
AIA Document D200 Project Checklist

PROJECT NAME:

PROJECT NUMBER:

DATE:

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Introduction

The Project Checklist is a project management tool (see *The Architect's Handbook of Professional Practice* under Project Management). Some items may be inapplicable to a particular project, owner or architectural firm. Conversely, additional items may be required for a particular project, owner or firm.

This list assumes the use of standard AIA documents and MASTERSPEC®. If the project requirements preclude use of AIA documents or MASTERSPEC®, the Checklist may require some alteration in terminology.

The Project Checklist is a workbook that is intended to be used in its original form by the purchaser. Unlike other AIA documents that have "fill-in" areas and are sold with a limited license for reproduction, D200 does not carry any such license, and is not intended for reproduction in any form.

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1. PRE-DESIGN: Project Feasibility

Notes

- ▷ Determine if the Owner is financially sound.
- ▷ Determine if the Owner is committed to completion of the project.
- ▷ Determine the impact of the following factors on project location:
 - Social
 - Economic
 - Growth
 - Climate
 - Solar
 - Views
 - Transportation
 - Parking
 - Support services
 - Security
- ▷ Request information on the following:
 - Regulatory constraints
 - Variances
 - Special permits
 - Special interest groups
 - Deed restrictions
 - Pending use controls
 - Retroactive controls
 - Special site constraints
- ▷ Determine general time schedule for:
 - Project authorization
 - Project staffing
 - Design
 - Cost estimating
 - Financing
 - Documentation
 - Design review/quality control
 - Permit processing
 - Phasing
 - Special-order furnishings and equipment
 - Construction
 - Data and security hook-up
 - Move-in
 - Test operations
 - Rental/sales/leasing
- ▷ Identify special financial possibilities
- ▷ Analyze real estate market:
 - Absorption rate
 - Capture rate

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PROJECT NAME:
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Notes

1. PRE-DESIGN: Project Feasibility

- Market rent
- Cost and income projections
- ▷ Develop estimates for total project cost including:
 - Property
 - Survey and soil reports
 - Site preparation
 - Predesign and programming
 - Architectural compensation
 - Engineering compensation
 - Special consultants
 - On-site improvements
 - Off-site improvements
 - Permits
 - Testing
 - Inspection
 - Construction
 - Tenant improvements
 - Furniture
 - Equipment
 - Telecommunications systems
 - Security
 - Landscaping
 - Property taxes
 - Insurance
 - Mortgage loan fees
 - Interim loan fees
 - Interest payments
 - Closing costs
 - Post design services
 - Leasing agent fees
 - Sales commission
 - Contingency allowances
- ▷ Develop estimates for annual project operating expenses including:
 - Debt service
 - Utilities
 - Facilities management
 - Leasing
 - Cleaning
 - Maintenance
 - Landscaping
 - Exterior maintenance
 - Property taxes

PROJECT NAME:
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1. PRE-DESIGN: Project Feasibility

Notes

- Insurance
- Accounting fees
- Security
- Inflation index
- Contingency allowances
- Operations personnel
- ▷ Develop estimates for gross rental, lease or sale income including:
 - Space or function types
 - Square footage
 - Income per square foot
 - Vacancy rate
- ▷ Prepare cash flow statement
- ▷ Obtain special tax considerations, if any, including:
 - Tax incentives
 - Building depreciation
 - Furniture/equipment depreciation
 - Deferred taxes
 - Interest deductions
 - Capital gain

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Notes

1. PRE-DESIGN: Project Presentation

- ▷ Identify project team and what presentation role each member will play.
- ▷ Identify Owner team personnel and roles.
- ▷ Submit project questionnaire to Owner.
- ▷ Identify Owner requirements and address prior to the presentation.
- ▷ Prepare agenda and story boards for presentation.
- ▷ Identify presentation site and configuration:
 - Lighting
 - Outlets—how many—where
 - Existing projection capabilities
 - Table
 - Seating
 - Size
 - Natural light
 - Blinds/curtains
 - Special equipment
 - Screen type and size
- ▷ Decide on presentation format and media for this project:
 - Drawings
 - Renderings
 - Models
 - Photos
 - Slides
 - Overhead projection
 - Video
 - Computer—CAD—transport equipment
- ▷ If presentation is out of the office, determine equipment required:
 - Slide or overhead projection
 - Extra lamp
 - Different lens
 - 50' extension cord
 - Extra slide tray
 - Extra support (for height adjustment)
 - Need to bring screen
 - Computer
 - Outlet type
 - Enlargement capability for projection
 - Table for support
- ▷ Brief participants on dress, speaking roles and seating.
- ▷ Set time limit on presentation.
- ▷ Request debriefing—be specific.

