Provided below are the agenda items typically required by the Owner in Design Development Phase meetings. Create an agenda for the meeting by using this form or copying and/or modifying appropriate items into another format. Guidance provided in agenda items does not revise the requirements of the Agreement.

AGENDA

1. **Requirements of the Design Development Phase** are stated in the Agreement, Designers’ Manual, and previous meetings and communications.
2. **Review Checklist** of Design Development Phase Documents
3. **Establish or clarify Owner design guidelines and user requirements** early in the Design Development Phase, for building systems and equipment which may include the following:
4. **Telecommunications**, security, and computer network systems
5. **Geotechnical** conditions and design requirements
6. **Interior design** including furniture, fixtures, and equipment
7. **Energy management** systems
8. **Hazardous material** management
9. **Building signage** including “naming”, dedication, or building plaques
10. **External coordination requirements** such as those for land rights, utility service and connections, site staging, and restricted access
11. **Building and site closures** or disruptions for normal user operations
12. **Special quality controls** and possible third-party delivery methods
13. **Construction phases, allowances, and unit prices** necessity and preliminary definitions
14. **Bid Alternates** Necessity and preliminary definition of for distinct optional design features
15. **Request for Proposal** process schedule if using Best Value procurement method
16. **Procedures for bidding and administration** of contract documents during construction
17. **Project schedule** review and confirm or update if necessary
18. **Space Efficiency and Cost Analysis** including submittal of form F32 Designer’s Cost Estimate Summary
19. **Owner’s written approval** of the Design Development Phase and requirements for further services

END