Design Phase Submission Requirements

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Design Phase Submission Requirements

Goals and Objectives

These Design Phase Submission Requirements provide a comprehensive identification and checklist of the University of Cincinnati, Division of the University Architect expectations for the submission of various design phase documents.

Overview

The State of Ohio, Department of Administrative Services, Division of Public Works, Office of State Architect and Engineer (OSAE), has published a Design & Construction Handbook for Design Professionals, Construction Managers and Owners, dated July 1994, which sets forth specific design phase submission requirements in Section 2.9. This Design Guidance reformats portions of Section 2.9 for use as a checklist for submissions for Schematic Design, Design Development and Construction Documents. The checklist will be used by the University to evaluate a design phase submission. Certain revisions have been made to Section 2.9 based upon unique conditions and/or typical problems encountered at the University of Cincinnati. Revisions involving added text are clearly identified by italicized type (revision) and revisions involving deleted text are identified by lining out (revision).

Design Review Presentation Requirements

All capital projects designed for the University of Cincinnati must be submitted to the Design Review Committee (DRC) for review and approval. This design review process will be conducted at the end of each of the three design phases: schematic design, design development and construction document.

The approval process takes the form of a presentation of each phase of the design by the Architect, Engineer or Consultant to the DRC. In order to expedite the time required for design approval, the Architect, Engineer or Consultant shall furnish eight (8) packets of information at least one week in advance of the scheduled DRC presentation meeting. The information packet should contain the following when appropriate:

1. Site Plan (at macro and micro scales)
2. Conceptual Diagrams
3. Functional or Programmatic Organization Layouts
4. Building Plans Sections
5. Elevations
6. Photographs of Site and Project Models
7. Other Pertinent Information
Design Phase Submission Requirements

Technical Plan Review Requirements (Continued)

Royal Insurance—Zurich-American Insurance Company
UCit (designated individual) - Technology Manager
  Field Operations Manager
  Design Engineer
  Classroom A/V Issues
University Architect / Campus Planning and Design
Sustainable Design Committee
Local Fire Department
State Fire Marshal
University Commissioning Agent

To insure that the document are reviewed in a timely fashion the following review process is recommended.

1. Project Manager (PM) sends letter informing the designated reviewers (DR) that the Contract Documents (for the appropriate stage of the project) would be sent to them by a specific date for their review and comment and a mandatory review meeting.
2. Project Manager schedules a document review meeting with designated reviewers (DR), A/E and Project Managers Team. (Meeting shall be mandatory)
3. Designated reviewers (DR) are sent contract documents for review and letter stating date comments are due back to PM and A/E review meeting. (Time for review 3 weeks) If no responses or acknowledgements are received from DR, PM sends letter requesting return and indicating that "no response" will indicate acceptance of document contents and design. Copy of letter to also be sent to DR's VP or Director.
4. PM collects comments and forward to A/E. (One Week)
5. A/E incorporates comments in Contract Documents or responds in writing why comment can not be included in design. (One Week)
6. Meeting is scheduled by PM with DR's to review A/E's changes and written responses.
7. Reviews during the SD and DD phases will occur concurrently with document development. Final review and comment period and document correction (CD Phase) will be completed before project can be bid.
Design Phase Submission Requirements

Technical Plan Review Requirements

Construction Management – Director
Disability Services (designated individual)
Environmental Health & Safety – Director/ Designated Alternate
Facilities Management - Vice President (Transmittal Letter only)
   Director (East or West Campus)
   Assistant Director (East or West Campus)
   Grounds & Moving (designated individual)
   Plumbing (designated individual for distribution)
   Electric (designated individual for distribution)
   HVAC (designated individual for distribution)
   Housekeeping (designated individual)
Project Clients (User Groups / Departments)
Provost (East or West Campus depending on location of project)
Public Safety Director of Public Safety
   Police
   Fire Safety
   Parking
   Tech. Services Project Coordinator
Renovations (depending on Project) – Director
   Sr. Project Manager
Zurich-American Insurance Company
UCit (designated individual) - Technology Manager
   Field Operations Manager
   Design Engineer
   Classroom A/V Issues
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Design Phase Submission Requirements

UC Standards

The Purpose of the University Design Guidelines and Standards document is to define and identify specific and unique design and performance issues mandated by the University above and beyond those governed by code or ordinance or identified to be an industry standard.

