

## 605 – Phase C Responsibilities of the Architect-Engineer

The Architect-Engineer shall provide the following as minimum services under Phase C:

**605.1 Project Program and Administration:** Phase C construction documents, including bidding and negotiations, represent 75% of the design contract. The Architect-Engineer shall:

- Not begin Phase C construction documents until formal approval of Phase B has been received from the Division of Engineering and Contract Administration.
- Insure the Phase C documents adhere to the design and budget parameters established in Phase B.
- Continue development and expansion of Phase B documents into construction documents that establish in detail the requirements of the project.
- Meet with the assigned Division of Engineering and Contract Administration representatives and the appropriate Using Agency representative(s) as needed to fully detail and complete the construction documents.
- Involve and coordinate all design team sub-consultants throughout the Phase C construction documents process.
- Coordinate a plan-in-hand site inspection prior to the Phase C construction documents submittal to insure that the final design accurately reflects existing site conditions. Any changes in site conditions that have occurred during the design period shall be annotated and brought to the attention of the Project Manager for direction.
- Assist the Division of Engineering and Contract Administration in bidding and contract award.
- Participate in the pre-bid conference, prepare addenda, attend the bid opening and participate in review and evaluation of bids.

**605.2 Budget – Cost Estimate:** The Architect-Engineer shall:

- Update the Cost Estimate on the Phase C Estimate of Construction Cost to reflect any adjustment in estimated construction cost made necessary by changes in project scope, requirements or general market conditions.
- Inform the Project Manager should the project begin to exceed Phase B cost, area or budget parameters. The Architect-Engineer shall be prepared to explain reasons for any increased area or cost. Any increase in area or cost shall be approved in writing by the Project Manager.
- Provide a Value Engineering assessment as required during development of construction documents. Value engineering shall be a continuous process that is applied to all phases and aspects of the Project. If at any time the Architect-Engineer identifies that the Project scope is likely to exceed the Project budget, the Architect-Engineer shall provide a candidate list of areas to be considered for Value Engineering evaluation.

**605.3 Schedule:** The Architect-Engineer shall:

- Update the Project Schedule on the Phase C Estimate of Construction Cost defining any adjustments to Project design and construction milestone dates or times.

- Deliver the Phase C submittal to the Division of Engineering and Contract Administration's representative two weeks prior to the formal review unless notified otherwise.

**605.4 Space Study Statement:** The Architect-Engineer shall update the Space Study Statement on the Phase C Estimate of Construction Cost defining any adjustments to the area of the Project.

**605.5 Commissioning:** The Architect-Engineer shall:

- Insure that the contract documents incorporate information including drawings, details and specifications necessary to meet the LEED requirements for credits being pursued.
- Include Contractor requirements relating to LEED documentation, process, etc. Include commissioning requirements in the contract documents.
- Participate in the Commissioning Authority construction document design review process to be conducted prior to intermediate Phase C review.

**605.6 LEED:** For projects Seeking LEED Certification, the Architect-Engineer shall:

- Provide the final energy model and the resulting number of points for Energy and Atmosphere Credit 1 to the Owner at the completion of construction documents.
- Prepare and submit the LEED Design Application to the USGBC.
- Initiate the Design Application appeal if necessary. The Owner will pay any appeal fees that may be required.