

303 – Phase A Responsibilities of the Division of Engineering

303.1 Items Provided: During Phase A, the Division of Engineering and Contract Administration will provide the Architect-Engineer the following:

- Notice of selection letter.
- Identity of Project Manager for the Division of Engineering and Contract Administration.
- Architectural/Engineering Agreement.
- Notice of initial Project meeting date, time, place, and key personnel to attend.
- All property, topographical and geotechnical surveys. These services typically will be, procured directly by the Division of Engineering and Contract Administration using Master Agreements. If the subsurface investigation or survey work exceeds Master Agreement limits then those services may be included as a part of the Architect-Engineer's contract.
- Project Program and the Division of Engineering and Contract Administration's Procedures Manual.

303.2 Actions Taken: During Phase A, the Division of Engineering and Contract Administration shall:

- Review the Project Program provided by the Using Agency to determine adequacy and sufficiency. Provide additional information as needed or requested.
- Participate in the initial Project meeting, walk-thru and subsequent design review meetings.
- Provide formal review, comment and approval of Phase A submittal.
- Monitor Architect-Engineer performance to ensure adherence to Project budget, schedule and program.
- Update the Total Estimate of Funds Through Design – Form B-210-12. **See Section 202.1**
- Participate in the Commissioning Process.
- Assist the Architect-Engineer and the Using Agency in determining the LEED credits appropriate to the Project. Review the energy model to insure compliance with the required number of points for Energy and Atmosphere Credit 1.
- Develop an energy budget for the facility based on the energy model. Include a reasonable safety factor in the final calculation so the Using Agency can include the cost in their future operating budget.
- Provide the USGBC account number to register the project for projects seeking LEED Certification.

303.3 Mechanical, Electrical and Plumbing (MEP) Plan: The Associate Director of Mechanical and Electrical Services will review and approve the MEP submittal. Special attention will be given to the energy model and whether the required numbers of points for LEED Energy and Atmosphere Credit 1 have been met. The submittal for the Associate Director of Mechanical and Electrical Services shall be as follows:

- ½ size drawings.
- Specifications.
- Energy model (include appropriate cut sheets or back up).

- Cover letter transmitting the submittal. Include a signature approval line for the Associate Director.