

301 – Phase A Initial Project Meeting

301.1 Initial Project Meeting: Once the Architect-Engineer is selected and a contract is awarded, the Project Manager schedules an initial project meeting to introduce the Architect-Engineer to the University Project Representative and to the requirements of the Project. The initial project meeting is attended by representatives of DFMS Project Management, University representative, and Architect-Engineer.

The Project Manager presents the DFMS Project Management guidelines and procedures for each phase of the project. This information includes the responsibilities and performance expected of the Architect-Engineer for the project.

301.2 Project Requirements: During the initial project meeting DFMS Project Management will provide the Architect-Engineer with a copy of the Project Program defining the Project scope of work.

The Project Manager provides budget information to the Architect-Engineer as guidance for the Project. This information includes the construction budget amount. Throughout the project, the Architect-Engineer is expected to closely monitor the scope of work (including estimates of construction cost) and notify the Project Manager at any time that the estimate exceeds the construction budget amount.

301.3 Project Walk-Through: The Project Manager will facilitate a walk-through of the project site and/or (in the case of a renovation or addition) the existing building(s). This walk-through is intended to provide a general introduction to the existing conditions that will be addressed during the design phases of the project.

The Project Manager will provide the Architect-Engineer with all available “as-built” or “record” drawings. However, these drawings are for informational purposes only and shall not be relied upon for any condition that can be determined through field investigation.

301.4 Project Schedule: The Project Manager will provide the Architect-Engineer with a project design and construction timeline based on the RFP, Architect-Engineer Contract and/or Project Program. The timeline will include dates or times for completion of design work and for start and completion of construction. The Architect-Engineer is expected to review the timeline information and to develop a detailed Project schedule. The Project schedule, once approved by the Project Manager, will become the basis for contractual agreements following the completion of Phase A.

301.5 Evaluation: The Architect-Engineer may be evaluated by Owner at the end of the Project. **See Section 1002 Consultant Performance Evaluation.**