

610 – Phase C Final Review and Approval

610.1 Review: As the Phase C process nears completion, the Architect-Engineer shall confirm the Final Submittal date and the Final Review Meeting date with the Project Manager and the Using Agency Representative. The Architect-Engineer, Project Manager, Using Agency Representative and all Sub-Consultants shall attend the Final Review Meeting.

The Final Review submittal date shall be at least two weeks before the Final Review Meeting to allow for internal review by the Project Manager and the Using Agency Representative. Unless the Project Manager directs otherwise, the Final Review meeting will be held in the offices of the Division of Engineering and Contract Administration.

If the plans or specifications are deemed to be incomplete, review of the submittal may be terminated and new dates for a complete submittal and Final Review may be scheduled by the Project Manager.

Following the Final Review meeting, the Architect-Engineer shall document all identified significant issues or concerns in the meeting minutes. All comments, drawing mark-ups and other issues and concerns identified during the Final Review meeting are then incorporated into the Project documents. The responsibility for document completeness and accuracy remains with the Architect-Engineer.

610.2 Required Permits and Regulatory Approvals: Concurrent with the delivery of Final Review documents, the Architect-Engineer shall submit evidence of application for required permits and regulatory approvals.

The Architect-Engineer shall copy the Project Manager on the Department of Housing Building and Construction submittal which includes the review fee form and the Energy Workbook.

610.3 Approval: When the Phase C documents are acceptable:

- The Using Agency Representative shall forward to the Project Manager a signed Phase C cost estimate.
- The Project Manager will then notify the Architect-Engineer, and request delivery of the Ready-to-Advertise documents and authorize Phase “C” payment.
- The Using Agency Representative shall sign the original plans in the title block.
- The Project Manager shall initial the final plans and start the process of logging them in for bidding.