

2ND Meeting Agenda Schematic Design (SD) and Budget Review

District: _____

SFB Project #: _____

1. Review SFB Project Sheet. Discuss the construction budget (80% of formula funding).
2. All correspondence, billings and documents must contain the SFB project number and District name.
3. Terms and Conditions letter must be signed and returned to the SFB prior to 5% funding.
4. Re-review any land issues.
 - Are there any electrical transmission lines that will affect the project?
 - Obtain a revised development drainage plan.
 - Utility plan (Are the utilities in place? Will there be sufficient quantity?). No funding for site type generators.
5. Review the design team assembled.
 - Procurement of the Architect, CM & PM (Review of procurement documents is required by the SFB).
 - Review and approval of all contract documents and negotiated fees by the SFB is required prior to execution.
6. If the District is employing the services of a project manager, the District must submit both the Affidavit for Project Manager (Form # SFB NC 340-07) and the Affidavit for Governing Boards (Form # SFB NC 350-07) signed by all members of the board as required by A.R.S. § 15-2041 (K). These forms are available on the SFB website.
7. Remaining meetings (GMP/DD & CD).
8. Current design drawings must be brought to design meetings. All team members must be at the same stage of design when scheduling required meetings.
9. The project must be designed to the minimum adequacy guidelines. Any design elements that cause the construction budget to exceed the formula budget will be at the District's expense and must be clearly shown on the drawings as alternates and line-itemed on the GMP.
10. The project must be designed to the current ASHRAE 90.1 (2016) & IECC (2012) standards. Ref: A.R.S. §34-451.
11. The SFB will review roofing systems and building energy efficiency at GMP/DD and CD stages. ComCheck submittal is required.
12. ASHRAE 62.1 required for indoor air quality, submit 62MZCalc spread sheet from user's manual.
13. If the roof structure is to be constructed with steel joists and metal deck, roofing insulation shall be applied above the roof deck in a manner acceptable to the roofing material manufacturer.
14. Adjacent Ways drawings and an application to the SFB are required.

15. Is the District providing on-site ingress and egress for buses and emergency vehicles?
How much? _____
16. A single small scale drawing of sufficient size to show the complete site (showing existing dashed topo with new construction overlay) is required.
17. Locker rooms, lockers and locker bases are not funded in addition to formula funds.
18. HVAC units in MDF or IDF rooms shall be dedicated and cooling only.
19. Waterless urinals. Districts are strongly encouraged to use waterless urinals and required to submit written justification for exclusion. Executive Order 2005-005 Energy Efficiency in New Building State Buildings.
20. IGA's, cell towers, APS incentives, trees from SRP, etc. Districts are encouraged to seek additional funding or elements from outside entities.
21. The Contractor is encouraged to use minority and women-owned businesses. Ref: A.R.S. §5-813.
22. ADEQ SRL's – "Any import must meet current ADEQ SRL's (soil remediation levels) for schools". This statement must be inserted in the construction document specifications. The SFB will also require the import to be certified acceptable by a licensed consultant. This is a Contractor expense that needs to be part of the GMP and broken out in the General Conditions.
23. Sites with high SRL's that exceed the current ADEQ standards that are scheduled to be remediated by the Contractor as part of the construction project will be retested as required by the SFB prior to substantial completion and installation of any landscaping to affirm acceptable ADEQ SRL limits. The Contractor and Architect will need to notify the SFB that the project is ready for substantial completion testing. Please allow four (4) weeks for testing. Any additional remediation and consultant fees will be charged to the Contractor.
24. At the GMP/DD stage meeting, the Architect is required to submit a hard copy of the design drawings, specifications and PDF file(s) for all submitted drawings and specifications.
25. Review the District letter stating the FTE count.
26. At the CD meeting, the Architect will be asked to certify that the construction documents have been designed to the building code the municipality is currently using.
27. Impact fees and zoning fees: Please provide a complete listing of these fees along with the municipal fee schedule. Ref: A.R.S. §9-500.18.
28. All value engineering performed on the project shall require submittal to the SFB for review and written approval.
29. All change requests and change orders on the project shall require submittal for the SFB for review and written approval prior to funding.
30. All monthly Contractor draws will be funded based on the percentage of the SFB's funding, unless a different percentage is agreed upon between the District and the SFB.
31. The District will be required to fund all fees (Architect design fees, PM fees, permits, testing, etc.) associated with additions to the project that exceed the Minimum Adequacy Guidelines.

32. Prior to project funding for construction, the Architect must submit a permitted CD set in PDF format for plans and specifications and a half (½) sized set of prints with a copy of the complete specifications to the SFB.
33. Review the district's employment of the services of a project manager, the district must submit both the Affidavit for Project Manager (Form # SFB NC 340-07) and the Affidavit for Governing Boards (Form # SFB NC 350-07) signed by all members of the Board as required by ARS§15-2041 (K). These forms are available on the SFB website.
34. At project substantial completion the SFB will require a copy of the Substantial Completion Certificate and a copy of the Certificate of Occupancy (temporary and / or permanent).
35. At substantial completion the exterior walls shall be tested with a rilm tube test while the Architect, Contractor, District, and SFB are all present.
36. Please download current required forms from the SFB website prior to any submittal.
37. All project documents must be submitted to the SFB four (4) weeks prior to the SFB Board meeting.
38. Review preliminary cost estimate.
39. Review any drawings.
40. Review allowed concrete, drop-off lanes, basketball court size surfaces, backstop, parapet wall height, and lineal foot allowance for exterior walls.
41. Review Safety Recommendations, including one point entry, re-unification area, command area, media area, etc.