

603 – Phase C Responsibilities of the Division of Engineering

603.1 Items Provided: During Phase C, the Division of Engineering and Contract Administration will provide the Architect-Engineer the following:

- Phase C Authorization letter (if authorization was not previously incorporated into the Phase B approval letter).
- Instructions to Bidders and General Conditions. These documents were prepared and adopted by the Division of Engineering and Contract Administration and provided electronically at <http://finance.ky.gov/services/stateplan/Pages/ConstructionFormsandInformation.aspx>
- The Division of Engineering and Contract Administration will prepare the following non-technical portion of the specifications (i.e., front-end specifications):
 - Project Manual Cover Sheet
 - Sealed Bid Form
 - Prevailing Wage Rates
 - General Conditions
 - Instructions to Bidders
 - Headers for unit prices, materials and subcontractors lists

603.2 Actions Taken: During Phase C of the Division of Engineering and Contract Administration shall:

- Participate in Phase C progress meetings and subsequent design review meetings.
- Provide additional information as needed or requested.
- Provide formal review, comment and approval of Phase C submittal.
- Monitor Architect-Engineer performance to ensure adherence to Project budget, schedule and program.
- Complete the Total Estimate of Funds through Construction - Form B-210-12. **See Section 612**
- Advertise for bidding.
- Distribute Bid Documents.
- Issue Addenda.
- Receive, open and review Bids.
- Award Contract.

603.3 LEED: For projects seeking LEED Certification, the Division of Engineering and Contract Administration shall:

- Provide the USGBC account number for submission for LEED Certification.
- Review the final contract documents and the final energy model with specific attention to the number of points pursued for the Energy and Atmosphere Credit 1
- Participate in the Commissioning Authority construction document design review process to be conducted prior to 50% construction documents or prior to the Phase C intermediate review if required.
- Review the LEED scoresheet for compliance with the appropriate LEED certification desired.