Design and Construction Services Department  
Constructability Review Checklist for Informal Projects

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

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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<tbody>
<tr>
<td>Design Issues</td>
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- 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  
- Construction Impacts have been considered? (noise, dust, smell, utility shutdo  
- Do construction impacts cause a need for abnormal work hours? (night/week  
- Solutions: ______________________

- A Construction Schedule (Gantt bar chart) is provided that depicts:

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- 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, graduatio

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:

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<th>Yes</th>
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<td>Funding source: CI FY-end COPs Dept.</td>
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- 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 v
List:

Coordination has occurred with the Transportation Dept.

How many parking spaces are pre-approved for contractor use, and for what (
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
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
trenches, chemicals, etc.

DENR and USACE, etc.)

field
owns, etc)
end/partial day)

final inspection

on, conferences, etc.)

Grant
outdoor?

warranty)

duration?

c)
from K share)