

Appendix 6 I

Board of Regents of the University System of Georgia

Program Manager's Checklist

Items to be received prior to the
Preliminary Design Presentation Meeting

No.	Chk.	Item
1		All items in App. 6 H have been received and are in order
2		The campus has participated fully in the design development process and the campus President has approved the Preliminary Plans
3		The Program Manager has received from the project architect (at least one week in advance of the Preliminary Design review meeting) a meeting agenda that follows the desired sequence of presentation topics (See below), identifies key members of the Design Professional's team, underscores any items of special or particular interest
4		8.5" x 11" campus map that clearly identifies the project site
5		Project space/size summary that relates directly back to the information approved by the Board of Regents

Recommended Agenda

Preliminary Design Presentation Meeting

1. The Program Manager shall introduce and identify the roles of the participants.
2. Statement by the senior campus representative to describe the nature and purpose of this building.
3. The presentation, orchestrated by senior member of the Design Professional's team, should start with a statement of facts; for example, the project is in scope, under budget, and the environmental documentation is complete. Include a description of the project objectives to assist in establishing the project's review parameters.
4. The Design Professional's team presenter concludes the introduction portion of the presentation by identifying the project's goals and context; for example, This project will:

provide x classrooms, y labs, z research spaces, etc. at ___ location as shown on the campus' physical master plan. The building is intended to serve ___ purposes and will incorporate the ___ and ___ design concepts in a manner consistent with the campus' architectural palette and design preferences). Consistent with the Board of Regent's approval, this project includes ___ gross square feet and ___ assignable (net) square feet which equates to a total project cost of \$_____.

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5. The Design Professional's presentation should continue with a review of the Preliminary Plans by quickly reviewing the three design options and explaining why the selected option was chosen, and then discuss the proposed:
 - Soils and foundation systems
 - Structural system and external surfacing concepts
 - Roof design
 - Interior layout and configuration; explain adjacency requirements
 - Building systems: HVAC, plumbing, electrical and communications
 - Discuss any "specialty systems," e.g., laboratory ventilation, theater lighting/acoustics, special presentation or data transmission requirements, etc.
 - Clearly identify all utility connection points and confirm the availability of sufficient capacity at the point of connection
 - Review any aspects of the Preplanning Guidelines not previously discussed; and
 - Landscaping, including disposal of surface drainage, parking, pedestrian access, trash disposal and other building service needs.
6. The senior member of the design team will review, as a part of the above discussions if necessary, the need for an exemption from the design criteria or design philosophy as was discussed as part of the Schematic Design review process.
7. The campus representative will be asked to comment on the decisions discussed and made at this meeting.
8. The senior member of the design team will:
 - Review the project schedule from Preliminary Design meeting forward, assuring consistency with the contract requirements or identifying the need to execute a contract amendment for the purpose of correcting the project schedule and
 - Repeat for confirmation and clarity any directions received as part of this meeting
9. Within five working days, the senior member of the design team will submit a copy of the minutes of this meeting to all attendees, together with a clear enumeration of any directed action items.
10. Upon receipt of the minutes from the Design Professional, the Program Manager will follow up in writing to indicate that the Preliminary Design Plans are approved, conditionally approved, or that the plans are being rejected and referred back to the project Design Professional for corrections as identified.