

**Design and Construction Services Department
Constructability Review Checklist for Informal Projects**

Project Number: _____ Review Date: _____
 Project Description: _____
 Construction Project Manager: _____
 In Attendance at Constructability Review: _____

I. Issues to be addressed by the Open End Service Agreement Designer

Yes	No	NA	Design Issues
			An Overall Description of the Work is presented at front of specs
			Technical specs are presented
			Above or below-ceiling spaces were checked for utility or structural conflicts
			Potential Safety or Hazardous concerns are addressed (lead, fall protection, t
			Fume Hood form FH-1 requirements included in design specifications
			Erosion and Sediment Control measures are addressed
			Permit coordination is finalized (Asbestos, Raleigh water tie-ins, E&SC, Water Quality
			Does the project pose a risk of cutting known or unknown utility lines?
			Explain: _____
			Tie-ins with existing utilities or building elevations have been verified in the 1
			Construction Impacts have been considered? (noise, dust, smell, utility shutdc
			Do construction impacts cause a need for abnormal work hours? (night/week
			Solutions: _____

Yes	No	NA	A Construction Schedule (Gantt bar chart) is provided that depicts:
			Bidding duration (2 wks for T&M, 3 wks for bid)
			Duration(s) for Material Submittals and owner approval
			Duration(s) for Shop Drawing(s) submittal and owner approval
			Material order & deliver lead times for EACH major component
			Actual Work Tasks (break-out separate disciplines)
			Separate tasks for SCO inspection(s), prefinal inspection, punchlist work, and
			Separate tasks designating float time for weather and contingency
			Are there any deadlines for "beneficial occupancy" project completion? _____
			Any Owner requirements to stop or suspend work? (exams, classes, graduati

What is the TOTAL CONTRACT DURATION anticipated? _____ days
 What are the projected CONTRACT START AND STOP DATES? Start: _____ Stop: _____

II. Issues to be addressed by the DCS Project Manager:

Yes	No	NA	Funding source:	Cl	FY-end	COPs	Dept.
			Plans are approved by SCO				
			Asbestos surveys and building as-built drawings have been consulted				
			Will the project involve any asbestos removal?				
			Will the project cause any utility interruptions?				

What are the specific rooms, floors, or pieces of equipment affected by the sh
Affected Areas or Equipment: _____

Are any affected utilities still in warranty? (thus concern about invalidating w
List: _____

Coordination has occurred with the Transportation Dept. _____

How many parking spaces are pre-approved for contractor use, and for what c
Parking - Where & When: _____

Where will the contractor staging area be located, and for how long? _____

Staging - Where & When: _____

QC testing plan(s) should be considered _____

Frequency of Regular Progress meetings established? _____ /per/ _____

Any mandatory inspection points during the project? _____

Will the OESAD perform Construction Administration? _____

If yes, has a scope of work and designer fee been established? _____

Coordination has occurred with Communications Technologies Department _____

Coordination has occurred with Environmental Health and Safety Department _____

Coordination has occurred with Public Safety (unsecured areas, fire watches, _____

Are there any deadlines for contractor payment (FY, grant, etc.)? _____

III. Current Project Budget

\$ _____	Base Construction Estimate (from OESAD)
\$ _____	Contingency (minimum 5%,but consider up to 10% if “risks” or unknowns ar
\$ _____	QC Testing Plan during construction
\$ _____	Design Fees including any additional Design Discovery Fees (soil borings, et
\$ _____	Designer Fees for Construction Administration
\$ _____	Asbestos, Lead, or Contaminant Abatement
\$ _____	DCSA fees chargeable to the Client
\$ _____	Other: _____
\$ _____	TOTAL _____

IV. Organization of the Bid Package

Yes

No

Has the NC State Informal Bid Form been filled-out by the OESAD?

Lump Sum Breakdown by major components

Unit costs

Allowances (fixed or variable)

Alternates to the Base Bid

Supplemental Bid Requirements

Require a Performance Bond? If Construction Estimate

Require Liquidated Damages? If yes, what amount per day? \$ _____

Specialty subcontractors to be specifically identified and required for use?

Specifications in ADDITION to Technical Specs

1. Construction Estimate is below \$100,000 => use Informal General Condit

2. Construction Estimate is \$100,000 - \$500,000 => use modified Formal Ge

a. Formal General Conditions per UNC-GA (www.northcar

- b. NC State Supplemental General Conditions (latest update)
- c. NC State Standard Addendum 1 (from K share)

V. Customer Service & Campus Community Issues

Who are the customers?

Who are adjacent users/departments to be notified?

Reminders moving forward:

DCS Design Mgr. to discuss w/ customer issues talked about today.

DCS Design Mgr. to notify bldg. liaisons, occupants, and adjacent users of impending project.

Can OESAD assist with a list of potential “specialty” prime Contractors or Vendors to invite? (w/ HUBs)

Summarize OESAD responsibilities for the Pre-Bid Conference

Has OESAD has been given a copy of Pre-Bid Conference instructional package?

Is OESAD properly scoped for construction administration?

with the design
renches, chemicals,etc)

: DENR and USACE, etc.)

field
owns, etc)
end/partial day)

l final inspection

on, conferences, etc.)

Grant

shutdown?

warranty)

duration?

t

, etc)

e perceived)

c)

per day

ions (stand-alone)

eneral Conditions

olina.edu)

from K share)

