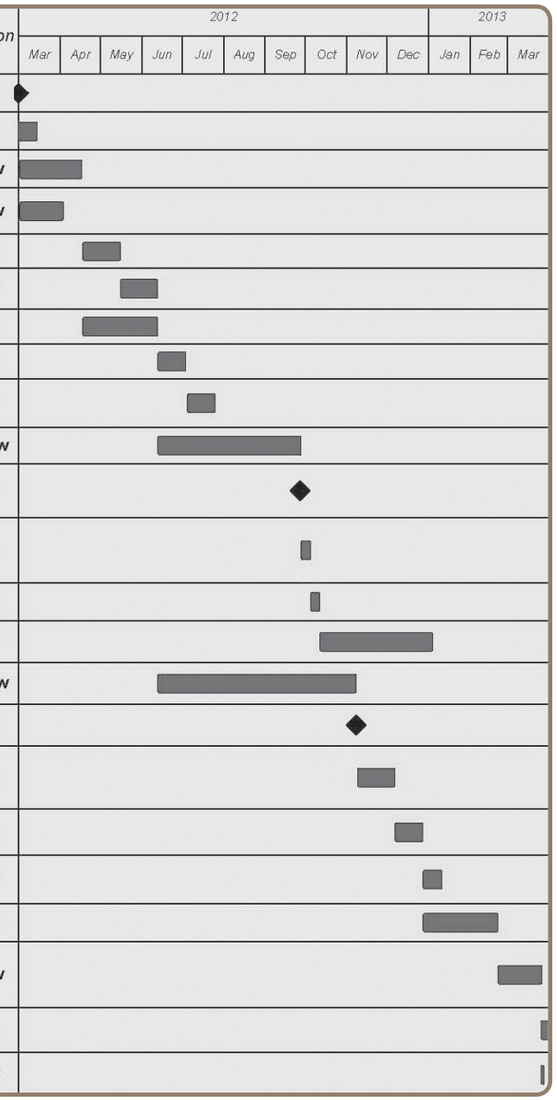
DESIGN REVIEW TIMELINE

Total Project Duration: 13 Months

Upon receiving a complete submission package, DAE shall conduct its review and provide comments within 45 days.

	Task Name	Responsibility	Submission Documents Required	Start	Finish	Duration
1	Architect submits Schematic Design #1	Architect	SD #1	3/1/2012	3/1/2012	**0w**
2	Kickoff meeting with SHLP and Sponsor	SHLP, Sponsor, A+E		3/1/2012	3/14/2012	**2w**
3	Schematic Design Review #1: send review comments	A+E		3/2/2012	4/17/2012	**6.5w**
4	Conduct Site Investigation based on boring plan and site survey submitted	A+E: Engineer		3/2/2012	4/3/2012	**4.5w**
5	Submit revised SD #2	Architect	SD #2	4/18/2012	5/15/2012	**4w**
6	SD Review #2: send review comments and finalize Scope	A+E		5/16/2012	6/12/2012	**4w**
7	Initial internal Cost Estimate Review	A+E: CE		4/18/2012	6/12/2012	**8w**
8	Submit revised SD #3	Architect	SD #3	6/13/2012	7/3/2012	**3w**
9	SD Review #3: send review comments and finalize approval	A+E		7/5/2012	7/25/2012	**3w**
10	Develops DOB docs	Architect		6/13/2012	9/27/2012	**15.4w**
11	DOB docs and PW-1 (for City-owned sites only) submitted to DAE	Architect	DOB	9/27/2012	9/27/2012	**0w**
12	Sign off on PW-1 (if applicable) and review DOB docs for consistency with approved schematic	A+E		9/28/2012	10/4/2012	**1w**
13	Submits drawings to DOB	Architect	DOB	10/5/2012	10/11/2012	**1w**
14	DOB Approval		DOB; Sponsor	10/12/2012	1/3/2013	12w
15	Develop Construction Drawings	Architect		6/13/2012	11/7/2012	**21.2w**
16	100% Construction Drawings submitted to DAE	Architect	CD #1	11/8/2012	11/8/2012	**0w**
17	CD Review #1: send review comments, provide internal Final Cost Estimate, and recommend Add Alts.	A+E		11/9/2012	12/6/2012	**4w**
18	Submit revised CD #2	Architect	CD #2	12/7/2012	12/27/2012	**3w**
19	CD Review #2: Review and approve Construction documents	A+E		12/28/2012	1/10/2013	**2w**
20	Bid Process timeframe	SHLP, Sponsor	Bid Review	12/28/2012	2/21/2013	**8w**
21	Review and provide recommendation on GC's bid and approve Add Alts for price consistency	A+E		2/22/2013	3/26/2013	**4.5w**
22	Verify Construction docs and HPD Rider for closing	A+E		3/26/2013	4/1/2013	**1w**
23	Review Architect's Certification document	A+E; Program		3/26/2013	3/28/2013	**.5w**



Checklist for Initial Design Review

- ☐ Form 2: Program Description
- ☐ Form 3: Building Description
- ☐ Form 4: Building Area Analysis
- ☐ Photographs
- ☐ Outline of the Initial Scope of Work
- ☐ Area Plan with Sanborn Map
- ☐ Zoning Map and Analysis
- ☐ Site Plan
- ☐ *Building Code* Analysis
- ☐ Floor Plans
- ☐ Elevations
- ☐ Renderings
- ☐ Electronic Version (AutoCAD)
- ☐ Boring Plan
- ☐ FEMA Flood Hazard Area Map
- ☐ Sustainability Summary and Green Communities Checklist

Checklist for Second Design Review

- ☐ Required Resubmission Material from the Initial Design Review
- ☐ Topographic Survey
- ☐ Utility Survey
- ☐ Existing Field Conditions Report
- ☐ Geotechnical Reports & Subsurface Condition Surveys
- ☐ Phase I Report
- ☐ Initial Cost Estimate

Checklist for Third Design Review

- ☐ Required Resubmission Material from the Second Design Review

Checklist for Construction Document Review

- ☐ Topographic Survey
- ☐ Existing Field Conditions Report
- ☐ Geotechnical Reports, Boring Logs & Written Report
- ☐ 100% Completed Construction Documents, including Mechanical, Electrical, and Structural Drawings (3 sets)
- ☐ Final Specifications (3 sets)
- ☐ Samples of Materials
- ☐ Sustainability Summary and Green Communities Checklist

Checklist for DOB Permitting

- ☐ *Building Code* Summary with DOB *Schedule A* Form
- ☐ Initial DOB Submission Documents
- ☐ Application Forms for DOB
- ☐ List of DOB objections

Checklist for Final Cost Estimate Review

- ☐ 100% Completed Construction Documents including Mechanical, Electrical, and Structural Drawings
- ☐ Final Specifications and Final Scope of Work
- ☐ Add Alternates

Checklist for Bid Review

- ☐ 100% Completed Construction Documents including Mechanical, Electrical, and Structural Drawings
- ☐ Final Specifications
- ☐ Final Bid Packages
- ☐ Final General Contractor's Bid with Quantity Takeoffs
- ☐ Add Alternates
- ☐ Architect's Certification