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)

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Educational Programming Information

- 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

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