

School Building Authority of West Virginia
PROJECT SUBMISSION FORM – PLANNING PHASE
SBA FORM 302-A

SBA County/Architect (*Check the applicable boxes*)

Owner & Architect Contract

Draft copy of the AIA B101 Agreement between the Owner and Architect with the SBA's Architectural / Engineering Supplemental Requirements to AIA B101 included.

Project Delivery Method Narrative

The A/E shall work with the LEA to determine the most prudent and resourceful project delivery method. Determinations for the following methods shall be selected and reported to the SBA:

- Whether the use of an approved Clerk-of-the-Works is required or a Construction Manager
- Whether the use of a Construction Analyst is necessary
- Whether the project will be bid as a Single Prime Contractor package, a Multiple-Prime Contractor Package or a combination of both
- Whether the Site Design bid package will be separate or a part of the Building Design bid package
- Whether Building Information Modeling (BIM) will be used by the design team and to assist the Contractor in construction coordination
- The use of an independent Testing Adjusting and Balancing (TAB) contractor or an HVAC Commissioning Agent
- Whether the project will be a part of an Energy Savings Performance Contract

Site Feasibility Study

A site feasibility study must be completed 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 WVBE Policy 6200, Chapter 2. A copy of the study must be included in the Planning Phase Submission. 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)

- Archaeological Survey - West Virginia State Historical Preservation Office Review (where applicable)
- Department of Highways Evaluation (where applicable)
- Sanitary Sewer Sanitation / Percolation Test Results (where applicable)
- Water Pressure Test Results
- Utility Review Correspondence
- Other Agencies Reviews (Identify)

Educational Programming Information

- A complete Educational Specification (Ed. Spec.) document as described in the SBA Policy & Procedures Handbook Chapter 301.
- Summary of Spaces Worksheet #1 (SBA 301 A)
- Subject Area Space Allocation Worksheet #2 (SBA 301 B)
- Building Program Utilization Worksheet #3 (SBA 301 C)
- Preliminary Program of Spaces
- Preliminary Estimate of Probable Construction Cost
- (*Where Applicable*) Preliminary list of Green School components

NOTE: The School Building Authority and the West Virginia Department of Education reserve the right to request an electronic copy of Planning Phase Submission.

Submitted By Date

SBA Approval By Date

SBA 302-A