

CONSTRUCTION DOCUMENTS DELIVERABLE LIST

The Construction Document Phase provides the completed set of plans and technical specifications (with the exception of the standard specification insertions) necessary to bid the project. Few changes should be necessary at this point. Design is to be 100% complete. Documents to have been thoroughly quality checked by the designer to include proofread for spelling, typographical and grammatical errors prior to submission. Attached is a Coordination Plan checklist. Each item should be initialed and dated. Resolve any outstanding issues on the Design Development checklist. Designer shall insure all sub-consultants' work is coordinated.

Objective: To develop a complete design. The design documents should be clear and precise for a contractor to do take-offs without needing to visit the project site.

DRAWINGS:

Checked
By Consultant

Initial	Date	A.	Plans
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Provide the following:

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|-----|-----|----|--|
| --- | --- | 1. | State's Project Title – (All Sheets) |
| --- | --- | 2. | State's Project, LABS Site and Facility Number – (All Sheets) |
| --- | --- | 3. | Location Map (Include North Arrow – Cover Sheet and Plan Sheet) |
| --- | --- | 4. | Signature block for the Division of Facilities Management, Design and Construction and Agency, only on Cover Sheet. |
| --- | --- | 5. | Drawing Sheet Index on Cover Sheet if needed. (or index and legend on Sheet 2) |
| --- | --- | 6. | Building code information on Cover Sheet including (Code Footprint) |
| --- | --- | 7. | Terms and Abbreviations Index and Symbol Legend on Cover Sheet |
| --- | --- | 8. | Consecutive Numbering of Sheets 1 of 6, 2 of 6 6 of 6 including Cover Sheet. |
| --- | --- | 9. | All Sheets stamped, signed and dated by responsible design professional |

Initial	Date	B.	Specifications
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Provide the following

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|-----|-----|----|--|
| --- | --- | 1. | Technical Specifications should be complete including the completion of the appropriate Division 1 Sections. When a product is specified, three manufacturers must be listed as acceptable. Contact the Project Manager if circumstances require a product to be sole sourced. |
| --- | --- | 2. | Abbreviated project description for the Invitation for Bid. |
| --- | --- | 3. | Table of contents for Division 1 thru 16 |
| --- | --- | 4. | Name and phone number of contact person for Design Issues for IFB. |
| --- | --- | 5. | The number of calendar days allowed for construction including 12 working days for document processing time. |
| --- | --- | 6. | Major subcontractor categories |
| --- | --- | 7. | Description of Alternates, include additional Construction Working Days to be added for alternates.. |
| --- | --- | 8. | Description of any Unit Prices, including amount in Base Bid |
| --- | --- | 9. | List of Testing and Product Submittals including shop drawings required |

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| ___ | ___ | | 10. Description of any Phasing or Special Work Conditions required |
| ___ | ___ | | 11. The number of Bad Weather Days for the construction period including rationale used to develop the number. |
| ___ | ___ | | 12. Expanded Description of the Base Bid and Alternates |
| ___ | ___ | | 13. Consultants seal and certification, as well as the seal and certification of all sub-consultants. |

C. General

Provide the following:

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|-----|-----|----|---|
| ___ | ___ | | 1. Milestone Construction Schedule |
| ___ | ___ | | 2. Plans and Specifications all have the same issue date |
| ___ | ___ | | 3. An inspection for Asbestos and Lead Based Paint must be made for renovation projects and a copy of the report submitted. |
| ___ | ___ | | 4. Responses to Design Development or previous phase review comments |
| ___ | ___ | | 5. ASHRAE 90.2 Design Calculations and Certification Letter |
| ___ | ___ | | 6. Copies of all approvals and permits required of other state agencies |
| ___ | ___ | | 7. 5 complete sets of plans and specifications plus extras required as discussed in Pre-Proposal meeting |
| ___ | ___ | | 8. Submit attached coordination plan checklist |
| ___ | ___ | | 9. Identify all documents with project number and date. |
| ___ | ___ | | 10. As documents develop, confer with and obtain further review from regulatory agencies such as: |
| ___ | ___ | a. | Building department |
| ___ | ___ | b. | Fire marshal (state and local) |
| ___ | ___ | c. | Department of Health |
| ___ | ___ | d. | Department of Education |
| ___ | ___ | e. | Other |
| ___ | ___ | | 11. Check with the applicable regulatory agencies and establish schedule for submission and/or review |
| ___ | ___ | | 12. Coordinate drawings with Project Manual |
| ___ | ___ | | 13. Review the program and verify compliance |
| ___ | ___ | | 14. Re-check Design Development documents for code compliance |
| ___ | ___ | | 15. Submit CADD Deliverables for format review |

D. Cost Estimate

Provide the following:

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|-----|-----|--|---|
| ___ | ___ | | 1. An itemized cost estimate showing base bid items equal to approximately 90% of the available construction funds and appropriate add alternates to attain 100%+ (usually 110%) of the available funds |
| ___ | ___ | | 2. A summary cost estimate by Specification section showing total for section and project with alternates per example for inclusion within the specifications. |