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
  - Number of error and omission changes
  - A/E caused delay claim (& cost)
- As-buils from A/E
  - Timeliness
  - Quality
  - Hold payment
- Management of A/E agreement and procedures
- Documentation
- Use of constructability review and/or specialty consultants
- Bid documents
- Building Official Code Requirements:
  - Plan check compliance, DSA, SFM, Seismic, 3rd party
  - Inspection
  - Certificate of Occupancy

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

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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