Requirements of the "Design Guidelines and Standards Manual" for the University of Cincinnati shall apply to all projects. The use of these standards shall be coordinated through the University of Cincinnati's Project Manager.
Design Phase Submission Requirements

Schematic Design Submission

The Schematic Design submission is the first stage when the Associate formally submits a project's development to the University (and OSAE on state administered projects) for approval. The University will likely require submittals of some type prior to this point. The Associate is charged with supplying the University with all drawings, sketches, and information necessary for their review of the project's development. In the case of larger projects, multiple copies of the schematic submittal may be necessary. The Associate shall confirm submittal procedures with the University.

Each copy of the Schematic Design submittal shall include the following:

1. Design Criteria:
   - List of current building codes and industry standards that the Associate proposes to comply with as part of the project design.
   - Acknowledgement of current copy of the "University Of Cincinnati Design Guidelines and Standards Manual".
   - List of all documents listed as appendices in the "University Of Cincinnati Design Guidelines and Standards Manual" that are applicable to the Project. Confirm current edition with the University Project Manager. Obtain current edition if necessary.
   - Design narrative that expresses the Associate's understanding of project program and design requirements. Design narrative shall summarize the proposed design and express how the design responds to the project program requirements. The narrative shall include, but not be limited to: site, architectural, structural, mechanical, electrical, and special systems.
   - Provide a statement and supporting data that indicates that the design has met the University's goals for sustainable design.

2. Site Plan(s):
   - Plan(s) shall convey existing site conditions (survey), required site demolition, the site design, and shall include the size, shape, form, and location of all major elements of the site.
   - Circulation routes through the site, vehicular, service and pedestrian circulation shall be indicated.
   - Any conflicts between them (circulation routes) shall be resolved.
   - All site-related energy efficiency issues shall be addressed.
   - Property lines, zoning restrictions, project boundaries, topography, plantings and plant groupings, existing utilities and structures shall be indicated.
   - Elevations and sections through the site shall illustrate, in schematic form, the relationships of buildings and outdoor uses to each other and to the site.
   - On sites of minimum complexity, such as a small building addition, the sections and elevations may be omitted.
Design Phase Submission Requirements

☐ Model of building(s) or project(s), where required by Architect, Engineer or Consultant Agreement.

Schematic Design Submission (Continued)

3. Floor Plan(s):

☐ Floor plans at small scale should generally be at a minimum 1/8" = 1'-0" scale and shall be sufficiently complete to show the basic scheme and the relationships of the various departments, rooms and facilities.

☐ Floor plans shall include an identification of allocation of space for all equipment and major building components including all necessary mechanical, electrical, plumbing, and fire protection, equipment and telecommunications equipment.

4. Elevations, Sections or Perspective:

☐ Shall show the character of the Project, and note the exterior construction materials.

☐ Perspective or photographs of model of exterior massing and key interior spaces.

5. Tabulation of Floor Areas, and Cubic Volumes:

☐ This shall show the square footage of all spaces within the structure(s), and the cubic volume of the structure(s) as a whole.

☐ Dimensions for calculating shall be taken from the finished floor level to the top of the roof line, and to the out to out horizontal dimensions.

☐ Any deviations for the approved program must be clearly indicated and must be brought to the attention of the University (and OSAE and Ohio Board of Regents (OBR) on state administered projects).

6. Outline Specification:

☐ Provide a list of the kinds of materials, types of construction, and structural, envelope, conveyance, telecommunications, and M/E/P/FP systems proposed to be used.

☐ If these proposed systems and materials depart from any listing in the Project program, it shall be so noted.

☐ The States Front End is not required to be submitted at this phase.

7. Cost Estimate:

☐ Provide detailed information that demonstrates that the proposed solution can be constructed within the Fixed Limit Construction Cost (FLCC).

