

## **Post Project Performance Review Checklist**

The CPDC team will review the following items in performing Post Project Performance Reviews:

### **Administrative:**

- Management/Operational Plan Outline
- Report with completed Capital Project Data Sheets

### **Planning:**

- COBCPs approved for each stage of PWCE, Allocation Order(s) and Executive Order(s)
- Area summary (CPDC form 3-1) completed for all phases of the project
- Campus certifications, and CPDC concurrence letters for the feasibility study and plans (schematic, preliminary and construction)
- CEQA documentation
- Minor/master change documentation if applicable.
- Hazard mitigation documentation of study, and compliance
- Fund sources for change orders
- Use of project savings
- Quality of building materials (exterior skin, roofing, HVAC)

### **Design:**

- Design and review timelines
- A/E contracts, including: A/E fee, extra services, and reimbursables
- A/E performance
  - A. Number of error and omission changes
  - B. A/E caused delay claim (& cost)
- As-builts from A/E
  - A. Timeliness
  - B. Quality
  - C. Hold payment
- Management of A/E agreement and procedures
- Documentation
- Use of constructability review and/or specialty consultants
- Bid documents
- Building Official Code Requirements:
  - A. Plan check compliance, DSA, SFM, Seismic, 3<sup>rd</sup> party
  - B. Inspection
  - C. Certificate of Occupancy

### **Construction:**

- Compliance with SUAM and Construction Phase Manual
  - A. Prebid review; quality of front-end documents: CGCs, SGCs, SC, Div. 1
  - B. Use and award of bid alternates
  - C. Timetable: advertisement, bid, award, notice to proceed
  - D. DVBE
  - E. Prequalification: CPDC standard, special
  - F. Abstract of Bids
  - G. Budget: statement of finances and/or CPDC 2-7 After Bid
  - H. Contract package

## **Post Project Performance Review Checklist (continued)**

### **Construction (continued):**

- I. Service agreements: testing, PM/CI, geotechnical, others; costs and services
- J. Substitution of subcontractors; correspondence, hearings, etc.
- K. Escrow agreement
- L. Processing payments
- M. Change Orders: number, types, back-up, administrative review, documentation
- N. Labor claims
- O. Stop notices: handling, log, correspondence, release, bond, \$2 payment for copy of Notice of Completion, etc.
- P. Contractor Claims: merit, disposition, budget
- Q. Project closeout: certificate of occupancy, checklist, as-builts, balance report, keying, materials, O&M manuals, other
- R. Notice of Completion form, time
- S. Warranty
- T. Contractor Performance Evaluation
- U. Other