

303 – Phase A Responsibilities of DFMS Project Management

303.1 Items Provided: During Phase A, DFMS Project Management will provide the Architect-Engineer the following:

- Identity of Project Manager for DFMS Project Management.
- Architectural/Engineering Agreement.
- Notice of initial Project meeting date, time, place, and key personnel to attend.
- All property, topographical and geotechnical surveys. These services typically will be, procured directly by DFMS Project Management using Master Agreements. If the subsurface investigation or survey work exceeds Master Agreement limits then those services may be included as a part of the Architect-Engineer's contract.
- Project Program and ECU DFMS's Procedures Manual.

303.2 Actions Taken: During Phase A, DFMS Project Management shall:

- Review the Project Program provided by the University to determine adequacy and sufficiency. Provide additional information as needed or requested.
- Participate in the initial Project meeting, walk-thru and subsequent design review meetings.
- Provide formal review, comment, and approval of Phase A submittal.
- Monitor Architect-Engineer performance to ensure adherence to Project budget, schedule and program.
- Update the Total Estimate of Funds Through Design. **See Section 202.1.**
- Participate in the Commissioning Process.
- Assist the Architect-Engineer and the Owner in determining the LEED credits appropriate to the Project. Review the energy model to insure compliance with the required number of points for Energy and Atmosphere Credit 1.
- Develop an energy budget for the facility based on the energy model. Include a reasonable safety factor in the final calculation.
- Provide the USGBC account number to register the project for projects seeking LEED Certification.

303.3 Mechanical, Electrical and Plumbing (MEP) Plan: The Division of Facilities Management and Safety will review and approve the MEP submittal. The submittals shall be as follows:

- Drawings.
- Specifications.
- Energy model if appropriate (include appropriate cut sheets or back up).