

Description	N/A	✓	Notes
1. Resolve coordination problems.			
2. Review all changes by each discipline regularly.			
3. Monitor/ensure that the most recently updated plans are in use by consultants.			
4. Monitor each consultant's progress: advise promptly if performance is not satisfactory.			
5. Instruct consultants to:			
.1 Submit design calculations, reviewed/ stamped by licensed engineer responsible for each discipline, for project record files/ forwarding to authorities having jurisdiction <i>as required</i> ;			
.2 Determine required cash allowances for inclusion in Division 1 of specifications;			
.3 Prepare final specification sections/ divisions for each discipline;			
.4 Submit final documents to architect/other consultants for final coordination review ( <i>recommended <b>minimum</b> time: two weeks before bid date</i> );			
.5 Prepare final construction cost estimates;			
.6 Assist architect in advising client on selection of testing and inspection agencies;			
.7 Assist architect in evaluation of pre-qualification submissions from interested bidders <i>as required</i> .			
6. Check completed documents for coordination/accuracy: promptly instruct consultants to make revisions required.			
7. Instruct consultants to seal and sign their documents as per regulatory authorities and authorities having jurisdiction.			