PROJECT NAME:
PROJECT NUMBER:

1. PRE-DESIGN: Pre-Contract

Notes

- ▷ Verify your ability to meet the professional liability insurance and licensing requirements of the project locality.
- ▷ Determine basis of services:
 - Basic services agreement
 - Designated services agreement
 - Interior design services agreement
 - Construction management agreement
 - Design/build agreement
- ▷ Determine what constitutes additional or supplemental services if basic services agreement is used.
- ▷ Determine designated services based on AIA Document B163, if applicable.
- ▷ Ascertain method for award of construction contract:
 - Direct selection
 - Competitive bidding (open or closed)
 - Negotiated
 - Single-prime
 - Multiple prime
 - Construction management
 - Design/build
- ▷ Review program requirements with the Owner.
- ▷ Determine Owner's time schedule for bidding and occupancy.
- ▷ Determine Owner's budget and determine its basis (e.g., cost estimate, available funds, fixed limit of construction cost, etc.).
- ▷ Determine whether project budget, schedule and program objectives are compatible and realistic.
- ▷ Determine the compensation method for all services.
- ▷ Select and organize the design team, including structural, mechanical, electrical and special consultants.
- ▷ Inquire regarding consultants' abilities to meet time schedule, liability insurance and licensing requirements; determine compensation.
- ▷ Prepare project estimating and budget worksheet:
 - Time required for services
 - Personnel time and production cost projections
 - Cost of basic services for entire project
 - Cost of contemplated additional services
 - Compensation required for additional services
 - Estimate of reimbursable expenses
 - Cost of special insurance
 - Other costs (consultants, etc.)
- ▷ Verify form of general conditions to be used.
- ▷ Prepare Owner/Architect agreement form and submit to Owner. Have legal and insurance counsel review any modifications or specific provisions required by Owner.

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Notes

1. PRE-DESIGN: Pre-Contract

- ▷ Verify that the office has the means, space, equipment and personnel capabilities required to complete the project. Consider:
 - Conflicts with other projects
 - New hiring
 - Expansion
 - Joint venture
 - Branch office
- ▷ Review final agreement with legal and insurance counsel. Approve any modifications made by Owner, or renegotiate.
- ▷ Verify that party signing for Owner is legally authorized to execute the agreement.
- ▷ Prepare three originals for signature, complete execution of the agreement and schedule or initiate the first formal phase of work.
- ▷ Submit initial invoice to Owner; if applicable, include reimbursable expenses.
- ▷ Submit information required by the agreement.
- ▷ Distribute executed originals and copies of the final agreement to appropriate parties.
- ▷ Assign project number.

PROJECT NAME:
PROJECT NUMBER:

1. PRE-DESIGN: Project Administration

Notes

- ▷ Determine the first phase of work as defined in the executed Owner-Architect agreement:
 - Feasibility/market studies
 - Financial feasibility
 - Budget feasibility
 - Assistance in preparing financing applications and/or any other special applications
 - Assistance in preparing initial agency permit applications
 - Assistance in selecting consultant for EIR report
 - Assistance in special studies or analysis prior to programming
 - Programming
- ▷ Allocate architectural fee:
 - Profit
 - Direct expenses
 - Indirect expenses
 - Consultants
- ▷ Compare architectural fee with office's hourly costs and establish the number of work hours for each phase of work:
 - Programming
 - Site Analysis
 - Schematic Design
 - Design Development
 - Construction Documents
 - Bidding or Negotiation
 - Contract Administration
 - Post-Construction services
- ▷ Prepare a project schedule based on the project objectives and architectural fee.
- ▷ Distribute the project schedule to all project participants.
- ▷ Create a project record book in accordance with office standards.
- ▷ Develop project accounting procedures.
- ▷ Maintain weekly project expense reports.
- ▷ Determine monthly calendar date for submittal of invoices from consultants.
- ▷ Create project filing system in accordance with office standards.
- ▷ Prepare project directory.
- ▷ Distribute project directory.
- ▷ Distribute copies of the Owner-Architect agreement to all project consultants for review.
- ▷ Verify consultant professional liability coverage.
- ▷ Prepare consultant agreements and obtain signatures.
- ▷ Distribute executed consultant agreements.

