

TSS Division of Building Authority Plan Review Submittal Cover Sheet

(DO NOT SUBMIT A PROJECT TO ABA FOR REVIEW WITHOUT THIS COMPLETED COVER SHEET ATTACHED)

1. DBA PLAN REVIEW FILE # _____ DATE: _____
(ASSIGNED BY ABA)

2. AGENCY NUMBER AND NAME: _____

3. PROJECT TITLE: _____

4. PROJECT LOCATION: _____

5. COUNTY: _____

6. PROPERTY OWNERSHIP: STATE LAND LEASED PREMISIS OTHER _____

7. AGENCY PROJECT COORDINATOR: _____

ADDRESS _____

PHONE _____ FAX _____

EMAIL _____

8. DESIGN PROFESSIONAL: _____

ADDRESS _____

PHONE _____ FAX _____

EMAIL _____

9. AASIS Vendor ID Number: _____

10. Professional Services Contract #: _____

11. ADDITIONAL COPIES TO: NAME _____ (EMAIL) _____

_____ (EMAIL) _____

12. TYPE OF REVIEW SUBMITTED: (check one only)

PUBLIC BID EMERGENCY BID LEASING PUBLIC SCHOOL (K-12) GIFT/DONATION
 ALTERNATIVE DELIVERY IN HOUSE LABOR OTHER _____

DESCRIPTION

13. TYPE OF PROJECT: (check one only)

NEW CONSTRUCTION ADDITION RENOVATION RENOVATION & ADDITION OTHER _____

DESCRIPTION

14. PRIMARY USE OF PROJECT: (check one only)

OFFICE SPACE CLASSROOM OFFICE / CLASSROOM LABORATORY
 STORAGE SITE UTILITIES PARKS / RECREATION ROOFING / WATERPROOFING
 PRISONS DORMS / HOUSING PARKING FACILITY OTHER _____

15. ESTIMATED CONSTRUCTION COST: \$ _____ PROJECT AREA _____

16. UNIT OF MEASURE (ie: SF, LF, ACRE, ETC.) _____ COST PER UNIT _____

17. Will this project pursue LEED and/or Green Globe certification or accreditation? YES NO
If yes, indicate the rating level intended? CERTIFIED SILVER GOLD PLATINUM

18. Is this project funded partially or fully by the Federal Funds? YES NO

19. Is this project funded partially or fully by the ABA Revolving Loan Fund? YES NO

20. NOTES: _____

DBA PLAN REVIEW SUBMITTAL COVER
SHEET INSTURCTIONS
(DO NOT RETURN WITH SUBMITTAL)

- Line 1 Enter the DBA assigned project number and the date of the submittal. On the initial submittal, leave the project number blank and DBA will assign the number.
- Line 2 Enter the Agency's 3-digit code (i.e. DHS is 0710 so insert 710) and the Agency Name. For Public Schools (K-12) use the Agency Number 500 and enter the District Name.
- Line 3 Enter the Owner's project title. This title will remain with the project through the construction phase of the project in the ABA tracking system.
- Line 4 Insert the city and street address, campus or park where the project is located. (i.e. Building 2300 Camp Robinson, North Little Rock.)
- Line 5 Enter the county in which the project is located.
- Line 6 Check the appropriate property ownership. For Public Schools (K-12) check "other" and write in "District Property" unless one of the other boxes apply.
- Line 7 Enter the Agency's point of contact name and contact information. Inclusion of the email address will help expedite the communication process. ABA will email review comments and approvals as soon as they are available.
- Line 8 Enter the name of Design Professional Firm and name of the point of contact along with his/her contact information.
- Line 9 Enter the Design Professional Firm's AASIS vendor number. This number can be found in the upper left hand corner of the professional services contract. (For Public School K-12 projects you may skip this line.)
- Line 10 Enter the Design Professional Services contract number. For project executed under a purchase order agreement in lieu of a standard professional services contract, enter the PO number. (For Public School K-12 projects you may skip this line.)
- Line 11 Enter the names and email addresses of others that should received copies of the plan review comments and approval letters. These individuals will receive email versions of the letters only and will not be hard copied or cc on the actual letters. If hard copies are required by these individuals, it will be the responsibility of the Agency Project Coordinator to copy and forward these hard copies.
- Line 12 Select the appropriate type of submittal.
Public Bid = projects publicly advertised for bids.
Emergency Bid = projects approved for emergency bidding by ABA Director.
Leasing = projects submitted through the ABA Real Estate Services Section.
Public Schools (K-12) = ADA only review for schoolhouse projects.
Gift/Donations = projects 100% funded by gifts or donations (not state or federal funds).
Alternative Delivery* = projects approved for this delivery method only.
In-House Labor = projects utilizing inmate or in-house labor where the construction phase will not be bid to outside contractors.
Other = any type of review not otherwise listed. Write in description of review.
*Note: When selecting alternative delivery as a review type, please indicate the review package submittal in the notes field on line 20. For fast track projects, the customary submittal packages will generally included the following:
- Original submittal (schematic design)
 - Site Development Package
 - Structural/Foundation Package
 - Exterior Envelop Package
 - Interior Package
 - Mechanical/Plumbing/Electrical Packages
 - Landscape Package

- Line 13 Select the type of project that best describes your project submittal.
New Construction = a new building, park, or facility not previously existing.
Addition = an addition to an existing building or structure.
Renovation = renovation and upgrades to existing facilities only.
Renovation & Addition = renovations and add-on to an existing facility.
Other = specify the type of project. Use the notes field on line 20 if needed.
- Line 14 Select the description that best describes the primary use of the building. This usage should account for more than 50% of the use of the building or facility.
- Line 15 Enter the estimated cost of the construction phase of the project. Exclude the design fees and any land acquisition cost. Also, enter the area of the project or portion thereof affected by the construction. For alternative delivery project submittals, enter the total projected cost for the project here.
- Line 16 Enter the appropriate unit of measure for the area entered on line 15. For exterior project such as park campgrounds or parking lots use acres, LF, or SF. For utility only projects LF may be appropriate. For new buildings gross SF of building only. For renovations, list SF of affected area only. For additions and renovations list the SF of the addition and SF of renovation.
- Line 17 If the Agency intends to pursue a LEED or Green Globe rating for the project, check “yes” and select the intended rating.
- Line 18 If the project is funded partially or fully by Federal funds, check yes. This includes but is not limited to projects funded under the American Recovery and Reinvestment Act of 2009.
- Line 19 Check the appropriate box indicating whether this project is funded fully or partially by an ABA Revolving Loan Fund.
- Line 20 Enter any special notations necessary to clarify the submittal. You may add an additional page if necessary.