☐ If the estimate exceeds the FLCC, contact the University.

☐ It is the Associate's responsibility to see that the FLCC is not exceeded.
Design Phase Submission Requirements

☐ Also see Handbook Section 2.10.
Design Phase Submission Requirements

Schematic Design Submission (Continued)

8. Life Cycle Cost Analysis:

☐ Any information that demonstrates the energy attributes of the proposed solution shall be presented.
☐ See Handbook Section 2.11 for additional information on life cycle costs.
☐ Prepare a list of proposed energy conversation ideas that will be considered in the project.
☐ If the new construction, addition, or remodeling is less than 5,000 square feet, a waiver of this requirement can be granted.

9. Code Assessment:

☐ Provide preliminary building code assessment to identify implications upon the size and/or character of the project, as required.

10. Project Schedule:

☐ Architect to provide an acknowledgement that the project as designed can be reasonably designed and constructed within the context of the schedule identified in the program and that any deviation from same will be brought to the attention of the University, OSAE and BOR.

11. Design Guidance:

☐ A/E to conform with the University's Design Guidance (including University "standards") in effect at the time of the design, including the University's Master Plan.

The above items shall be as accurate and complete as possible at this stage in the document development. Upon receiving written direction from the University (and OSAE on state administered projects), the Associate may proceed to the Design Development phase.
Design Phase Submission Requirements

Design Development Submission

All Drawings for the Design Development submittal shall be at the final scale. Accordingly, the Drawings may be partially completed construction documents. Note that each subsequent submittal, following the schematic, builds upon the previous submittal. Each submittal must include all the information that was required by a previous submittal.

Each copy of the Design Development submittal shall include the following:

1. Design Criteria:
   - List of design and performance parameters that the Associate has followed in designing building systems. Indicate the design intent and expectations of operating systems. These systems include, but are not limited to, the following: HVAC, plumbing, sprinkler protection, electrical power and distribution, lighting controls, security systems, telecommunications, and special systems.
   - Provide a statement and supporting data that indicates that the design has met the University's goals for sustainable design.

2. Site Layout and Materials Plan:
   - Building, massing and sight lines known.
   - Illustrates the design forms and materials to be used.
   - Major dimensions shall be indicated.
   - All appearance-related design issues should be addressed, resolved, and shown.
   - Site survey completed (see Appendix A, 3 pages).
   - University adjacent "blank" survey areas included.

3. Site Grading and Drainage Plan:
   - Developed drainage concepts, including existing and new contours, drainage structures (numbered for general reference), and spot grade elevations.
   - Metropolitan Sewer District (MSD) requirements known and verified.
   - Surface and underground flows known.
   - Storm water and retention tanks sized and located.
   - Site grading in compliance with Master Plan.
   - Assessment of existing tree conditions by a licensed Landscape Architect or arborist.

4. Site Utilities Plan:
   - Indicate the plan relationships of existing and proposed utilities.
Design Phase Submission Requirements

Design Development Submission (Continued)

- □ Vertical relationship of the utilities shall be noted by plan notations and profiles.
- □ Calculations of loads steam, chilled water, domestic water, sanitary, electrical power, phone calculated.
- □ Routes of utilities shown with invert elevations (including outside point telecommunications).
- □ Utility profiles given (new and existing including outside point telecommunications).
- □ All utility tie-ins shown. Verification of existing size and capacity completed. (Including outside point telecommunications).
- □ Site lighting (verify light coverage footcandles).

5. Planting Plan:

- □ Illustrate the centerpoints at desired spacing of the plantings and driplines.
- □ A key shall explain the proposed form and design characteristics of the plants (large shade tree, flowering ornamental tree, low evergreen shrub, etc.)
- □ Existing trees to remain shall have "o's" for centerpoints.
- □ Proposed trees shall have "x's" for centerpoints or appropriate legend indicators.
- □ Planting Plan is 50% completed.

