

# Arkansas Building Authority Plan Review Submittal Cover Sheet

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

1. ABA 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. INITIAL ESTIMATED CONSTRUCTION COST: \$ \_\_\_\_\_ BLDG AREA \_\_\_\_\_

16. CURRENT ESTIMATED CONSTRUCTION COST: \_\_\_\_\_ COST PER SF \_\_\_\_\_

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 ARRA (Federal Stimulus Program)?  YES  NO

19. Is this project funded partially or fully by an ABA Energy Conservation Loan?  YES  NO

20. NOTES: \_\_\_\_\_  
\_\_\_\_\_

ABA PLAN REVIEW SUBMITTAL COVER SHEET  
INSTRUCTIONS  
(DO NOT RETURN WITH SUBMITTAL)

- Line 1 Enter the ABA assigned project number and the date of the submittal. On the initial submittal, leave the project number blank and ABA 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 receive 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 include the following:
- Original submittal (schematic design)
  - Site Development Package
  - Structural/Foundation Package
  - Exterior Envelope 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 initial estimated cost of the construction phase of the project. Exclude the design fees and any land acquisition cost. Also, enter the square footage of the building or portion thereof affected by the construction. For exterior project such as park campgrounds or parking lots, enter to approximate area as acres. For alternative delivery project submittals, enter the total projected cost for the project here. When submitting responses to comments, leave this field blank.
- Line 16 Enter the current estimated cost, even if it is the same as the initial cost previously submitted. For alternative delivery projects, enter the estimated value of the work represented in the individual submittal package. (For the initial or first time a project is submitted, leave this field blank.)
- 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 by the American Recovery and Reinvestment Act of 2009, check yes. Projects funded under this ACT must be approved by the Governor’s Office.
- Line 19 Check the appropriate box indicating whether this project is funded fully or partially by an ABA Energy Conservation Loan.
- Line 20 Enter any special notations necessary to clarify the submittal. You may add an additional page if necessary.