

**Montgomery County Public Schools
Division of Design Construction**

**Exhibit A
Design Service Checklist**

PM: _____

Project: _____

Architect: _____

CA Services	Services Included (Y/N)
Verify existing conditions from the provided MCPS AutoCAD file for the proposed area of work	
Design Team	Services Included (Y/N)
Architect	
Structural	
Mechanical	
Electrical (Work also includes pathways and conduits for data and security)	
Plumbing	
Civil	
NRI/FSD	
Fire Access	
Stormwater Management	
Geotechnical	
Security Intrusion	
Kitchen	
Door/Hardware	
Preliminary Design	Services Included (Y/N)
Preliminary review meeting with DPS	
Schematic Design/Construction Documents	Services Included (Y/N)
See design team above	
MEP - Coordination with MCPS security consultant	
Specifications (on drawings)	
Specification (3 part manual)	
Construction Documents (disciplines as checked above)	
Develop add alternate as necessary	
Bid Set (discipline as checked above)	
MCPS front end documents	

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**Exhibit A
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Permits	Services Included (Y/N)
File and Track Building Permit	
Mandatory Referral	
Bidding	Services Included (Y/N)
Provide PDF Drawings (Individual Sheets and Indexed set)	
Attend Pre-bid meeting and issue notes as part of addendum	
Respond to all RFI's	
Prepare and issue addendums	
Attend bid openings	
Issue conforming set within 3 days	
Construction	Services Included (Y/N)
Attend Kick-off meeting and provide notes	
Respond to RFI's	
Issue ASI's	
Review submittals	
Review construction schedule	
Review and endorsement of potential change orders	
Attend Progress meetings (# of meetings ____)	
Issue progress meeting minutes	
Provide fee for additional progress meetings	
Issue change orders once approved	
Document changes on AutoCAD plans	
Attend final walk-thru and provide Punch list	
Back punch list inspection	
Review monthly invoices	
Shop drawings review	
Closeout	Services Included (Y/N)
Review O&M	
Review warranties	
Record documents issued by contractor	
Issue substantial completion	
Issue assessment plan updated within 10 days of completion	Required
PDF and word documents of Specifications	Required
PDF assessment plan (individual sheets and indexed set)	Required
PDF of assessment (Plan, history and site)	Required
AutoCAD (floor plans, elevations, and sections)	Required