6. Design Details:

- □ Show the design or detailing to be used in the site development.
- □ These details shall clarify the relationship of vertical and horizontal surfaces, steps, walls, and pavements, etc., including edge conditions at adjacent surfaces.
- □ If standard details are to be utilized, include copy on plans or in specifications.
- □ Building, roads and walks, signage routes shown at final scale.
- □ Soil boring data completed.
- □ Site environmental survey complete.
- □ Site details blocked out in sketch form so that final content of civil drawings are known, i.e., steps, walls, etc.

7. Floor Plans:

- □ Will show the arrangements of all spaces, with their relation to the structural framing, pipe spaces, and the HVAC system.
- □ The structural, plumbing, electrical, heating ventilating and air conditioning, and fire protection Drawings shall be developed sufficiently to indicate the type of system and routing or distribution proposed for each.
- □ Indicate in each room the basic equipment.
Design Phase Submission Requirements

Design Development Submission (Continued)

☐ A schedule for floor, wall and ceiling finishes shall be included that defines all proposed treatments.

Structural Floor Plans:
☐ All structural floor plans, including mezzanines, equipment rooms are dimensioned and nearly complete.
☐ Structural plans completed except for minor detail section numbering.
☐ Structural sections and details sketched.
☐ Structural drawings coordinated with HVAC, Plumbing, Electrical, Telecommunications and General Contract to include equipment support, equipment isolation and openings.
☐ Structural calculations bound and delivered.

Architectural Floor Plans:
☐ All spaces numbered with windows, doors, and hallways shown.
☐ All structural elements shown.
☐ Stairs located and dimensioned.
☐ Life safety elements shown.
☐ Major architectural elements shown, i.e., markerboards, janitor closets, projection screens, podium and stages, furniture, fixtures and equipment locations, including any owner furnished items.
☐ Indicate extent of architectural elements, i.e., skylights, pre-cast concrete and stone, manufactured panels.
☐ Show mechanical spaces and shafts.
☐ Building sections will be completed.
☐ Roof plan to indicate all elements except for final detailing.
☐ Wall sections to be completed.
☐ Means of access to mechanical rooms defined.
☐ Building elevations completed except for minor details.
☐ Architectural room, door and window schedules numbered with all spaces and openings identified.
   Not completed.
☐ Major section details started with all significant elements identified and dimensioned.
☐ Plan details blocked out.
☐ Stair sections started with all significant elements identified and dimensioned.
☐ Reflected ceiling plans laid out.
☐ Occupant's equipment included as basis of design.

Plumbing Drawings:
☐ Plumbing site plan 80% complete.
☐ Plumbing floor plan 80% complete with all fixture and equipment locations shown.
☐ Plumbing isometric drawings and details blocked out.
Design Phase Submission Requirements

Design Development Submission (Continued)

Fire Protection Drawings:
☐ Fire protection site plan 80% complete.
☐ Fire protection floor plan 80% complete.
☐ Fire protection details blocked out.

HVAC Drawings:
☐ HVAC plans will all equipment locations shown.
☐ HVAC main duct, pipe sized and located within shafts.
☐ Exterior air intakes and exhausts sized and located.
☐ HVAC calculations completed, bound and delivered.
☐ Show telecommunication spaces and risers.
☐ Telecommunication site plan 80% complete.
☐ Telecommunication floor plan 80% complete with all jack locations shown
☐ Major HVAC duct sections completed.
☐ HVAC details blocked out.

Electrical Drawings:
☐ Electrical site plan 80% complete including lighting.
☐ Electrical power distribution design completed and all equipment locations shown.
☐ Electrical power and signal plans 60% complete.
☐ Electrical lighting plans 60% complete.
☐ Electrical power distribution panels all numbered and circuit numbers assigned/room.

8. Elevations, Sections and Details:

☐ Will be sufficiently complete to clearly indicate all design elements and the materials to be used.
☐ The Associate should also include any Drawings necessary to properly communicate the proposed design.
☐ Perspectives or photographs of model of developed exterior facade and key elements, as well as key interior spaces.

9. Title Pages:

Design Phase Submission Requirements

10. Schedule of Spaces:

- Provide a comparative schedule of spaces arranged in tabular form, listing the building's various spaces and showing for each the original square footage allotted in the project program, the space provided in the proposed solution, and the net difference.
- Any deviations from the approved program must be clearly indicated.