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Notes

1. PRE-DESIGN: Project Programming

- ▷ Determine the extent of Owner, Architect and consultant responsibilities relative to the building design program.
- ▷ Reconcile the building design program with the Owner's budget. Advise the Owner if budget and program are not compatible.
- ▷ Verify the Owner's list of building functions and spaces.
- ▷ Verify the Owner's list of equipment and furnishings.
- ▷ When applicable, propose to the Owner the implementation of user surveys.
- ▷ Identify the Owner's requirements for growth projections.
- ▷ Identify the Owner's representative responsible for functional relationships and their hierarchies.
- ▷ Identify specific departmental and room occupancies.
- ▷ Create room function and relationship criteria and proceed with a user survey.
- ▷ Create a departmental interaction matrix.
- ▷ Create a room-by-room interaction diagram.
- ▷ Create a bubble diagram of the departmental and room-by-room interaction matrix with important relationship rankings.
- ▷ Determine the Owner's spatial requirements.
- ▷ Determine preliminary structural, mechanical, electrical and other engineering systems.
- ▷ Create horizontal and vertical diagrammatic block plans with relative spatial requirements. Identify all rooms, corridors, and vertical circulation; provide exit analysis.
- ▷ Review the diagrammatic block plans and program with the Owner.
- ▷ Obtain the Owner's written authorization to proceed.

PROJECT NAME:
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2. SITE ANALYSIS: Site Evaluation

Notes

- ▷ Request land survey from the Owner.
- ▷ Review the topographic and boundary survey. Check major features through on-site observation.
- ▷ Determine zoning requirements.
- ▷ Secure photographs showing major site features and surrounding influences.
- ▷ Secure available USGS maps of the site.
- ▷ Secure any maps or photos produced by local or state agencies of the site.
- ▷ Secure an aerial photograph of the entire site and its surroundings.
- ▷ Obtain seasonal climate and microclimate data from the weather service.
- ▷ Obtain seasonal solar orientation data.
- ▷ Prepare solar orientation diagrams.
- ▷ Determine drainage, erosion control and storm water detention requirements.
- ▷ Obtain consultant site data requirements.
- ▷ Prepare a list for the Owner's review of testing companies and laboratories that may be used to analyze the site.
- ▷ Assist the client in securing necessary soil and related site tests and required investigations.
- ▷ Determine availability, quantity and quality of existing site utilities.
- ▷ Verify from local and state agencies what special site investigations are required.
- ▷ Have the design team and all consulting staff visit and examine the site. Confirm that all site data has been reviewed by all responsible parties prior to proceeding with site design.
- ▷ If required by the contract, construct a model of the topographic survey.

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PROJECT NAME:
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Notes

