PROJECT APPENDIX A - 5

HIGHER EDUCATION INSTITUTIONS

SUMMARY OF STANDARD DOCUMENTS AND PROCEDURES FOR BUILDING CONSTRUCTION & IMPROVEMENT PROJECTS

M THESE PROJECTS REQUIRE FULL PLAN AND SPECIFICATION REVIEW IN ACCORDANCE WITH CHAPTER 3. USE ABC Form B-1: TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS, WHEN SUBMITTING DESIGN DOCUMENTS FOR REVIEW.

M THESE PROJECTS ARE NOT ADMINISTERED BY THE ABC; THEREFORE, THE REQUIREMENTS AND PROCEDURES OF CHAPTERS 4, 5, 6, AND 7 **DO NOT APPLY** UNLESS ADOPTED BY THE INSTITUTION**.**

M THE ABC MAY PROVIDE INSPECTIONS. THE ABC=s ROLE IN THE PROJECT SHOULD BE VERIFIED WITH THE INSTITUTION. IF SO INSTRUCTED BY THE INSTITUTION, USE ABC Form B-10, STATEMENT of FIELD OBSERVATIONS, AND FOLLOW THE REQUIREMENTS AND PROCEDURES OF CHAPTER 8.

M **UNIFORM DOCUMENTS AND STANDARD FORMS:** EXCEPT AS STATED ABOVE, USE UNIFORM DOCUMENTS AND STANDARD FORMS AS DEEMED APPROPRIATE BY THE INSTITUTION FOR DESIGN PROFESSIONAL SERVICES, PROJECT MANUAL, AND CONSTRUCTION CONTRACT. OCCASIONALLY, INSTITUTIONS ELECT TO UTILIZE ABC STANDARD FORMS; HOWEVER, **WHEN UTILIZING ABC STANDARD FORMS INSTITUTIONS MUST MODIFY REFERENCES TO "DIRECTOR" (TECHNICAL STAFF, OF THE STATE BUILDING COMMISSION) CONTAINED IN SUCH STANDARD FORMS AS CONTRACTS, GENERAL CONDITIONS, BONDS, ETC., UNLESS THE DIRECTOR HAS AGREED TO SERVE IN THE ROLE DEFINED BY SUCH REFERENCES.**

M THE BC PROJECT NUMBER MUST BE USED WHEN MAKING INQUIRIES OR DOCUMENT SUBMITTALS IN ORDER TO PROPERLY IDENTIFY THE PROJECT.

M WITH THE EXCEPTION OF PLANS AND SPECIFICATIONS, THE FOLLOWING IS REQUIRED OF DOCUMENTS SUBMITTED TO THE ABC:

1. Submit original documents - no carbon copies.
2. Do not highlight text. Highlighted text does not produce a good scanned image.
3. Preferably, submit only letter size (82 X 11) documents.
4. Preferably, send only one-sided documents.

TYPICAL ROUTING OF DESIGN DOCUMENTS DURING PLAN REVIEW

All submissions of design documents must be transmitted using
ABC Form B-1, TRANSMITTAL of PLANS and/or SPECIFICATIONS.

1. **DESIGN PROFESSIONAL**
   a. PREPARES DESIGN DOCUMENTS (SCHEMATIC) (PRELIMINARY) (FINAL)
   b. REVIEWS EACH LEVEL OF DESIGN WITH INSTITUTION FOR APPROVAL
   c. SUBMITS EACH LEVEL OF DESIGN TO ABC FOR REVIEW AND APPROVAL
   d. SUBMITS "FINAL" DESIGN TO OTHER REVIEWING AGENCIES (DEPT. OF PUBLIC HEALTH, etc.) CONCURRENTLY WITH SUBMISSION TO ABC

2. **ALABAMA BUILDING COMMISSION**
   a. REVIEWS EACH LEVEL OF DESIGN FOR COMPLIANCE WITH BUILDING CODES AND ABC REQUIREMENTS
   b. CONFIRMS APPROVAL OR REJECTION WITH A "PROJECT COMMENT LETTER" TO THE DESIGN PROFESSIONAL AND INSTITUTION
   c. RETAINS SCHEMATIC & PRELIMINARY SUBMISSIONS UNTIL FINAL SUBMISSION IS APPROVED; RETAINS APPROVED FINAL SUBMISSION AS A PART OF THE PROJECT RECORD

3. **DESIGN PROFESSIONAL**
   a. ADDRESSES REVIEW COMMENTS BY ABC, ADVANCING TO THE NEXT LEVEL OF DESIGN UNTIL APPROVAL OF FINAL SUBMISSION IS OBTAINED
   b. UPON OBTAINING APPROVAL OF FINAL SUBMISSION FOLLOWS INSTITUTION'S PROCEDURES FOR ADVERTISING AND RECEIVING BIDS.