11. Estimate of Cost:

- Shall reflect the more exact quantities and information obtainable from the expanded Drawings.
- See Handbook Section 2.10.
- Associate to verify source of data.
- Estimate in line item format used upon quantity estimates in each C.S.I. specification section. Include SAO fees, Assoc. Fee, C. M. fees.
- Every item of work or furnishing included. (UC furnished, i.e., security, card reader access and telco equip/installation)
- Estimate includes contingency line item of 10% for new construction or 15% for renovation.

12. Specifications:

- Shall be in sufficient detail to provide for review such that in combination with the drawings the total design can be confirmed.
- State the final materials and M/E/P/FP telecommunication systems to be used.
- Preliminary Special Conditions, Bid Form, Alternate descriptions and Division 1 sections will be included.
- The balance of the State's Front End need not be submitted at this phase.

System Design Standards known to be proprietary in drawings and specifications:
- Site lighting.
- Best keys.
- Signs.
- Roll-towel dispensers.
- Toilet tissue dispensers.
- Phone/data/fiber/optic communications.
- Fire alarm systems.
- Direct digital control systems.

System Design Standards which are to be "Design Basis."
- F.M.C.S./Landis Gyr Powers is included.
- Pure water/Ion-Pure, Inc. is indicated.
- Utility metering is included.
Design Phase Submission Requirements

Design Development Submission (Continued)

- Chemical fume hood exhaust/Phoenix is included.
  Occupant's systems and equipment are defined which are "Design Basis."
- Example: Cage Washer.
  Example: Equipment Lift.

13. Illustrations:

- Provide catalog cuts illustrating the kinds of windows, plumbing and lighting fixtures that are proposed.
- Provide complete catalog identification for each item, and include the location of fixtures.
  Illustrations and Catalog information are included with submission.

14. Life Cycle Cost Analysis:

- See Handbook Section 2.11.
- Provide all information for the Design Development submission that is outlined.
  Cost analysis included.

15. Miscellaneous Elements:

- Provide structural load requirements.
- Provide one line diagrams for mechanical, electrical, OSP/entry facilities (copper, fiber, grounding) plumbing and fire protection systems.
- Provide equipment sizing, capacity and/or loads.
- Provide initial ease of installation and maintenance data for future maintenance/repairs/replacement information for mechanical, electrical, plumbing and fire protection equipment.

16. Code Compliance

- Factory and Buildings preliminary review comments.
- Detailed description of Life/Safety Code analysis.
- Means of egress defined.
- Occupant load and exist travel distances.
- Lead contractor trade selected.
- Means of city emergency response defined.
- Adjacent buildings/structures.
- Review comments of compliance to schematic design.
Design Phase Submission Requirements

Design Development Submission (Continued)

- Transmittal of sample CAD drawing file to check conformance to CAD standards for Department of Renovation, Architecture and Engineering (D.O.R.A.E.) drawing scale, layering, colors, size, etc. (preferred drawing sheet size "D" - 24" x 36"; maximum allowable drawing sheet size "D/E" - 30" x 42").
- A.D.A. survey of compliance completed.
- Environmental review/permits/process.

17. Safety Compliance

- Isolation and pressure relationship between laboratories and office, hallways, and public space areas.
- Locations of outdoor air intakes to avoid significant re-entrainment of exhaust air.
- Locations of outdoor air exhaust stacks, stack heights and discharge velocities to avoid re-entrainment into building air intakes.
- Set-point conditions for offices and laboratories.
- Thermal conditions of outdoor air at design conditions.
- Volumetric flow rate of outdoor air to various building areas, relative to current ventilation standards.
- Sequence of operations for HVAC systems servicing laboratory areas, animal facilities and office areas.
- Monitoring systems and alarm set points.

The above items shall be as accurate and complete as possible at this stage in the document development. Upon receiving written direction from the University (and OSAE on state administered projects), the Associate may proceed with the Construction Documents phase.
Design Phase Submission Requirements

Construction Document Submission

The Construction Document submission should be 100 percent complete in final form and suitable for construction purposes.

