

**TSS DIVISION BUILDING AUTHORITY  
DESIGN REVIEW SECTION  
PROJECT COORDINATOR FORM**  
(e-mail address: [deanna.croson@arkansas.gov](mailto:deanna.croson@arkansas.gov))

**This document must be included with the First Review Submittal.**

**AGENCY/EDUCATIONAL INSTITUTION** \_\_\_\_\_

PLEASE INDICATE OWNERSHIP OF THE CONSTRUCTION SITE:

☐ STATE

☐ \*LEASED

☐ \*OTHER

PLEASE INDICATE OWNERSHIP OF THE PROPOSED BUILDING

☐ STATE

☐ \*LEASED

☐ \*OTHER

\*ATTACH EXPLANATION/DESCRIPTION/COPY OF LEASE AGREEMENT

**PROJECT COORDINATOR** \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ E-MAIL \_\_\_\_\_

**PROJECT DESCRIPTION** \_\_\_\_\_

**DBA PLAN REVIEW #** \_\_\_\_\_

PROJECT BUDGET (Estimated) \_\_\_\_\_

**DESIGN PROFESSIONAL** \_\_\_\_\_

(Project Architect/Engineer)

TELEPHONE # \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

The above named has been designated as the Project Coordinator and Contact Person for the above referenced Capital Improvement Project and will be responsible for coordinating the following:

- (1) Allow the Agency to work closely with the Design Professional.
- (2) Cooperate with DBA in all design and budget decisions, including compiling and approval of the Agency's program for the project and approval of the estimated construction cost at each plan review submittal.

- (3) Assist in making necessary decisions regarding programming and operational restraints to best benefit the OWNER/AGENCY, and work with the Design Professional to ensure that the scope of the project is within the construction funds available for the project.
- (4) Be aware of the Project Status at all times; attend all meetings and keep records accordingly.
- (5) Keep the OWNER/AGENCY and DBA advised as to the project progress and any problems at all times. Assist the Owner/Agency and DBA in bringing all disputes to an expeditious resolution.
- (6) Maintain adequate records of the project for future use, including plans, specifications and record drawings.
- (7) Serve as the Agency primary contact regarding all matters concerning the Capital Improvement Project.
- (8) Pre-review all submittals from the Design Professional prior to forwarding to DBA for review. The Project Coordinator shall ensure that all submittals meet the project requirements as defined for the Design Professional and as required for an DBA submittal (refer to § 6-318 through § 6-326).
- (9) The Project Coordinator shall forward all submittal data to DBA along with any comments or supplemental instructions issued to the Design Professional. If the Agency has no comments to forward, the transmittal letter should include a statement to the effect that the submittal generally meets the scope of the project as defined to the Design Professional and that the estimated cost is within the construction funds available. Ensure that all submittals are forwarded to DBA in the order that meets the Agency's priority needs. This will prevent DBA from reviewing a low priority project that has been submitted directly by the Design Professional.
- (10) The Project Coordinator shall receive and review all comments regarding the submittal review by DBA and shall be responsible for distribution of these comments to all appropriate parties. The Project Coordinator shall ensure that the Design Professional responds to all comments in writing and notify the Design Professional and DBA in writing if he disagrees with a comment or a response. Responses shall be included with the next submittal package. It is acceptable and encouraged to include the direct responses from the Design Professional to the DBA comments. It is the Project Coordinator's responsibility to ensure that each comment is addressed and to his Agency's satisfaction.
- (11) Provide DBA and the Design Professional with a copy of the Method of Finance (MOF) or intended means of project funding when submitting the project for a First Plan Review. Advise DBA whether the Design Professional, the Agency/Institution, or the DBA Construction Section will be responsible for advertising, release of Bid Documents and Receipt of Actual Bids. Release of the project is subject to DBA Final Plan Review Approval and receipt of an Approval to Bid Letter.

- (12) Verify whether renovation projects will involve the Environmental Abatement of materials, such as asbestos, lead paint, etc., in existing finishes or whether site work will involve the removal of underground fuel tanks. Coordinate the selection of an Environmental Consultant with DBA and the bidding of the abatement work, prior to the start of this Project.
- (13) All correspondence prior to receiving Final Plan Review Approval shall be with the office of the State Engineer, DBA. All correspondence thereafter shall be directed to the Construction Section Administrator, DBA.
- (14) Before processing Final Payment to the contractor, including all change orders, document and advise DBA Construction Section of any construction problems and receipts of all project close-out items including warranties, maintenance/operational manuals, record as built drawings, etc., per DBA Minimum Standards & Criteria.

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AGENCY/EDUCATIONAL INSTITUTION  
REPRESENTATIVE

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DATE

Distribution Copies:

DBA Design Review Section  
Design Professional  
DBA Construction Section