

## Pre-FMR Checklist

**Instructions**  
 Complete this form for design/construction projects prior to FMR, bid or start of construction.  
 Indicate N/A when not applicable.  
 File completed checklist in project folder, "R" drive, and eBuilder, plus attach to FMR.

**PROJECT NAME:** \_\_\_\_\_ **WORK ORDER/PROJECT NUMBER:** \_\_\_\_\_

**SPECULATIVE CONVERSATION, OR FIRM COMMITMENT?:** \_\_\_\_\_

**PROJECT MANAGER:** \_\_\_\_\_

**PRIMARY JOB CONTACT PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**SECONDARY JOB CONTACT PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Yes/No/NA

- \_\_\_\_ 1. Requesting department has approved the basic design or scope of work.
- \_\_\_\_ 2. Existing items/furniture/whiteboards temporary and/or permanent removal has been coordinated? If items require SSC services or outside vendor, and is included in Customer's Estimate.
- \_\_\_\_ 3. Environmental Health and Safety will approve the design.
- \_\_\_\_ 4. Asbestos and Lead surveys required.
 

Asbestos Present	Yes	____	No	____
Lead Present	Yes	____	No	____
Already abated	Yes	____	No	____
Contract in place to abate	Yes	____	No	____
- \_\_\_\_ 5. Design/Scope will need to be coordinated with A/V, Telecomm, IT.
- \_\_\_\_ 6. Coordination with Locksmith for Construction cores, construction locking functions, and door hardware is required?
- \_\_\_\_ 7. Coordination with In-House trades required? (Quote provided if required and included in Estimate)
- \_\_\_\_ 8. Siemens Coordination prior to and during construction (Requested Quote):
 

Devices requiring demolition	Yes	____	No	____
Installation/removal of devices	Yes	____	No	____
Building Automation	Yes	____	No	____
- \_\_\_\_ 9. Fire Protection coordination required?
- \_\_\_\_ 10. Contractor familiar with TAMUCC Electrical, IT and Door hardware standards?

- \_\_\_ 11. Drawings and specifications sealed by Architect and Engineer in compliance with State law will be required?
- \_\_\_ 12. Will construction parking and/or materials lay-down area be required?
- \_\_\_ 13. Project design comply with Texas Accessibility Standards. For projects more than \$50,000 ensure plans are reviewed and approved by TDLR (or a RAS) for compliance with the Texas Accessibility Standards. This review includes a site inspection to identify all existing deficiencies that will need correction. Ensure budget includes adequate funds for post construction inspection by TDLR (or a RAS). For projects less than \$50,000, ensure plans are reviewed and approved by an Architect. Does client understand there will be a fee of around \$1,000 to accomplish this requirement?
- \_\_\_ 14. For projects that require an Engineer to seal the Construction Documents, ensure project meets State Energy Conservation Office (SECO) Texas Energy Conservation Design Standards including submittal of the "Texas Design Standard Compliance Form." Also, comply with the SECO suggested water efficiency guidelines for buildings and equipment at Texas state facilities. Will this be a factor on this particular job?
- \_\_\_ 15. TCEQ Storm Water permit requirements will be specified in Construction Documents. NPDES/TPDES (Texas Pollutant Discharge Elimination System) permit required for construction that will disturb land area greater than 1 acre. Will this be a factor on this particular job?
- \_\_\_ 16. If Architect or Engineer will be required for this job, does client understand there will be a fee of approximately 3-8% of the value of the job per professional used?
- \_\_\_ 17. Will we ensure project meets TAMUCC Campus Master Plan guidelines as applicable?
- \_\_\_ 18. Building Proctors and Department Heads must be briefed by department personnel on the upcoming construction, and made aware of construction issues (such as phasing, noise, outages, etc.) and concur with proposed phasing, contractor work dates and work hours. Building Proctors understand their responsibilities (if necessary) during construction. Is this acceptable to the client?
- \_\_\_ 19. Registrar's Office and TAMUCC Facilities Coordination must be notified in writing when classrooms, auditoriums or lecture halls will not be available **xx** days ahead of time for teaching/meetings during construction. Registrar's Office concurs with schedule. Will this be required?
- \_\_\_ 20. Campus Announcement must be sent for any shut offs **xx** days ahead of time. Is this needed for this job?
- \_\_\_ 21. Inspections required prior to and during construction:
- |            |        |       |                                  |        |       |
|------------|--------|-------|----------------------------------|--------|-------|
| Electrical | Yes___ | No___ | Fire Alarm                       | Yes___ | No___ |
| Plumbing   | Yes___ | No___ | BAS (Building Automation System) | Yes___ | No___ |
| HVAC       | Yes___ | No___ |                                  |        |       |
- \_\_\_ 22. Facilities Services, Systems Programmer and IT Support must be notified of any space changes, room function changes and/or room number changes.

