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** including submittal of form F32 Designer’s Cost Estimate Summary

13. **Owner’s written approval** of the Design Development Phase and requirements for further services

END