

A36 DESIGN DEVELOPMENT PHASE MEETING AGENDA

Provided below are the agenda items typically required by the Owner in Design Development Phase meetings. Create an agenda for the meeting by using this form or copying and/or modifying appropriate items into another format. Guidance provided in agenda items does not revise the requirements of the Agreement.

AGENDA

1. **Requirements of the Design Development Phase** are stated in the Agreement, Designers' Manual, and previous meetings and communications.
2. **Review Checklist** of Design Development Phase Documents
3. **Establish or clarify Owner design guidelines and user requirements** early in the Design Development Phase, for building systems and equipment which may include the following:
 - A. **Telecommunications**, security, and computer network systems
 - B. **Geotechnical** conditions and design requirements
 - C. **Interior design** including furniture, fixtures, and equipment
 - D. **Energy management** systems
 - E. **Hazardous material** management
 - F. **Building signage** including "naming", dedication, or building plaques
4. **External coordination requirements** such as those for land rights, utility service and connections, site staging, and restricted access
5. **Building and site closures** or disruptions for normal user operations
6. **Special quality controls** and possible third-party delivery methods
7. **Construction phases, allowances, and unit prices** necessity and preliminary definitions
8. **Bid Alternates** Necessity and preliminary definition of for distinct optional design features
9. **Request for Proposal** process schedule if using Best Value procurement method
10. **Procedures for bidding and administration** of contract documents during construction
11. **Project schedule** review and confirm or update if necessary
12. **Space Efficiency and Cost Analysis**
13. **Owner's written approval** of the Design Development Phase and requirements for further services

END