

School Building Authority of West Virginia  
**PROJECT SUBMISSION FORM – BIDDING DOCUMENT PHASE**  
**SBA FORM 302-D**

The Bidding Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of drawings and specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the work.

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

- Please check this box only if all previous SBA review comments have been addressed.
- The construction documents submitted shall reflect the entire proposed scope of work including all alternate construction bid packages. Any additional scope changes or alternate bid packages added after bidding document approval must be agreed upon by the SBA prior to bidding of the project. If additional scope changes are included without SBA approval, this work and all associated fees shall become the fiscal responsibility of the grant recipient.
- The construction specifications shall include bidding and procurement information that describes the place and conditions of bidding, including bidding or proposal forms, the Form of Agreement between the Owner and Contractor and the conditions of the contract for construction (General, Supplemental and Special Conditions).
- Include in the specifications, an original unaltered copy of the latest version of the SBA Supplemental Instructions to Bidders, General Conditions and all associated applicable SBA Forms.
- A comprehensive detailed specification that thoroughly describes all building components and systems per division of work and specific to the project. The quality of materials and systems set forth in the specifications should minimally meet or exceed the standards outlined in the SBA Quality and Procedures Standards.
- A detailed sequence of operation which will describe the functionality of all HVAC systems and all related components that work in conjunction with one another as an integrated system including the Direct Digital Controls (DDC) system. In the event that a full building automation system (BAS) is incorporated into the facility, this sequence of operation shall accurately detail the operation of all monitored equipment.
- (*Where applicable*) Provide the project construction analyst or construction manager an electronic copy of the bidding document.

**In addition to the Design Development information, the Bidding Documents shall include:**

**Cover Sheet with the following information:**

- Gross Building Area: by floor, existing (square footage), new (square footage), and total square footage
- Gross area per student, design enrollment
- List current governing codes and standards as adopted by the state and incorporated into the project design.

**Life Safety Plan:**

- Identify all exits; show actual load and capacity. Verify minimum exits per floor
- Show egress paths. Verify within code lengths.
- Review for dead-end corridors
- Stairs – verify handrail locations and lengths.
- Confirm wall ratings for storage, utility rooms, trash rooms, corridors and stairwells.
- Handicapped access – (i.e., ramps, disabled areas of refuge)

**Site and Civil Drawings:**

- Boundary and Topographical survey by licensed surveyor
- Grading plan; sediment and erosion control plan and details
- Address all WVDEP, US Army Corps of Engineers and other regulatory agency concerns and comments
- Utility plans and details; locations of existing utilities to be relocated.

**Landscaping (when applicable):**

- Overall plan showing plantings, irrigation and drainage systems, site lighting, signage and features
- Details and sections of all site features, special pavements, bollards, etc.
- Symbol glossary or legend
- Planting and seeding schedules
- Planting standard details, modified as required for specific conditions

**ARCHITECTURAL:****Plan Sheets:**

- Key plan cross referenced to the building area shown.
- All floor plans with column line grid with all dimensions; show all core areas, floor openings; note all partitions and partition types; show all door and other openings
- Label all windows and doors on plan and identify in the corresponding schedules
- Building section elevations, wall section and interior elevation marks on plans
- Detail references with the detail number/nomenclature
- Show all accurately completed schedules.
- Show all dimensions both interior and exterior to locate windows, doors and interior wall locations.

**Roof Plan:**

- Roof plan showing all dimensions and noting all materials, openings, keyed details and sections
- Note the roof slope and minimum insulation thickness at low points
- Details and sections noting all roof perimeter, parapet and internal conditions

**Reflected Ceiling Plan:**

- Indicate all ceiling and bulkhead heights
- Coordinate and show location of mechanical and electrical equipment including ceiling diffusers, lighting fixtures and access panels

**Elevations, Sections and Exterior Details: (Keyed onto Plans)**

- Exterior elevations noting all materials, line of proposed footings and foundation walls, keyed sections and vertical dimensions to locate door and window heights, finished floor joist bearing and parapet wall elevations.
- Elevations to note all door and window openings, all louvers and other wall systems and locations
- Building sections, at least two, in both directions
- Exterior wall sections showing all elements and materials in design; note all fixed equipment; show vertical and pertinent horizontal dimensions and floor elevations. Indicate room names and numbers where the cut plane passes through the space.
- Sections to show clearly special conditions, typical stairs, instructional spaces and corridors, equipment and fixtures, floor construction, levels and thickness, wall and ceiling construction, typical windows, interior and exterior doors, finish material, roof construction, fire barriers and smoke partitions.

