

912 – Phase D Responsibilities of the Architect-Engineer

912.1 Contract Administration: During the construction period (Phase D), the Architect-Engineer performs contract administration services as prescribed by the Architect-Engineer contract. These include but are not necessarily limited to the following:

- Provide professional services as required to coordinate, facilitate, expedite, and verify the process of construction. However, the Architect-Engineer is not expected to perform the services expected of the General Contractor during construction.
- Facilitate Project communications by providing information (including copies of documents) to the Project Manager, Construction Specialist, Using Agency Representative, Resident Observer and other Project participants as needed.
- Serve as the first line of communication between the Contractor and the Project Manager. All correspondence from the Contractor shall be directed to the Architect-Engineer.
- Act as arbiter of the Contract Documents.
- Provide periodic observation of the Work by the applicable registered professionals and other personnel. **See Section 913 Periodic Observation**
- Monitor the Contractor's performance and progress as it relates to schedule, and periodically report same to the Project Manager.
- Schedule, coordinate and conduct Progress Meetings and other required Project meetings and conferences.
- Prepare and distribute minutes of every Project meeting and conference. **See Section 914 Progress Meetings.**
- Review Shop Drawings, samples and other submittals for conformance with the Contract Documents.
- Prepare color and material selection proposals for approval.
- Provide timely responses to Requests for Information.
- Issue Field Orders.
- Review and sign Change Order proposals and make acceptance recommendations to the Project Manager.
- Prepare accepted Change Orders for processing.
- Review the Contractor's Application for Payment (progress payment) and makes recommendations for approval to the Project Manager.
- Compile punch lists and verify compliance with noted deficiencies.
- Certify Substantial Completion of the Work.
- Certify Final Completion of the Work.
- Maintain the official Project record file for a minimum of seven (7) years after Final Completion.

912.2 Resident Observer: The Architect-Engineer shall provide timely compensation to the Resident Observer as per their contract/agreement. The Architect-Engineer shall pay the Resident Observer on the agreed dates, without regard to the status of reimbursement from the Commonwealth. The Architect-Engineer shall not consider the Resident Observer as a Sub-consultant. **See Section 903 for the duties and responsibilities required of the Resident Observer.**

912.3 Extended Phase D Services during the Warranty Period: The Architect/Engineer shall conduct a one year warranty inspection of the Project to determine if remedial work is required to satisfy Project guarantees and warranties.

912.4 LEED: For projects Seeking LEED Certification, the Architect/Engineer shall perform the following during Phase D:

- At the pre-bid conference provide written (specifications) and a verbal summary, of the LEED process and documentation that is required by the Contract. This is for the purpose of educating potential bidders on LEED requirements for the Project.
- Review with the Contractor, at the Pre-Construction Conference, the LEED submittal requirements for the Project.
- Provide updates to the Project Manager on the status of LEED certification as a part of the monthly Construction Progress Meetings.
- Respond to the USGBC Design Review within 25 Business days of receipt of review comments.
- Initiate USGBC Design Application Appeal as/if necessary. The Division of Engineering and Contract Administration will pay any appeal fees that may be required.

The Architect/Engineer shall perform the following Extended Phase D services during the one year warranty period:

- Prepare and submit, in association with the Contractor, the LEED Construction Application to the USGBC. A copy of this application and any correspondence with the USGBC shall be sent to the Project Manager.
- The Architect/Engineer shall respond to the USGBC Construction Review within 25 business days of receipt of review comments.
- The Architect/Engineer shall initiate the Construction Application Appeal as/if necessary. The Owner will pay any appeal fees that may be required. The Architect-Engineer shall assist the Commissioning Authority as necessary.