The Associate shall not dramatically change the scope, scheme, major design features, etc. from the approved design development submission except for changes approved or requested by the University (and OSAE on state administered projects). If unauthorized changes are made, it shall be at the Associate's risk and restoration to the former design may be required. Note any such change and the justification for the change in the submittal.

In addition to the submission to the University (and OSAE on state administered projects), the Associate shall submit the construction documents to the Department of Health, and the Department of Industrial Relations (Division of Factory and Building), for permits, see Handbook Section 3.1.

Each copy of the Construction Document submission shall include the following:

1. Estimate of Cost:
   - ☐ Shall be labeled "Combined Estimate of Cost and Bill of Materials."
   - ☐ The estimate shall be detailed and is to include separate cost estimate, for each trade Contractor.
     Alternate costs are to be detailed estimates, which only require a total cost for each alternate, estimates for each trade contractor are not required. (see Handbook Section 2.10).
   - ☐ Do not bind the estimate in the Specifications.
   - ☐ The detailed estimate is not issued to the Bidders.
   - ☐ List the estimated Base Bid totals on the Notice to Bidders.

2. Specifications: Project Manual - Front End
   - ☐ Shall be in final form, complete, clear, coordinated with the Drawings and clearly define the Contractor's divisions of work.
   - ☐ Alternates summarized.
   - ☐ Allowances summarized in special conditions and administrative process established.
   - ☐ Special conditions developed.
   - ☐ Lead contractor and other prime contractors identified.

Note the following documents, which must be in the Specifications Project Manual - Front End. These documents are to be revised by the Associate to reflect Project specific requirements.

- ☐ Notice to Bidders - The Associate should modify this document as noted in the instruction Sheet of the specifications front end. The bid opening date and time will be determined by the University and inserted by the Associate.
Construction Document Submission (Continued)

- **Contractor Scope of Work Descriptions** - A statement of the limits of the work by each Contractor shall be provided to assist prospective Bidders in obtaining an accurate grasp of the amount and nature of the work. This can be in outline form and of a general nature only, but should give clear description of the work. Any work that the University is responsible for shall be clearly listed. Notation shall be made that general information only is embodied in the descriptions, and that it is not to be construed as representing the exact extent of each Contractor's work.

- **Bid Form** - The Bid Form shall provide spaces for Bidders to list prices for every item of work, and every Alternate. The Associate shall determine the number of consecutive calendar days required to complete the work. Construction days are to be established after careful analysis of the Project design complexity, material delivery, and labor markets. The number of days established must be inserted in the Bid Form. Sufficient time must be allowed the Contractors to complete the work.

3. **Technical Specifications**:

- All proprietary items (products) cleared with UC/DAS.
- Schedule of submittals required by individual specification sections. Schedule shall be in a format so that Associate and Contractor may track status of required submittals.
- Alternates and allowances specified.
- Extended warranties identified in appropriate sections.
- Commissioning/turnover of systems specified in appropriate sections.
- Factory training on new systems/equipment specified in appropriate sections.
- Spare parts and attic stock specified in appropriate sections.
- Furnishings and equipment (not considered FF&E) specified.
- "Master Spec" checked for completeness.
- Boiler plate specs tailored to project.

4. **Drawings**:

- To be complete, neat and suitable for construction use.
- DD review comments captured. Document those that were not and reasons why.
- Key plan, location plan, and orientation.
- Site logistics plan.
- Drawing index.
- Abbreviations/symbols/nomenclature.
- Issue date indicated.
- Drawings stamped/signed by A/E.
Design Phase Submission Requirements