**Building Sections, Interior Elevations:**

- Show as many building sections as necessary to accurately depict all variations in the building construction. A minimum of one transverse and two longitudinal building section per building shall be included. Select areas that show key floor-to-floor relationships. Dimension vertically, show column grid, reference large scale sections and details.
- Materials – Note and indicate all finish materials. Show all wall-mounted equipment, including switches, receptacles, diffusers and thermostats at critical areas.
- Details (larger scale) showing but not limited to typical exterior wall sections, footings, foundations, floors, windows, cornice and roof, all vertical dimensions, each type and size of door with glazing and paneling, frame and trim, each type of window, together with distances to floor and ceiling, stairs, including risers, treads, handrails, newels and landing lines, instructional display board, bulletin board, trim, built-in equipment, counters, cupboards and drawers, and wardrobes, expansion joints, entry mats, casework, wood trim, shelving, display case mounting, locker base (if not standard), handrails, grab bars, catwalks, pass windows.
- Identify necessary back-up blocking for wall-mounted equipment, shown in sections.
- Detail bulkheads and other changes in ceiling heights.
- Rated shafts/chases. Unless of standard manufacture.

**Windows in Plans, Schedule and Detail Coordination:**

- Window sizes and types. Window mark, material height, width, head height, additional information and remarks. Indicate whether dimension is “rough opening” or actual size. Indicate swing direction of operable units. Show glass type.
- Window detail including head, jamb and sill conditions
- Consider the following: structural support for large units, blocking for shades, dark shades in classrooms and auditoriums, window operators for high windows, etc. Still, stool, apron, casing, jamb extensions.
- Roto operators and window limiters to be shown in window schedules and detail coordination drawings, where applicable.

**Door Schedule:**

- Door Schedule: size, type, opening, location, material, frame, glazing, louvers, transoms, panels, undercuts, fire ratings, special features including thresholds, hardware set reference.

- Included in door schedule:
  - Code compliant width of exit doors
  - Compatibility with hardware types
  - Code compliant sizes and types of glass
  - Weather-stripping for sound rated doors
  - Transoms above doors
  - Check door numbers and all items in schedules against door numbers on plans.
  - Louvered and/or undercut doors indicated per mechanical
  - Proper labeling of fire doors
  - Coordinate hardware with electric strikes, operators, monitors, hold-opens, etc.

**Finish Schedule with Legend Describing Finish Abbreviations:**

- Room number, name, ceiling type, ceiling height, wall finish, floor finish, base, wainscot, wall trim and additional information and remarks. Room numbers shall be final numbering system for this school.
- Complete entire schedule in addition to basic finish types
- Indicate the following: Clear description of location for split finishes (above and below chair rails, etc.), locations of and reference details for borders and patterns, extent (brackets, grilles, etc.) ceramic tile heights. Finish for exposed existing construction. Additional finish requirements shall be indicated in the specifications.
- Check the finish schedule for coordination with room names and numbers indicated on plans, interior elevations, and specifications.
- Note surfaces where multi-color paints and trims are proposed.

**Structural:**

- Structural comments sheet with all code and design basis information; note all design parameters, etc., abbreviations glossary and legends. Additional information shall be provided in the specifications.
- Dimensioned foundation plan with slab on grade noted; with keyed sections and details.
- Dimensioned floor and roof plans showing all members with sizes and weights; note all openings; jointing and edge conditions; keyed details and sections.
- Detail and section drawings as required to completely detail all foundation and framing conditions.
- Building sections and details.
- Completed foundation, column, beam and lintel schedules, as appropriate.

