

## **503 – Phase B Responsibilities of the Division of Engineering**

**503.1 Items Provided:** During Phase B, the Division of Engineering and Contract Administration will provide the Architect-Engineer the following:

- Phase B Authorization letter (if not previously authorized in the Phase A approval letter).
- The remaining topographic and survey work including the second phase subsurface investigations shall be initiated at the beginning of Phase B. These services are typically 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.

**503.2 Actions Taken:** During Phase B, the Division of Engineering and Contract Administration shall:

- Participate in Phase B progress meetings and subsequent design review meetings.
- Provide additional information as needed or requested.
- Provide formal review, comment and approval of Phase B submittal.
- Update the Total Estimate of Funds Through Design - Form B-210-12. **See Section 202.1**
- Monitor Architect-Engineer performance to ensure adherence to Project budget, schedule and program.
- Participate in the Commissioning Process

**503.3 Projects Seeking LEED Certification:**

- The Project Manager shall assist the Architect-Engineer and the Using Agency in determining the LEED credits appropriate to the Project.
- The Project Manager will review the energy model to insure compliance with the required number of points for Energy and Atmosphere Credit 1.