**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.