

505 – Phase B Responsibilities of the Architect - Engineer

505.1 Project Program and Administration: Phase B design development represents 40% of the design contract. The Architect-Engineer shall:

- Not begin design development until formal approval of the design fee for the remaining phases has been approved by the Division of Engineering and Contract Administration.
- Continue development and expansion of design documents to establish the final scope, relationships, forms, size and appearance of the project.
- Ensure that all remaining topographic and survey work is completed during Phase B. The second phase subsurface investigations shall be initiated at the beginning of Phase B. The Architect-Engineer shall initiate and coordinate all requested work with the selected consultant providing services.
- Meet with the assigned Division of Engineering and Contract Administration representatives and the appropriate Using Agency Representative(s) as needed to fully develop the design.
- Involve all Sub-consultants throughout the Phase B design development process.

505.2 Budget - Cost Estimate: The Architect-Engineer shall:

- Update the Cost Estimate on the Phase B Estimate of Construction Cost form. The Project estimate shall reflect any adjustment in cost due to changes in Project Scope, requirements or general market conditions.
- Ensure that Phase B documents adhere to the design and budget parameters established in Phase A. Inform the Project Manager immediately should the Project exceed the Phase A budget with explanations for the increased cost.
- If at any time the Architect-Engineer identifies that the Project Scope is likely to exceed the project budget they shall provide a list of areas to be considered for Value Engineering evaluation.
- Provide Value Engineering during design development of building component systems. Value Engineering shall be a continuous process throughout all phases and aspects of the Project.
- Obtain approval in writing from the Project Manager for any increase in area or cost.

505.3 Schedule: The Architect-Engineer shall:

- Update the Project Schedule on the Phase B Estimate of Construction Cost form defining major project design and construction milestone dates.
- Deliver the Phase B submittal to the Using Agency Representative and the Project Manager two weeks prior to the formal presentation unless notified otherwise.

505.4 Space Study Statement: Update the Space Study Statement on the Phase B Estimate of Construction Cost form defining any adjustments to the area of the project.

505.5 Commissioning: Participate in Commissioning Authority design development review process, when Enhanced Commissioning is used.

505.6 LEED: For projects Seeking LEED Certification, the Architect/Engineer shall:

- Finalize the LEED points being pursued on the Project.
- Provide an updated preliminary energy model as required to document compliance with the required number of points for Energy and Atmosphere Credit One.