

## 306 – Phase A Submittal

The Architect-Engineer will furnish to the Division of Engineering and Contract Administration, Using Agency and others as determined by the Project Manager a Phase B submittal Package. Generally a minimum of six (6) sets of submittals will be required for the Phase B review, but the Project Manager will determine the exact number needed for any given Project. The Phase A submittal package shall include the following in bound form:

**306.1 Phase A Checklist:** With the Phase A submittal, the Architect-Engineer shall prepare the Phase A Checklist. This checklist shall be placed at the beginning of the Phase A submittal.  
**See Section 300.1 – Phase A Checklist for the Architect-Engineer.**

**306.2 Phase A Commissioning Plan:** During Phase A, the Commissioning Team will make necessary revisions to the Commissioning Plan created in the Pre-Design Phase. The purpose of the Phase A Commissioning Plan is to improve the accuracy of the Commissioning Plan created in Pre-Design and incorporate any alterations and/or decisions made during Schematic Design. These decisions may include selection of design professionals and Commissioning Authorities. The Phase A Commissioning Plan will focus on defining the subsequent design phase commissioning requirements. This document will be submitted to the Project Manager as the Commissioning Authority's Phase A Submittal Document. **See Section 019113-4 Commissioning Plan Overview and Section 019113-5 Sample Commissioning Plan Outline.**

**306.3 Design Narrative:** The design narrative is a written description of the Project design. The narrative shall contain a summary of the Project including the history of the Project design, programming information, codes, Using Agency and Owner's Project Requirements, conferences and pertinent research. The justification for each major design decision and product/material selection shall be clearly stated. Narrative descriptions of design solutions are to also be included. Written material may be supplemented by diagrams, sketches, models, etc. to convey design concepts. The narrative shall include identification and verification of the availability and/or adequacy of all utilities/infrastructure required for the operation of the proposed facility. The design narrative shall be in 8 ½" X 11" bound form.

Generally a minimum of six (6) sets of submittals will be required for the final review, but the Project Manager will determine the exact number needed for any given Project. When federal funding is involved the Using Agency will notify the Architect-Engineer as to the quantity required for federal review. The design narrative shall have a prepared space provided for the Using Agency Head's signature of acceptance of the schematic design.

**306.4 Schematic Design Documents:** Phase A schematic drawings shall be in 8 ½" X 11" or 11" x 17" bound form. Larger scale drawings may be required by the Project Manager in addition to the bounds for use in the review process.

**306.5 Schematic Drawings:** Schematic drawings showing the basic features, concepts and design intent of the Project shall include at a minimum drawings as outlined in the Phase A Checklist.

**306.6 Outline Specifications:** Outline specifications shall be descriptive of design intent in a brief and concise CSI Division format. Each outline specification shall include sections for all work anticipated to be included in the scope of the Project. Submittal of a specification "index" or "table of contents" only does not meet the requirement for submittal of outline specifications.

**See Sections 307 through 307.8 Outline Specifications Examples.**

**306.7 Project Schedule:** Include the following schedule information in the Phase A Estimate of Construction Cost:

- Milestones as originally outlined in the RFP or as provided by the Project Program.
- Significant Project design milestones such as review submittals for Phases A, B and C.
- Review periods for each design phase for Using Agency and the Division of Engineering and Contract Administration.
- Anticipated construction start and completion dates or times.

**306.8 Regulatory Review and Permitting Requirements:** The Architect-Engineer shall identify and list all authorities having jurisdiction over the Project to ensure compliance with all codes and regulatory requirements. When Federal Funding is involved, the Using Agency and/or the Division of Engineering and Contract Administration will provide the status of the Federal review to the Architect-Engineer for inclusion into the Phase A submittal. If the Architect-Engineer is responsible for these reviews then they shall provide the status of the federal review.

**306.9 Phase A Cost Estimate:** The Architect-Engineer shall prepare the Phase A Cost Estimate on the cost estimate form provided by the Division of Engineering and Contract Administration. (Phase A Estimate of Construction Cost). The estimate is to consider the economics that will affect the construction cost of the Project. The estimate must be researched for cost trends, escalation and industry factors to ensure its sufficiency through the design phases, the bidding process, and construction. The Architect-Engineer shall not include any contingency as part of the estimate. Contingency factors are included in separate Division of Engineering and Contract Administration documents. The construction cost estimate has a space provided for the authorized Using Agency signature of acceptance of the estimate.

**306.10 Space Study Statement:** The Architect-Engineer shall provide the area calculations in the Phase A Estimate of Construction Cost.

**See Section 309 for the Phase A Estimate of Construction Cost Form.**

**306.11 LEED Checklist:** The Architect/Engineer shall determine the appropriate LEED checklist relative to the Project Program and shall identify, with the Owner's assistance, the LEED credits appropriate for the Project. The Architect/Engineer shall conduct design activities accordingly to achieve the desired credits.

**306.12 Energy Model:** The Architect/Engineer shall provide a preliminary energy model as required to document compliance with the required number of points for Energy and Atmosphere Credit 1.

**306.13 Mechanical and Electrical Plan (MEP) Submittal:** 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 contain:

- ½ size or 11"x 17" 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.