

**SBA Project Submission Form
PLANNING PHASE
SBA FORM 176a**

SBA County/Architect

- Request For A/E Expression of Interest in Qualification Newspaper Advertisement
- List of Responding Architectural/Engineering Firms
- Short List of Architects to be formally interviewed
- Draft copy of the AIA B101 Agreement between the Owner and Architect
- Copy of the Project Development Schedule from Grant Contract (Exhibit A-2)
- Preliminary list of Green School components (when applicable)

Site Feasibility Study

Written assurances that the following site feasibility information has begun, shall be provided with the Planning Phase submission. The final site feasibility study along with the recommendation for the preferred site shall be completed and approved prior to the Schematic Design submission.

- A study shall be completed on site feasibility. The study must include all site development costs for each site being considered. The site feasibility study along with the recommendation for the preferred site must be submitted to the SBA for approval before proceeding with the acquisition of any site.
- A complete site feasibility study must be prepared by the project architect/engineer before proceeding with the purchase of the proposed site for construction. Consideration must be given to all factors identified in State Board Policy 6200, Chapter 2. The site evaluation study must include but is not limited to:
 - Geotechnical Evaluation
 - Boundary and Topographic Data
 - Geological Evaluation (where applicable)
 - WVDEP and US Army Corps of Engineers Evaluation and archaeological evaluation (where applicable)

SBA County/Architect

- Archaeological Survey - West Virginia State Historical Preservation Office Review (where applicable)
- Department of Highways Evaluation (where applicable)
- Other Agencies Reviews (Identify)

Educational Programming Information

- Conrad Formula Space Calculation Worksheet (M.S. & H.S. only) See SBA Policy & Procedure Handbook (Section I)
- Summary of Spaces Worksheet #1 (SBA 142)
- Subject Area Space Allocation Worksheet #2 (SBA 141)
- Building Program Utilization Worksheet #3 (SBA 156)
- Preliminary Program of Spaces
- Preliminary Estimate of Probable Square Footage Construction Cost (square footage cost analysis).

Submitted By

Date

SBA Approval By

Date

SBA Form 176a
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