

308 – Phase A Review and Approval

308.1 Review: The Project Manager review the Phase A submittal. The Project Manager then schedules a review meeting. The purpose of the review meeting is to evaluate the submittal for compliance with the Project Program, budget, and schedule.

Following the review meeting, the Architect-Engineer shall document all significant issues or concerns in the meeting minutes. All comments, drawing mark-ups and other issues and concerns identified during the Phase A review are then incorporated into the Project documents.

308.2 Approval: When the Phase A design is acceptable, the Project Manager shall sign the Phase A Estimate of Construction Cost (**See Section 309**).

The Architect-Engineer is cautioned not to proceed beyond Phase “A” work until a fee has been negotiated and a contract modification has been received or a letter allowing such work is issued from the Division Facilities Management and Safety Project Management or Project Manager.