- \_\_\_ 23. Backflow prevention and fire protection systems for new buildings will be required. Ensure a requirement for Backflow Prevention Assembly Test and TCEQ Customer Service Inspection (CSI) is included in the specifications for new buildings. Does this apply for this particular job?
- \_\_\_ 24. Electrical panel schedule will be updated by the Contractor (If applicable).
- \_\_\_ 25. Will special post-construction cleaning be required of Custodial Group?
- \_\_\_ 26. Will this project require building utility meters?
- \_\_\_ 27. Will new/additional furnishings be required ***as a part of this project?***
- \_\_\_ 28. Will any other new/additional equipment be required ***as a part of this project?***
- \_\_\_ 29. Will new flooring be required of for this job? \_\_\_ If so, what kind and about how may square feet? \_\_\_\_\_
- \_\_\_ 30. Once installed, will new VCT flooring require cleaning and waxing? \_\_\_\_\_
- \_\_\_ 31. Will landscaping be required for this project?
- \_\_\_ 32. Does this job need to be expedited? If so, why? \_\_\_\_\_
- \_\_\_ 33. Have options for awarding the job (JOC, ESBD, etc.) and HUB preference been explained to the client?
- \_\_\_ 34. Will Texas 8-1-1 need to be utilized for this job?
- \_\_\_ 35. Will UPD approval be required for any parking lot changes after, or blockages during construction?

**PROJECT MANAGER WORKSHEET:**

ANTICIPATED COST OF PROJECT: \$ \_\_\_\_\_ WHO PREPARED THE ESTIMATE?: \_\_\_\_\_

IS THE ANTICIPATED BUDGET AT OR UNDER THE AMOUNT THE USER PLANNED/HAS AVAILABLE?: \_\_\_\_\_

IF NOT, WHAT IS THE BUDGET?: \_\_\_\_\_

WILL OCCUPANTS NEED TO BE MOVED FROM CONSTRUCTION AREA?: \_\_\_\_\_ FOR HOW LONG? \_\_\_\_\_

WHAT IS THE ABSOLUTE "DROP DEAD" DATE FOR COMPLETION?: \_\_\_\_\_

WHAT ACCOUNT NUMBER SHOULD BE CHARGED?: \_\_\_\_\_

WHO HAS AUTHORITY TO APPROVE THE BUDGET?: \_\_\_\_\_

HOW SHOULD WORK BE AWARDED? \_\_\_ JOC \_\_\_ ESBD BID \_\_\_ VERBAL/EMAIL BID \_\_\_ SINGLE SOURCE

WHAT IS THE PURPOSE OF THE PROJECT? \_\_\_\_\_

WHAT ITEM(S) CAN BE REMOVED IF NEEDED (VALUE ENGINEERING)?

\_\_\_\_\_

WHAT ITEM(S) CANNOT BE REMOVED?

\_\_\_\_\_

WHO ELSE FROM SSC NEEDS TO BE INVOLVED IN DESIGN APPROVAL?:

\_\_\_\_\_

ANY ISSUES/CONCERNS?:

\_\_\_\_\_

***Final Step:*** Walk client through FMR form based on above information so they can properly complete and submit it to the Space Committee with as few questions or unknowns as possible.  
<http://finance-and-administration.tamucc.edu/assets/fmrrev7.25.17final.pdf>