

ABA PLAN REVIEW SUBMITTAL CHECKLIST

1. ABA Submittal Coversheet (Completed) [ABA MSC § 2-1503(D)(1)]
2. Letter of Transmittal from Agency Project Coordinator [ABA MSC § 2-1503(D)(2)]
3. 2-sets of submittal documents. (One full size paper set of plans and specifications and one electronic copy in PDF file format on a CD.) Electronic plans should be submitted as one file bookmarked by sheet number and title and specifications should be submitted as one file with bookmarked bid division and section number and title. [ABA MSC § 2-1503(B)]
4. Agency Project Coordinator Form [ABA MSC § 2-405(A)]
5. Project Schedule [ABA MSC § 2-410]
6. Detailed Cost Estimate by specification divisions. [ABA MSC § 2-1503(D)(4)]
7. Agency Project Program (if available) [ABA MSC § 2-403 & 2-1503(D)(5)]
8. Method of Finance or Source of Funding [ABA MSC § 2-1503(D)(5)]
9. Complete copy of the approved A/E contract with all attachments, amendments and task order or delivery order assignments for the submitted project. (Contract may be submitted in electronic form only in PDF format on CD in lieu of paper copy.) [ABA MSC § 2-1503(D)(3)]
10. General Project Information and Disclosure Forms (Completed and signed)
11. Regulatory review and approval letters (if applicable) [ABA MSC § 2-407 & 2-1503(D)(9)]
12. Written Responses to previous review comments (each comment requires a written response) [ABA MSC § 201503(E)]
13. When submitting responses to ABA review comments, provide a complete corrected set of the plans and specifications in PDF file format on CD. Paper copies of the plans and specifications will not be required unless specifically requested in the review comments.

Note: For Public School (K-12) reviews, items 4-11 are not required by ABA.