A32 PROGRAM VERIFICATION PHASE MEETING AGENDA

Provided below are the agenda items typically required by the Owner in Program Verification 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 Program Verification Phase** are stated in the Agreement, Designers' Manual, and previous meetings and communications.

2. **Designer shall present** its initial evaluation of the program to Owner.

3. **Institution Specific Requirements** shall be reviewed and clarified as needed.

4. **Establish a design schedule** consider institution needs and Owner review time**.**

5. **Establish a construction schedule** and procurement method (Design-Bid-Build, Best Value, or Construction Manager / General Contractor (CM/GC). If using CM/GC, establish schedule for Request for Proposal process.

6. **Space Efficiency and Cost Analysis**

7. **Soils testing, surveys, utility information** and related information & requirements.

8. **Potential additional services** that may be required of the Designer.

9. **Owner's written approval** of the Designer's completion of Program Verification Phase requirements and requirements for further services.

END