc.)		
Provide equipment connection schedules for all equipment requiring electrical power		
Provide lightning protection system layout and connection drawings	X	
Determine if parking lot lighting will be part of the SCL leased through the EMC	X	

Telecommunications:		Notes:
Indicate / include symbols to support V/D, Security, Access Controls, A/V, Wireless, and CATV systems		
Provide utility conduit drawing (Campus or Site) showing measured routes to public utilities, and tie-in conduits to existing building communications facilities	X	
Show "details" of "utility" conduit, hand hole, and manhole placement on drawings		
Horizontal and vertical pathway types on drawings indicating system cable routing from device to appropriate communications room		
Ensure placement of communications rooms per structured cabling system requirements (within 250ft of device)		
Label communications closets according to function		
Dimensioned to scale "detail" drawings of communications rooms, showing plan views & elevations of rack placement, overhead ladder style tray, entrance sleeves and conduits, horizontal and vertical wire management, patch panels, and owner provided equipment		
Communications room to scale "detail" drawings indicating type and placement of wall-mounted plywood backboards, electrical outlet placement, and type of anti-static floor covering		
Line drawings of riser diagrams supporting proposed structured cabling systems. Include grounding system		
Drawing notes with special circuit diagrams of structured cabling systems that support systems by others, i.e. Elevator Phone, Building Automation Systems, and Alarm systems.	X	
Ensure work is included in Construction Progress Schedule	X	

Fire Protection:		Notes:
Design Professional to produce Fire Protection design documents which comply with NFPA-13, 2013 Edition and the Safety Fire Commissioners Rules and regulations Chapter 120-3-3 Fire marshal's		
Provide Owner's Certificate (Section 4.3). Design Professional to coordinate with owner regarding building plans, space usage, design concepts, and existing conditions.		
Design layout drawings (Section 14.1) drawn to scale, as well as: Manufacturer's installation instructions and auxiliary equipment.		
Water supply information (Section 14.2). With capacity and treatment information.		
Include hydraulic calculation forms (Section 14.3). This shall include calculations, summary sheets, detailed worksheets, and graph sheets.		
Fire line water flow test shall be conducted within the most recent six months and submitted to DRG for review		
The need for a fire pump and size of it should be determined at this stage.		
The need for standpipes and fire hose valve locations should be included at this stage. The fire department connection and post indicator valve need to be present.		