

## **308 – Phase A Review and Approval**

**308.1 Review:** The Project Manager and the Using Agency Representative review the Phase A submittal. The Project Manager then schedules a review meeting. The purpose of the review meeting is to evaluate the submittal for compliance with the Project Program, budget and schedule.

Following the review meeting the Architect-Engineer documents, in the meeting minutes, all significant issues or concerns. All comments, drawing mark-ups and other issues and concerns identified during the Phase A review are then incorporated into the Project documents.

**308.2 Approval:** When the Phase A design is acceptable, the Using Agency shall forward to the Project Manager a signed Phase A Estimate of Construction Cost (**See Section 309**). The Project Manager then issues a letter of approval to the Architect-Engineer and copies the approval letter to the Executive Director of the Division of Facility Development and Efficiency. The Architect-Engineer is cautioned not to proceed beyond Phase “A” work until a fee has been negotiated and a contract modification has been received or a letter allowing such work is issued from the Executive Director.