2. SITE ANALYSIS: Environmental Impact Report

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- ▷ Determine format and content requirements:
 - Legal requirements of format and content
 - Public agency checklists
 - Samples of similar reports in public records
- ▷ Determine the structure of the report; include general and specific environmental issues.
- ▷ Report on topics relating to:
 - Aesthetic enhancement
 - Neighborhood and local enhancement
 - Enhancement of neighborhood or local economy
 - Land use improvements
 - Traffic flow and parking improvements
 - Site accessibility including ADA compliance
 - Air quality protection or improvements
 - Microclimate, air motion and humidity improvements
 - Water quality protection or improvement
 - Improved surface water flow
 - Improved ground water retention
 - Earth slide and erosion prevention
 - Animal life preservation or enhancement
 - Plant life protection or enhancement
 - Historic preservation
 - Archeological protection
 - Noise abatement
 - Hazardous materials
 - Glare and reflectance prevention
 - Natural resource development
 - Tax revenue increase
 - Improved market for utility services
 - Improved market for local services
 - Neighborhood or local security improvement
 - Health and recreation enhancements
 - Local ethnic values recognition
- ▷ Identify environmental impact considerations relating to:
 - Acquisition of property
 - Relocation of tenants or Owners
 - Effect of the project on other real property
 - Demolition of existing structures/tree salvage and removal
 - Construction
 - Operation of the facility
 - Future related or contiguous development

PROJECT NAME: PROJECT NUMBER:
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2. SITE ANALYSIS: Permits	Notes
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- ▷ Prepare a directory of governing agencies and their representatives' names, addresses, and phone numbers. Include a section that lists applicable codes, regulations and ordinances that pertain to this project.
- ▷ Identify applicable revisions or changes to codes, regulations and ordinances.
- ▷ Identify the full approval process and prepare a sequential schedule indicating each agency's approval, timeframe and deadline.
- ▷ Identify team members responsible for governing agency contact.
- ▷ Meet with agency representatives to identify special problems.
- ▷ Meet with the Owner to review all ambiguities and contradictions in the applicable codes, regulations and ordinances. Map out a strategy to address these issues. Assist the Owner in completion of applications for approval.

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3. SCHEMATIC DESIGN

Notes

- ▷ Periodically review internal office budgets and production schedules; compare with actual progress.
- ▷ Submit monthly or periodic invoices to the Owner for payment; include reimbursable expenses.
- ▷ Obtain the name of the Owner's authorized representative.
- ▷ Update and distribute project directory.
- ▷ Assign staff to the project.
- ▷ Distribute project schedule to Owner, project staff and consultants.
- ▷ Review all data furnished, including building design program, budget, project budget, legal, site, code, space and special Owner requirements.
- ▷ Prepare functional space plans.
- ▷ Provide engineers and consultants with pertinent program data and functional space plans.
- ▷ Analyze comparative systems with engineers and consultants; select systems to be used in the project. Determine system space and location requirements.
 - Structural
 - Mechanical
 - Electrical
 - Other consultants
- ▷ Require all consultants to produce their schematic plans following the same format, scale, and drawing positioning as the architectural drawings.
- ▷ Create or obtain lists of special building equipment and fixtures required by the Owner that may affect consultants' work; distribute the lists to appropriate consultants.
- ▷ Review architectural schematic diagrams with consultants. Conduct one or more consultant coordination meetings regarding system compatibility.
- ▷ Confirm that the selected engineering and construction systems are compatible with one another.
- ▷ Prepare basic Schematic Design documents to include:
 - Site plan with diagrammatic indications showing horizontal relationships
 - Sections through the site showing vertical relationships
 - Principal floor plans
 - General descriptive views or elevations
 - Illustrative sketches, models or renderings, if required
- ▷ Calculate areas and volumes, and analyze plan efficiency of the design by usable area, area per person or other method.
- ▷ Prepare a general description of the project, including materials and equipment outlines.
- ▷ Begin research on materials, equipment, fixtures and building systems. Create a products and materials file.
- ▷ Start project outline specifications.

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3. SCHEMATIC DESIGN

- ▷ Obtain and review statements of probable construction cost from each consultant.
- ▷ Prepare an estimate of probable construction cost based on all available data. Include appropriate contingency to cover future development of the project. If requested by Owner, provide a detailed estimate and/or life cycle costing as an additional service.
- ▷ Select construction cost estimating system:
 - Square foot unit cost
 - Square foot cost according to building type
 - Volume unit cost
 - Systems estimate
 - Quantity survey
- ▷ Submit Schematic Design documents to the Owner. (These documents may include, but may not be limited to, drawings, descriptions, calculations, outline specifications, colors, materials and statements of probable construction cost.)
- ▷ Plan appropriate presentation media.
- ▷ Prepare presentation of optional design features and variations.
- ▷ After presentation, evaluate changes and comments.
- ▷ Document revisions to scope of the work and review with the Owner.
- ▷ Obtain Owner's written approval of Schematic Design documents.
- ▷ Obtain Owner's written authority to proceed to the Design Development phase.
- ▷ Submit monthly or periodic invoice to the Owner for payment; include reimbursable expenses.

