Double vertical lines in the margin indicate areas of material change since the October 1997 edition.

CHAPTER 3

SUBMITTAL REQUIREMENTS AND PROCEDURES FOR PLAN REVIEW

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A. INTRODUCTION

Plans and specifications for all projects under the jurisdiction of the State Building Code must be submitted to the Technical Staff for review. The scope of this review is determined by the applicability of the adopted codes to the project (see Section E, Chapter 2) and whether or not the project will be supervised and administered by the Technical Staff. Sections B through E of this Chapter establish the submittal requirements and procedures that are typical for all projects and Section F establishes additional requirements that apply when a project is to be supervised and administered by the Technical Staff. The project's funding source usually determines the jurisdiction of the State Building Code and the ABC's involvement during construction; therefore, **it is paramount that the design professional identify the Awarding Authority's source(s) of funding from the onset.**

BEFORE PROCEEDING WITH THE REQUIREMENTS OF THIS CHAPTER, IT IS RECOMMENDED THAT:

1. The design professional and Awarding Authority of a project involving the erection of PRE-ASSEMBLED BUILDINGS OR PORTABLE CLASSROOMS first refer to Project Appendix A-8 for special procedures related to such projects.

2. The Awarding Authority considering acquisition of a facility through a LEASE-PURCHASE AGREEMENT first refer to Project Appendix A-9 for special procedures related to such building acquisitions.

3. The design professional of other project types first refer to the "Summary of ABC Project Requirements" in the INTRODUCTION to this Manual and then to the Project Appendix indicated to obtain a general understanding of the ABC's authority, requirements, and procedures applicable to the proposed project.

B. BASIC SUBMITTAL RULES

1. PRE-BID REVIEW AND APPROVAL REQUIRED

Submissions of plans and specifications to the Technical Staff shall be made, and final approval obtained, prior to the receipt of bids to insure that the Technical Staff's comments are incorporated into the bid documents.

2. USE OF BC PROJECT NUMBER

a. The ABC utilizes a computerized document management system in which all documents relative to a project are recorded under a seven-digit Building Commission Project Number [Example: BC#2001567]. Upon receipt of the first document related to a project the ABC will assign a project number, establish a project record, and notify the design professional of the assigned project number. **All project related correspondence and documents subsequently submitted to the ABC must clearly display the BC Project Number**.

b. For the purposes of the ABC's records and tracking, the scope of a project is defined by the scope of the Work covered by the O/A Agreement, regardless of how many bid packages and construction contracts may be required to execute the "project". Therefore, the BC Project Number assigned to the O/A Agreement will also cover all resulting bid packages and construction contracts. Frequently, the scope of an O/A Agreement will involve improvements to be made at several different schools within a school system, each bid package prepared and each construction contract performed will be recorded and tracked under the BC Project Number assigned to the O/A Agreement. If the scope of an O/A Agreement is expanded by Amendment resulting in additional bid packages and construction contracts, the additional bid packages and contracts will be recorded and tracked under the BC Project Number originally assigned to the O/A Agreement.

3. ABC Form B - 1: TRANSMITTAL OF PLANS AND/OR SPECIFICATIONS

This form is contained in Appendix B of this manual and under "Plan Review Submittal Requirements" of the ABC's Web site (www.bc.state.al.us) and is to be used when submitting plans and/or specifications to the ABC regardless of the project type, funding source, or type of plan review required. Furnish all applicable information requested on the form.

4. NAME OF PROJECT

When the design professional and Awarding Authority assign a name to a project it should be easily identifiable with the design documents to be produced and work to be performed. This is particularly important for projects of multiple bid packages and construction contracts. Such names as "Re-roofing of Various Schools of the XYZ Board of Education" are usually followed by the production of bid documents with titles that offer no relationship to the project name and confusion ensues.

5. QUANTITY OF DOCUMENTS REQUIRED

One copy of plans and specifications is required for each phase of submittal.

6. PHASES OF DESIGN SUBMITTAL

Generally, all projects require a minimum of three phases or levels of plan submittal: schematic, preliminary, and final. The requirements for each phase are described below and are intended to minimize changes in design development to accommodate ABC requirements. Revised final submittals will be required for projects not receiving approval of initial, final submittals. Schematic and preliminary submittals are not required for small projects of limited scope (such as minor alterations, re-roofing projects, parking lots and re-grading, HVAC or electrical renovations) or projects for which the ABC's review is for compliance with accessibility standards only.

7. REVIEW TIME

In scheduling the design of a project, the design professional should allow 30 days for the ABC's review of each phase of design. The actual time required to review and return drawings to the design professional is usually less than 30 days. Plans are reviewed in the order received.

8. REGISTRATION SEALS

The specifications and drawings of the **FINAL** plan submittal shall bear seals of registration satisfying the following requirements:

a. Specification Cover: The specification cover shall bear the Alabama seal of registration of the primary design professional who prepared them or under whose supervision they were prepared.

b. Drawings: Architectural drawings shall bear the Alabama seal of registration of the Architect who prepared them or under whose supervision they were prepared. Engineering drawings shall bear the Alabama seal of registration (must be signed and dated) of the Engineer who prepared them or

under whose supervision they were prepared.

c. **Disciplines of Engineering**: The field of specialization of the Engineer whose seal and Alabama registration number appears on an engineering drawing must be in the phase of work, or discipline of engineering, represented on the drawing. Engineers affixing their seal and registration number to drawings in multiple engineering disciplines must provide written evidence of concurrence by the State Board of Registration for Professional Engineers and Land Surveyors that the engineer is proficient in the disciplines of engineering represented in the drawings. The absence of such evidence may result in disapproval of the entire set of design documents.

d. **Full Professional Team Required**: Typical projects require specialty engineering by the structural, civil, mechanical, and electrical disciplines. When "In House" engineering services are approved by the Director as "purely incidental to the architecture", the name of the person by whom the plans are prepared must be shown. Both architects and engineers frequently claim to be doing work in the other's field which is only "incidental to the work". While state registration laws generally permit such practices, the use of a full professional team on projects under the jurisdiction of the State Building Code is required and any question as to whether or not an element of design is "purely incidental " will be resolved by decision of the Director.