**Plumbing:**

- Plumbing plans showing completed systems, including foundation drain lines, storm, acid, and sanitary sewer and vent lines, complete water supply system and location of all plumbing fixtures, including hose cabinets and sewage disposal system. All piping sized including valves, on plan view. Include riser diagrams and details for all systems and complete specifications with acceptable manufactures.
- Completed fixture and equipment schedules including makes and models for all systems to adequately show the basis of design.
- For areas of concentrated equipment, provide enlarged plans for both plan and section views.
- Indicate the design intent for fire protection system desired and special equipment (i.e., fire pumps, holding tanks) necessary for the project.

**HVAC:**

- HVAC plans showing completed systems, the size and type of heating and cooling unit. The plans shall also include all connections; pumps; supply and return lines with sizes, valves and slopes; motors; air-handling equipment; fans, including types, locations, sizes and capacity of all ducts, grilles and ventilator.
- Floor plans indicating ductwork, piping and mechanical devices all sized.
- Testing and balancing requirements
- Sound/vibration attenuation measures
- Fire dampers, balance dampers, access panels and housekeeping pads sized and located on plan view
- Completed equipment schedules including makes, models fan RPM speed, etc., for all systems
- For areas of concentrated equipment, provide enlarged plans in ¼”=1’ scale for both plan and section views
- All piping sized including valves, items on plan view. Include riser diagrams and details for all systems and complete specifications with acceptable manufactures.
- Complete control schematic diagram with terminations which correlate with the sequence of operation in the specification.

**Electrical:**

- Electrical plans using standard symbols to show all connections, inside and outside, location of wall, floor and ceiling outlets or receptacles, location and size of all conduits, capacity of outlets, network drops, location and details of switch panels, circuit breakers and fusing, location and connections for all bells, alarms, clocks, and special outlets, and types and designs of lighting fixtures.
- Electrical light fixture schedule with makes and models to adequately show the basis of design.
- Lighting control details and risers
- One-line diagrams showing all panel sizes, conduit requirements and wire sizes
- Panel schedules for all new, renovated and existing panels.
- Floor plans showing locations of all panels, outlets, light fixtures, receptacles, switches, fire alarm devices and equipment, emergency power systems.
- Mechanical equipment connection schedule, complete technical specifications with acceptable manufacturers
- For areas of concentrated equipment, provide enlarged plans in ¼”-1’ scale for both plan and section views
- Technology documents showing detailed racks systems for T/D, video/TV, clock, sound, paging, security, intercom, cctv and wireless outlets systems. Completed equipment schedules including makes and models for all systems
- Riser diagrams for all systems, complete technical specifications with acceptable manufacturers
- Incoming service connection details
- Completed site utility service connections and details
- Power Plan with legend, show locations of main and distribution panel boards and outlets.
- Lighting Plan with legend, show location of lighting, controls, exit lighting and emergency egress lighting.

- Communications Plan – show location of fire alarm pull stations, hardwired computer outlets, phone outlets, CCTV locations, TV Monitors, electronic building directory, sprinkler system monitor board.
- Power, lighting and communication equipment schedules.

**Misc. Documentation to be Submitted:**

- Complete specifications augmenting the information shown on the drawing, giving details on construction materials and methods, mechanical equipment and installations and tests. In general, specify all window shades, restroom accessories and lockers and all other permanent equipment forming an integral part of the building.
- Final Technology Plan
- Final estimate of probable cost, including total project cost. This requirement will **not** be waived if an SBA Construction Analyst is used.
- AIA documents specific to the project shall be part of the bidding document submissions. Draft or sample copies are not acceptable.

**NOTE:** The School Building Authority and the West Virginia Department of Education reserves the right to request an electronic copy of the Design Development drawings.

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Submitted By \_\_\_\_\_  
Date

\_\_\_\_\_  
SBA Approval By \_\_\_\_\_  
Date

SBA Form 302-D