PROJECT NAME:
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4. DESIGN DEVELOPMENT

Notes

- ▷ Review unresolved issues on Schematic Design checklist.
- ▷ Periodically review internal office budgets and production schedules; compare with actual progress.
 - Review and update schedule of completion dates for this and all subsequent phases. Inform the project team and Owner of any revisions.
 - Review and update staff time and production cost projections.
 - Adjust number and type of staff as required.
 - Distribute updated project schedule to Owner, staff and consultants.
 - Update and distribute project directory.
- ▷ As documents develop, confer with and obtain preliminary review from regulatory agencies such as:
 - Building department
 - Fire marshal (state & local)
 - Dept. of Health
 - Dept. of Education
 - Zoning commission
 - Planning commission
 - Design review board
 - Other:

- ▷ Identify all documents with project number and date.
- ▷ Submit monthly or periodic invoice to the Owner for payment; include reimbursable expenses.
- ▷ Obtain Owner's approval of expenditures for any models, perspectives or renderings required for the project.
- ▷ Review the building design program and verify compliance.
- ▷ Re-check Schematic Design documents for code compliance.
- ▷ Obtain Owner's approval in the event that additional consultants are required.
- ▷ Receive results of all investigations and tests, including soil borings and analysis. If necessary, request additional information. Forward final information to appropriate consultants.
- ▷ Review all other data received from the Owner and consultants. If necessary, request additional data.
- ▷ Obtain Owner's standards and requirements, if any, for document format and other presentation materials.
- ▷ In consultation with the Owner and consultants, develop a checklist of special systems.
- ▷ Define actual occupancy for each area, check against program, and forward to consultants.
- ▷ Request that the structural engineer(s) investigate and report on their review of applicable regulations.

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4. DESIGN DEVELOPMENT

- ▷ Request that the mechanical and electrical engineers:
 - contact utility companies and public authorities for all services and initiate approval process;
 - investigate and report on their review of all applicable local, public and utility regulations;
 - notify the Architect of space and location requirements for systems; and
 - prepare estimates of probable operating costs with recommendations for implementation.
- ▷ Review engineers' estimates of probable operating costs and forward to Owner. Obtain Owner's approval of the selected fuel source(s).
- ▷ Prepare site plan indicating building location(s) and site improvements.
- ▷ Prepare other necessary documents to include: plans, elevations, sections, schedules and notes.
- ▷ Prepare area calculations (net and gross).
- ▷ Prepare building volume calculations.
- ▷ Prepare a preliminary Project Manual.
- ▷ Update materials, equipment, fixtures and building systems file.
- ▷ Direct consultants to prepare design documents as required to illustrate and describe their portions of the project.
- ▷ Require all consultants to produce their design documents following the same format as the architectural drawings.
- ▷ Conduct one or more group coordination meetings with consultants.
- ▷ Reach agreement on structural, mechanical, electrical, and other building systems.
- ▷ Confirm that the selected engineering and construction systems are compatible.
- ▷ Direct consultants to provide preliminary construction cost estimates for their portions of the project.
- ▷ Update the statement of probable construction cost. If specifically requested by the Owner, provide a detailed cost estimate as an additional service.
- ▷ Submit Design Development documents.
- ▷ Plan and prepare appropriate presentation materials.
- ▷ After the presentation, identify changes, repercussions, contradictions or conflicts and discuss with Owner.
- ▷ Confirm with the Owner which contracting procedure will be used.
- ▷ Obtain Owner's written approval of Design Development documents.
- ▷ Obtain Owner's written authorization to proceed to Construction Documents phase.
- ▷ Submit monthly or periodic invoice to the Owner for payment; include reimbursable expenses.