<table>
<thead>
<tr>
<th>Construction Document Submission (Continued)</th>
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<tbody>
<tr>
<td>☐ There should be no conflicts between the Drawings and the Specifications; they should be well coordinated.</td>
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<tr>
<td>☐ A Site Survey or Existing Conditions Plan, Site Demolition Plan, and/or Site Preparation Plan are required.</td>
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<tr>
<td>☐ <em>Contract limits of work established and indicated on the drawings.</em></td>
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<td>☐ The Site Layout Plan must indicate a legible, clear, dimensioning system.</td>
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<tr>
<td>☐ This plan must locate all buildings and major elements in relation to a benchmark, baseline, or a coordinate system.</td>
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<tr>
<td>☐ The Site Grading and Drainage Plan shall include existing and proposed contours, proposed spot grades at all building corners, corners of pavements, top and bottom of curbs, stairs, walls, etc.</td>
</tr>
<tr>
<td>☐ Direction of flow arrows, spot grades, and percentages of slope shall be indicated to clarify high points, swales, ditches, grades, and percentages of slope shall be indicated with numeric or alphabetic references corresponding to profiles, invert elevations and top-of-casting elevations.</td>
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<tr>
<td>☐ Storm water retention detention limits shall be designated.</td>
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<tr>
<td>☐ If storm lines appear on the Drawing, then invert elevations, pipe diameter, length, and material as well as the percentage of slope shall be indicated.</td>
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<tr>
<td>☐ A Site Utilities Plan shall include all existing and proposed utilities.</td>
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<td>☐ Profile sheets shall be included.</td>
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<tr>
<td>☐ A <em>Interior and exterior Planting Plan</em>, complete with a plant list and planting details, shall be included.</td>
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<td>☐ Plans shall include traffic signage, pavement markings, and fencing requirements, if any.</td>
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<tr>
<td>☐ <em>Record drawings/as-builts of existing building(s) included in set.</em></td>
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<tr>
<td>☐ <em>Existing conditions, contours, utilities indicated.</em></td>
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<tr>
<td>☐ <em>Demolition and Selective Demolition Plans, if applicable.</em></td>
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<tr>
<td>☐ <em>Phasing plans, if applicable.</em></td>
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<tr>
<td>☐ <em>Alternates identified on the drawings.</em></td>
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<td>☐ <em>All furnishings and equipment (not classified FFE) shown and coordinated with other disciplines (str, mech, elec, plumb, fp).</em></td>
</tr>
<tr>
<td>☐ <em>University’s FFE checked to insure coordination with other disciplines (str, mech, elec, plumb, fp).</em></td>
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<tr>
<td>☐ Floorplans and reflected plans completed by discipline and coordinated with other disciplines.</td>
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<tr>
<td>☐ Large scale plans completed, coordinated and cross-referenced with other disciplines.</td>
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<tr>
<td>☐ Elevations/sections/details completed and cross-referenced by discipline.</td>
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<tr>
<td>☐ Elevations/sections/details coordinated with other disciplines.</td>
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<tr>
<td>☐ One line and riser diagrams completed.</td>
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<td>☐ Sequence of operation completed.</td>
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<tr>
<td>☐ Color/finish plans completed.</td>
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<tr>
<td>☐ Mechanical room equipment layout and piping plan.</td>
</tr>
</tbody>
</table>
5. Schedules of Spaces:

☐ Resubmit the schedule of spaces, submitted with the design development submission, updated to show refinements made in the design.
☐ Schedules completed by discipline and coordinated with plans.
☐ Schedules completed and coordinated with other disciplines.

5.6 Title Sheets [Exhibit E41]:

☐ No signatures are required from Deputy Director or State Architect on title sheets of Drawings and Specifications. If the Owner requests signature blocks, provide them, but they are not required. The University requires signature blocks as listed below:

Executive Director
Provost
Dean
University Architect
Director of Construction Management
Director of Facilities Management
Director of UCit Infrastructure Services
State Architect
Deputy Director Public Works

7. Sustainable Design

☐ Provide a statement and supporting data that indicates that the design has met the University's goals for sustainable design.

The Project will be released for bidding only after the University (and OSAE on state administered projects) have acknowledged their approval in writing, see Handbook Section 3.3. It is the Associate's responsibility to make sure both the University (and OSAE on state administered projects) review comments have been agreed upon and incorporated in the final Contract Documents. Basic building permits must be secured before a bid date can be scheduled, see Handbook Section 3.1.

END OF SECTION