

306 – Phase A Submittal

The Architect-Engineer will furnish to Project Manager and others as determined by the Project Manager a Phase A submittal Package. Generally, a minimum of three sets (two hard copy and one electronic) of submittals will be required for the Phase A review, but the Project Manager will determine the exact number needed for any given Project. The Phase A submittal package shall include the following in bound form:

306.1 Phase A Checklist: With the Phase A submittal, the Architect-Engineer shall prepare the Phase A Checklist. This checklist shall be placed at the beginning of the Phase A submittal.

See Section 300.1 – Phase A Checklist for the Architect-Engineer.

306.2 Phase A Commissioning Plan: During Phase A, the Commissioning Team will make necessary revisions to the Commissioning Plan created in the Pre-Design Phase. The purpose of the Phase A Commissioning Plan is to improve the accuracy of the Commissioning Plan created in Pre-Design and incorporate any alterations and/or decisions made during Schematic Design. These decisions may include selection of design professionals and Commissioning Authorities. The Phase A Commissioning Plan will focus on defining the subsequent design phase commissioning requirements. This document will be submitted to the Project Manager as the Commissioning Authority's Phase A Submittal Document. **See Section 019113-4 Commissioning Plan Overview and Section 019113-5 Sample Commissioning Plan Outline.**

306.3 Design Narrative: The design narrative is a written description of the Project design. The narrative shall contain a summary of the Project including the history of the Project design, programming information, codes, Owner's Project Requirements, conferences, and pertinent research. The justification for each major design decision and product/material selection shall be clearly stated. Narrative descriptions of design solutions are to also be included. Written material may be supplemented by diagrams, sketches, models, etc. to convey design concepts. The narrative shall include identification and verification of the availability and/or adequacy of all utilities/infrastructure required for the operation of the proposed facility. The design narrative shall be in 8 ½" X 11" bound form.

Generally, a minimum of three sets (two hard copy and one electronic) of submittals will be required for the final review, but the Project Manager will determine the exact number needed for any given Project. When federal funding is involved, the Owner will notify the Architect-Engineer as to the quantity required for federal review.

306.4 Schematic Design Documents: Phase A schematic drawings shall be in 8 ½" X 11" or 11" x 17" bound form. Larger scale drawings may be required by the Project Manager in addition to the bounds for use in the review process.

306.5 Schematic Drawings: Schematic drawings showing the basic features, concepts and design intent of the Project shall include at a minimum drawing as outlined in the Phase A Checklist.

306.6 Outline Specifications: Outline specifications shall be descriptive of design intent in a brief and concise CSI Division format. Each outline specification shall include sections for all work anticipated to be included in the scope of the Project.