PROJECT NAME:
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5. CONSTRUCTION DOCUMENTS

Notes

- ▷ Review unresolved issues on the Design Development checklist.
- ▷ Periodically review internal office budgets and production schedules; compare with actual progress.
- ▷ Review and update schedule of completion dates for this and all subsequent phases. Inform the project team and Owner of any revisions.
- ▷ Establish a clear chain of command and response for the Construction Documents phase.
- ▷ Review and update staff time and production cost projections.
 - Adjust number and type of staff as required.
 - Distribute updated project schedule to Owner, project staff and consultants.
- ▷ Schedule training sessions for personnel who are not experienced in applicable production methods.
- ▷ Update and distribute project directory.
- ▷ Identify all documents with project number and date.
- ▷ As documents develop, confer with and obtain further review from regulatory agencies such as:
 - Building department
 - Fire marshal (state & local)
 - Dept. of Health
 - Dept. of Education
 - Other:
- ▷ Check with the applicable regulatory agencies and establish schedule for submission and/or review.
- ▷ Coordinate the work of all team members, including consultants.
- ▷ Coordinate drawings with Project Manual.
- ▷ Update preliminary construction cost estimate and advise the Owner of any changes.
- ▷ Submit monthly or periodic invoice to the Owner for payment; include reimbursable expenses.
- ▷ Review the program and verify compliance.
- ▷ Re-check Design Development documents for code compliance.
- ▷ Develop a list of required drawings; check requirements of the Owner and governing bodies.
- ▷ Prepare a one-fourth size mock-up of all project drawings, their sequence, and the information to appear on each sheet. Distribute copies to concerned parties for review, then distribute final copies to all staff as a supervisory guide.
- ▷ Determine the final printing system.
- ▷ Determine specific drafting systems appropriate to parts or all of the project and include them in the mock-up set.
 - Computer text and/or CAD graphics
 - Manual drafting
 - Photo drafting
 - Overlay drafting
 - Keynotes

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5. CONSTRUCTION DOCUMENTS

- Linked notes and/or details with CSI numbers (ConDoc™)
- Full sheets of reusable standard or typical file data
- Paste-up
- ▷ Review the completed working drawing index with all concerned parties. Obtain feedback and make revisions as necessary.
- ▷ Determine the completion date of the limited architectural floor plan base sheet(s) for consultants' use.
- ▷ Develop title block format (check requirements of Owner, licensing laws and governing bodies).
- ▷ Develop format for door, window and finish schedules.
- ▷ Establish a checklist and timetable for the client's applications for approvals and permits from governing bodies.
- ▷ If applicable, determine alternates, cash allowances and unit prices.
- ▷ Obtain Owner's instructions on insurance, bonds, construction agreements and bidding procedures.
- ▷ Submit copies of General and Supplementary Conditions for Owner's review, or obtain Owner's specific contract requirements.
- ▷ Determine what items, if any, are to be furnished by the Owner, and those items not to be included in the contract.
- ▷ Verify Owner's acceptance of the proposed designs for mechanical and electrical systems.
- ▷ Monitor approval and permit process.
- ▷ Obtain schedule for delivery and installation of Owner-furnished materials.
- ▷ Assemble final drawings and specifications for coordination.
- ▷ Conduct team meetings to resolve coordination issues.
- ▷ Revise documents as required.
- ▷ If project will be bid, assemble bidding documents.
- ▷ Determine whether prevailing wage rate statutes apply in project jurisdiction.
- ▷ Prepare final calculations of net and gross areas and volumes.
- ▷ Obtain each consultant's final construction cost estimate for their portion of the project.
- ▷ Prepare final construction cost estimate.
- ▷ Prepare testing and quality control program budgets and assist Owner in selection of testing agency.
- ▷ Submit drawings, Project Manual, construction cost estimate and area calculations to the Owner.
- ▷ Review list of potential bidders with the Owner.
- ▷ Obtain and review qualification statements from interested bidders.
- ▷ Place Architect's and engineers' seals on the documents and obtain signatures required by reviewing authorities.
- ▷ Assist Owner in filing documents for final approvals and permits.
- ▷ Obtain Owner's written authorization to proceed to the Bidding or Negotiation phase.
- ▷ Submit monthly or periodic invoice to the Owner for payment; include reimbursable expenses.

