

EXHIBIT E - Responsibility Matrix

Scope Step and Section	Specifics	CxA	A/E	SCF	Construction Contractor
Pre-Design and Design Phases (TED Project)					
8.1.1 - Meetings	Owner Kick-Off Meeting	R	I	C	
	Sustainability Charette	I	R	C	
	Design Review Meetings	A	R	C	
	Site Familiarization Visit during design	R	I	C	
8.1.2 - Owners Project Requiements (POR)		R	C	A	
8.1.3 - Design Documents	Basis of Design (BOD)	A	R	C	
	Plan Reviews	R	A	I	
	HVAC Control System Sequences of Operation	C	R	C	
8.1.4 - Commissioning Plan		R	C	I	I
Construction Phase (TED and Fireweed Projects)					
8.2.1 - Meetings	Kickoff Meeting	C	R	I	I
	Commissioning Meetings	R	C	I	I
	Project Meetings	R	C	I	I
8.2.2 - Construction Phase Commissioning Plan	Prepare Plan, checklists, FPT procedures, etc.	R	C	I	I
8.2.3 - Reviews	Submittals and Shop Drawings	C	C	I	R
	O&M Manuals	C	C	I	R
	Start-up Plan	C	C	I	R
	HVAC Control System Programming	C	C	I	R
	Training Program	C	C	I	R
	TAB Report	C	C	I	R
	Record Drawings	C	C	I	R
8.2.4 - Scheduling	Coordinate commissioning activities with contractor's schedule	R	I	C	R
8.2.5 - O&M Staff Construction Site Tours	Provide availability when onsite.	R	I	A	C
8.2.6 - Pre-functional Inspection and Checklists	Perform	R	C	I	A
8.2.7 - Equipment and Systems Start-up	Review, witness, and verify	R	C	I	A
8.2.8 - Functional Performance Tests	Develop and direct all tests	R	A	I	A
8.2.9 - Site Visits		R	C	C	A
8.2.10 - Reports/Logs		R	A	C	A
8.2.11 - Training		R	I	C	A
8.2.12 - Final Commissioning Report and Systems Manual		R	I	I	C
Occupancy and Operation Phases (TED and Fireweed Projects)					
8.3 - Commissioning During the Occupancy and Operation Phases		R	I	C	C

RACI Diagram KEY

R	Responsible
A	Accountable
C	Consulted
I	Informed