1 Introduction
1.1 Most University projects have three distinct phases. The actual number of submittals will be outlined in the RFP.
   1.1.1 Schematic Design Phase
   1.1.2 Design Development Phase
   1.1.3 Construction Document Phase: This phase may require up to four submittals
      1.1.3.1 Intermediate Construction Documents: to verify that the University responses to the DD submittals are understood and being properly implemented
      1.1.3.2 Final Review Construction Documents: a complete set of construction documents for owner review offering the last opportunity for revisions to be incorporated into the Bid Documents
      1.1.3.3 Construction Documents (Bid Set): the document set initially delivered to contractors with comments to be addressed by addenda
      1.1.3.4 Contract Documents: This is the complete and legally binding set of documents that includes the Bid Documents with accepted alternates delineated, and all addenda
   1.2 After the expectations as outlined below are successfully met the Consultant will receive notification from the PM releasing them to proceed to the next level of submittals. If the University Project Team is not satisfied that the expectations have been met then the Consultant will be required to re-submit a corrected submittal package at a date to be determined by the University Project Manager.

2 Submittal Review
2.1 Written comments from PM should be expected within three weeks from the date of delivery of the plan submission.
2.2 Consultant will respond in writing to each of the review comments.
2.3 At each level of the design process the University will typically require submittal review meetings. Additional meetings will be covered in the RFP.

3 Requirements Common to All Projects
3.1 Construction cost estimate arranged by discipline including identification and estimated cost of any Owner-provided equipment or materials
3.2 Code review for all disciplines
3.3 Basis of Design for all disciplines
3.4 Review of University Design Standards and a list of non-compliance issues
3.5 Energy & LEED
   3.5.1 Describe energy efficiency and sustainability aspects of the design approach integrated between all disciplines for all phases after SD
   3.5.2 Show the energy modeling as developed for all phases after SD
   3.5.3 Provide a copy of the COMcheck submittal as developed for all phases after SD
   3.5.4 Provide estimate of annual energy consumption as well as a list of potential energy savings options
   3.5.5 Provide LEED project checklist (if seeking certification)
   3.5.6 Provide LEED Basis of Design document (if seeking certification)
3.6 Ventilation Rate Procedure:
   3.6.1 Refer to Division 23 HVAC 0000 Systems 1.1 and 1.2 for submission requirements.
   3.6.2 Provide a copy of the Ventilation Rate Procedure as developed for all phases after SD.