

Design Service Acceptance



Division of Administration and Finance
 Planning + Design + Construction
 PO Box 210186 • Cincinnati, Ohio 45221-0186

A/E Name	_____	UC Project No.	_____
A/E Address	_____	Purchase Order	_____
A/E Contact	_____	Project Name	_____
A/E Phone	() - _____		_____
A/E Fax	() - _____	Project Location	_____
A/E E-mail	_____		_____
Construction Budget	_____		_____

Intent: This document serves as a checklist of required submittals for all typical projects. For specific projects, additional submittals may be required, in addition to those shown on this form. The A/E initiates this form in triplicate indicating the proper action for each item, then submits all originals to the University.

A/E Submittal

The documents or services indicated below, as required by the A/E Agreement, have been produced and submitted to the appropriate authority(ies), and have been produced in general conformance to the requirements of the Agreement, applicable codes, regulations, and University Policies and Directives.

N/A	Attached	Sent under separate cover to appropriate authority(ies)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Review and confirm with the University a mutual understanding of Program of Requirements (POR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Preliminary Energy Conservation Report (submit 30 days after Schematic Design start)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Schematic Design Documents (plus updated POR and updated Cost Estimate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Documents submitted to State Security Coordinator for review (State Agency Projects only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Documents approved by State Security Coordinator for security requirements (State Agency only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Final Program of Requirements approved (submit after Schematic Design approval; prior to submitting Design Development)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Detailed Life Cycle Cost Analysis (submit 60 days after Design Development start)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Design Development Documents (plus updated Cost Estimate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Construction Documents (60%) (plus updated Cost Estimate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Construction Documents (80%) (plus updated Cost Estimate if necessary)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Construction Documents (acceptable for Bidding) (plus final Cost Estimate)

Name _____ Signature _____ Date _____

University Acceptance

The University has reviewed and accepts the products, documents, or services indicated above.

Name _____ Signature _____ Date _____

Notice to University: After signing, please return one original of this document and its attachments as follows:

- One (1) original to: Project File
- One (1) original to: A/E
- One (1) original retained by: Project Administrator