

603 – Phase C Responsibilities of Project Manager

603.1 Items Provided: During Phase C, Project Manager will provide the Architect-Engineer the following:

- Phase C Authorization (if authorization was not previously incorporated into the Phase B approval).
- Instructions to Bidders and General Conditions.
- Project Manager will prepare the Project Manual concerning the non-technical portion of the specifications (i.e., front-end specifications):

603.2 Actions Taken: During Phase C, Project Manager shall:

- Participate in Phase C progress meetings and subsequent design review meetings.
- Provide additional information as needed or requested.
- Provide formal review, comment, and approval of Phase C submittal.
- Monitor Architect-Engineer performance to ensure adherence to Project budget, schedule and program.
- Complete the Total Estimate of Funds through Construction - **See Section 612**
- Assist Purchasing to advertise for bidding.
- Assist Purchasing with Addenda.
- Review Bids.
- Recommend awarding Contract.

603.3 LEED: For projects seeking LEED Certification, Project Manager shall:

- Review the final contract documents and the final energy model with specific attention to the number of points pursued for the Energy and Atmosphere Credit 1
- Participate in the Commissioning Authority construction document design review process to be conducted prior to 50% construction documents or prior to the Phase C intermediate review if required.
- Review the LEED scoresheet for compliance with the appropriate LEED certification desired.