

305 – Phase A Responsibilities of the Architect-Engineer

The Architect-Engineer shall provide the following minimum services during Phase A:

305.1 Project Program and Administration: The Architect-Engineer Shall:

- Evaluate the Project Program furnished by the Using Agency relative to the Project construction budget. The Architect-Engineer is to notify the Division of Engineering and Contract Administration at the earliest possible date if the program cannot be developed within the limits of the project budget.
- Meet with the assigned Division of Engineering and Contract Administration representatives and the appropriate Using Agency Representative(s) as needed to fully develop the Project Program into a schematic design.
- Record all meetings with accurate minutes and distribute to the Project Manager, Using Agency and consultants.
- Assist the Using Agency in supplementing the Project Program in those technical areas as may be needed. These areas will be clarified to the Architect-Engineer by the Project Manager.
- Review any As-Built or Record Drawings that may be provided and verify accessible existing conditions and all interfaces between new and existing work.
- Involve the structural, mechanical, and electrical consultants immediately in the schematic design.
- Coordinate the work of the site survey and subsurface investigations. **See Section 210 Survey Requirements and Section 211 Subsurface Investigations.**

305.2 Budget - Cost Estimate: The Architect-Engineer Shall:

- Notify the Project Manager immediately and prior to the submission of the Phase A submittal if, at any time, the cost estimate exceeds the construction budget.
- Propose alternatives to bring the Project within the allotted cost. The Project Manager will then give direction to the Architect-Engineer on how to proceed.
- Provide Value Engineering as required during the selection of building component systems. Value Engineering shall be a continuous process that is applied to all phases and aspects of the Project. If at any time the Architect-Engineer identifies that the Project Scope is likely to exceed the project budget, the Architect-Engineer shall provide a candidate list of areas to be considered for Value Engineering evaluation.

305.3 Schedule: The Architect-Engineer Shall:

- Furnish a Project schedule defining major Project design and construction milestone dates or times. The Project schedule shall be delivered to the Project Manager within 10 working days from date of the initial Project meeting.
- Schedule the design review meetings through the Project Manager. Phase A submittal shall be delivered to the Division of Engineering and Contract Administration's representatives one week prior to the formal presentation unless notified otherwise. The Phase A review meeting location to be determined by the Project Manager.

305.4 Space Study Statement: The Architect-Engineer shall provide area information in the Space Study Statement on the Phase A Estimate of Construction Cost form defining the area of the project.

305.5 Commissioning: The Architect-Engineer Shall:

- Enhance the Basis of Design (BOD) based on the Owner's Project Requirements (OPR).
- Participate in Commissioning Authority schematic design review process when Enhanced Commissioning is used.

305.6 LEED: For Projects seeking LEED Certification: The Architect-Engineer Shall:

- Determine the appropriate LEED checklist relative to the Project Program.
- Identify, with the Using Agency and the Project Manager's assistance, the LEED credits appropriate for the Project.
- Conduct design activities to achieve the desired credits.
- Provide a preliminary energy model as required to document compliance with the required number of points for LEED Energy and Atmosphere Credit 1.