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6. BIDDING OR NEGOTIATION

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- ▷ Review unresolved issues from Construction Documents phase.
- ▷ Review and update project schedule.
- ▷ Investigate whether other major projects have concurrent bid dates, or if other factors require bid date modification.
- ▷ Consult with the Owner's legal counsel on the existence of any special laws regarding the bidding process, construction documents and forms of agreement.
- ▷ Identify the Architect's and Owner's respective responsibilities in advertising for bids, receiving bids, bid evaluation and negotiation.
- ▷ For open bidding, publish advertisement for bids (in some cases, Owner may publish). If separate prime contracts are to be awarded, separate advertisements may be necessary.
- ▷ Obtain and review qualification statements from interested bidders.
- ▷ For bidding by invitation, notify selected bidders.
- ▷ If the construction contract is based on negotiation, assist the Owner in negotiating with prospective Contractor(s).
- ▷ Prepare register of bid documents.
- ▷ Distribute bidding documents to bidders and obtain deposits.
- ▷ Issue documents to plan rooms.
- ▷ Hold a pre-bid conference, prepare a report and distribute copies.
- ▷ Record responses to bidders' requests for clarification in the form of a written addendum distributed to all bidders.
- ▷ Upon return of documents, refund bid security to bidders who either withdraw or are disqualified.
- ▷ Evaluate proposed substitutions and requests for product approval; notify bidders of accepted substitutions by addendum.
- ▷ Confirm participation of prospective bidders.
- ▷ Prepare a bid tabulation form.
- ▷ Assist the Owner in the receipt, tabulation and analysis of bids; check bids for irregularities.
- ▷ Advise the Owner on selection of alternates and obtain Owner's approval.
- ▷ Assist the Owner in the process of acceptance or rejection of bids.
- ▷ Notify bidders of acceptance or rejection; obtain return of bidding documents from unsuccessful bidders. Return their deposits and bid securities. (Hold bid security of lowest bidders until execution of the contract).
- ▷ Request and receive submission of post-bid information.
- ▷ Assist Owner's legal counsel in preparation of construction contract(s). If separate prime contracts are to be awarded, obtain assistance of consultants.
- ▷ Schedule times for confirmation of required Owner and Contractor insurance coverages.
- ▷ Obtain from the Contractor performance bonds, labor and material payment bonds, and any contract bonds required by statute. Review and forward copies of bonds to the Owner.

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PROJECT NAME:
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Notes

6. BIDDING OR NEGOTIATION

- ▷ Obtain the Contractor's certificate of insurance. Review and forward copies of the certificate to the Owner.
- ▷ Obtain a copy of the property insurance policy from the party responsible for obtaining such coverage. Review and forward copies to the other party.
- ▷ Identify and review any atypical insurance arrangements between Owner and Contractor. Include descriptions of such arrangements in the contract.
- ▷ Assist the Owner in preparing and sending to the Contractor(s) notices to proceed with the work.
- ▷ Provide the Contractor with all necessary contract documents.
- ▷ Obtain Owner's written approval to proceed with Construction Contract Administration phase.
- ▷ Submit monthly or periodic invoice to the Owner for payment; include reimbursable expenses.

PROJECT NAME:
PROJECT NUMBER:

