

301 – Phase A Initial Project Meeting

301.1 Initial Project Meeting: Once the Architect-Engineer is selected and a contract is awarded, the Project Manager schedules an initial project meeting to introduce the Architect-Engineer to the Using Agency and to the requirements of the Project. The initial project meeting is attended by representatives of the Division of Engineering and Contract Administration, Using Agency, and Architect-Engineer.

The Project Manager presents the Division of Engineering and Contract Administration guidelines and procedures for each phase of the project. This information includes the responsibilities and performance expected of the Architect-Engineer for the project.

301.2 Project Requirements: During the initial project meeting the Division of Engineering and Contract Administration will provide the Architect-Engineer with a copy of the Using Agency's Project Program defining the Project scope of work.

The Project Manager provides budget information to the Architect-Engineer as guidance for the Project. This information includes the construction budget amount. Throughout the project, the Architect-Engineer is expected to closely monitor the scope of work (including estimates of construction cost) and notify the Project Manager at any time that the estimate exceeds the construction budget amount.

301.3 Project Walk-Through: The Project Manager and Using Agency Representative will facilitate a walk-through of the project site and/or (in the case of a renovation or addition) the existing building(s). This walk-through is intended to provide a general introduction to the existing conditions that will be addressed during the design phases of the project.

The Project Manager will provide the Architect-Engineer with all available "as-built" or "record" drawings. However, these drawings are for informational purposes only and shall not be relied upon for any condition that can be determined through field investigation.

301.4 Project Schedule: The Project Manager will provide the Architect-Engineer with a project design and construction time line based on the RFP, Architect-Engineer Contract and/or Project Program. The timeline will include dates or times for completion of design work and for start and completion of construction. The Architect-Engineer is expected to review the time line information and to develop a detailed Project schedule. The Project schedule, once approved by the Project Manager, will become the basis for contractual agreements following the completion of Phase A.

301.5 Evaluation: The Architect-Engineer may be evaluated by the Division of Engineering and Contract Administration at the end of the Project. **See Section 1002 Consultant Performance Evaluation.**