

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.

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

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

SBA 302-A