7. CONSTRUCTION CONTRACT ADMINISTRATION

Notes

- ▷ Review unresolved issues from Bidding or Negotiation phase.
- ▷ Update project directory.
- ▷ Review and update project schedule.
- ▷ Develop and implement a system of routing and distribution for project correspondence and submittals.
- ▷ Create construction contract administration files to include:
 - Correspondence and meeting reports
 - Schedules
 - Field reports
 - Project photography
 - Phone log
 - Requests for Information (RFIs)
 - Requests for Proposals (RFPs)
 - Construction Change Directives (CCDs)
 - Change Orders
 - Supplemental instructions
 - Quality control reports
 - Submittals
 - Agency inspections, permits and approvals
 - Applications for payment
 - Owner–Architect agreement
 - Owner–Contractor agreement(s)
 - Consultant agreement(s)
 - Schedule of Values
 - Observations of contractor performance
 - Certificates of insurance
 - Property insurance policy
 - Contract bonds
 - Project close-out
- ▷ Assign contract administration and site observation responsibilities.
- ▷ With the Owner, review and approve or take other appropriate action on Contractor's list of subcontractors and suppliers.
- ▷ Notify the consultants of selected prime contractor(s) and subcontractors.
- ▷ Obtain and review Contractor's submittal schedule.
- ▷ Establish a time for the preconstruction meeting.
- ▷ Establish site observation and project meeting schedules; coordinate with agency inspection requirements.
- ▷ If required, notify the Owner to submit applications for permanent gas, electric, water, telephone and other services.
- ▷ Have Owner file a copy of all property insurance policies with Contractor.

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PROJECT NAME:
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Notes

7. CONSTRUCTION CONTRACT ADMINISTRATION

- ▷ If the Owner does not intend to purchase property insurance, have Owner notify Contractor in writing. If the Contractor elects to purchase such insurance, initiate appropriate change order.
- ▷ Review construction budget (including contingencies) with the Owner.
- ▷ Review Owner-supplied labor and materials.
- ▷ If required, send the notice to proceed to the Contractor.
- ▷ Keep Owner informed on the progress of the work. Prepare a field report for each visit to the site.
- ▷ Obtain and review the Contractor's updated progress schedule and advise the Owner of potential revisions to anticipated occupancy date.
- ▷ Prior to the first application for payment, receive, review and approve, if appropriate, Contractor's schedule of values.
- ▷ Receive and review the Contractor's applications for payment; respond appropriately.
- ▷ Verify requirements, if any, for reduction in retainage and have Contractor submit consent of surety documentation.
- ▷ Submit monthly or periodic invoice to the Owner for payment; include reimbursable expenses.
- ▷ List tests required for the project and note their approximate dates in accordance with current construction schedule.
- ▷ Obtain and review required test reports.
- ▷ Receive submittals; review, take appropriate action, and return to the Contractor.
- ▷ Maintain submittal log.
- ▷ Review Contractor's proposed cost for changes and respond appropriately.
- ▷ Receive from the Contractor notification of substantial completion and list of items to be completed or corrected.
- ▷ Inspect the project to confirm substantial completion.
- ▷ Respond to the Contractor's punch list of remaining work to be repaired or completed.
- ▷ If applicable, review Contractor's request for a reduction of retainage.
- ▷ When the project is judged to be substantially complete, prepare a Certificate of Substantial Completion.
- ▷ If reproducible record drawings are required, provide the Contractor with appropriate media.
- ▷ Request that the Contractor submit project close-out documents.
- ▷ Review the close-out submittals for completeness.
- ▷ Verify that the Contractor has obtained a certificate of occupancy or occupancy permit.
- ▷ Review the Contractor's request for final inspection and conduct a field inspection of the project to confirm completion.
- ▷ Prepare a final field inspection report.
- ▷ Review the Contractor's application for final payment, including required attachments such as waivers of lien and consent of surety documentation.

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PROJECT NAME: PROJECT NUMBER:
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7. CONSTRUCTION CONTRACT ADMINISTRATION	Notes
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- ▷ Issue a final certificate for payment.
- ▷ Submit [final] monthly or periodic invoice to the Owner for payment; include reimbursable expenses.
- ▷ Assemble and file for future reference complete project and cost records for both construction and professional services.
- ▷ Archive project information and materials according to type; indicate duration for archival retention (prior to discard).
- ▷ Prior to expiration of the one-year period of corrections, obtain the Owner's authorization to conduct an inspection to determine if any work is required by the Contractor to remedy defects.

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PROJECT NAME:
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8. POST-CONSTRUCTION SERVICES

Notes

- ▷ Perform post-construction services in accordance with the Owner-Architect agreement. Such services may include:
- Maintenance and operational programming
 - Start-up assistance
 - Record drawing
 - Warranty review
 - Post-contract evaluation

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