9. SUBMITTAL REVIEWS AND APPROVALS

a. The Technical Staff will review the submitted plans and specifications for compliance with the State Building Code. The results of the review will be provided as written review comments to the submitting design professional and project owner. **The design professional or owner must respond to, or comply with, comments citing building code violations or obvious non-compliance with applicable laws or regulations.** Response by the design professional or owner to comments in the form of constructive criticism, suggestions, questions, or recommendations is not mandatory.

b. Changes made to plans and specifications after final approval shall be submitted to the Technical Staff for review relative to compliance with the State Building Code. Written response by the Technical Staff to these submittals will be made only in cases of violations of building codes or obvious non-compliance with laws and regulations.

10. CERTIFICATION OF LEGALITY

The Technical Staff's approval of plans, specifications, change orders, or related materials submitted for public construction and improvement projects does not constitute certification that the documents or project comply with the state's competitive bid laws. The responsibility for this certification rests with the Awarding Authority and its legal advisor.

11. DISPOSITION OF SUBMITTED DOCUMENTS

a. Schematic and preliminary plans and specifications will be retained by the Technical Staff until receipt or review of the subsequent stage of submittal at which time these documents may be destroyed.

b. Final or revised final plans and specifications will be retained by the Technical Staff for a period of not less than five (5) years after completion of the project, or a period as may be prescribed by the State Records Commission. At the expiration of this period these documents may be destroyed.

c. Project documents such as transmittal letters, comment letters, project-related correspondence, contracts, reports, etc., shall be retained by the Technical Staff for a period not less than thirteen (13) years after completion of the project, or a period as may be prescribed by the State Records Commission. At the expiration of this period these documents may be destroyed.

C. SCHEMATIC PLAN SUBMITTAL

1. Schematic drawings are required to be submitted for approval before development into larger scale preliminary plans. This is intended to avoid unnecessary work by the design professional on planning schemes which might not meet the approval of the Awarding Authority or the ABC.

2. Should major changes be required in schematic drawings after they have been reviewed and approved by the ABC, it is recommended that revised schematic drawings be submitted.

3. The schematic submittal must include the following:

a. **Site Plan:** Pertinent information concerning topography and other factors influencing the design, such as existing buildings, property limits, existing utilities, etc.

b. **Floor Plans:** Showing room arrangement, descriptive room/area designations, and gross square footage of each floor. Plans should be at a scale normally not less than 1/16" = 1'- 0".

c. **Elevations:** If available.

d. **Schematic Energy Concept:** The form to be submitted is Appendix A of the Alabama Building Energy Conservation Code and ABC-4 Computer Program Manual. **NOT REQUIRED FOR PRIVATE PROJECTS.**

e. **Source of Funding:** Identify the Awarding Authority's source of funding (federal, state, local, private, etc.).

D. PRELIMINARY PLAN SUBMITTAL

1. Preliminary plan review phase shall not be considered complete until the preliminary plans are approved by the Technical Staff. The Technical Staff will confirm that preliminary review comments have been sufficiently addressed in the final plan submittal. Where extensive changes in the preliminary plans are required for approval, the comment letter will state that resubmittal is required.

2. Preliminary plans should be drawn at the scale intended for the final plans (see Section E, Final Plan Submittal).

3 The preliminary plans must contain or be accompanied with the following:

a. **Written Correspondence** addressing each comment of a schematic project comment letter shall be provided with preliminary submittal.

b. **Outline Specifications**, briefly describing:

- **(1)** Finishes
- **(2)** Construction system(s)
- **(3)** Electrical work and lighting types and intensities
- **(4)** Mechanical schemes and requirements
- **(5)** Unusual features or problems
- (**6)** Water supply and sewage systems

c. **Preliminary Energy Analysis** and **Preliminary Energy Cost Study** in accordance with the Alabama Energy Conservation Code. **NOT REQUIRED FOR PRIVATE PROJECTS.**

d. **Fire Protection/Life Safety Plan:** A plan of each floor shall be provided on which the following information is shown or stated:

- **(1)** Square foot floor area(s)
- **(2)** Type of proposed construction per Code classification (Type I, Type II, etc.)
- **(3)** Four-hour fire walls
- **(4)** Mixed occupancy walls
- **(5)** Exit access corridors
- **(6)** Tenant wall separations
- **(7)** Horizontal exits
- **(8)** Compliance with Standard Building Code tables 500, 600, and 700
- **(9)** Compliance with Standard Plumbing Code, Minimum Plumbing Fixtures (Table 407)
- **(10)** Exit signs with directional arrows and rescue assistance signs
- **(11)** If the project includes an addition to an existing building:

(a) Describe, or show, the condition and extent of the existing building's fire protection/life safety features
(b) Give area and type of construction as per Code classification of the existing building
(c) Show the locations of existing fire division walls
(d) Show the locations of existing toilets and exits

(12) Show all existing buildings in close proximity to new project:
(a) Show assumed property lines between facing walls of new and existing buildings
(b) Identify facing walls that are exterior bearing or non bearing
(c) Verify fire resistance of facing walls
(d) Calculate percentage of openings in existing and new facing walls
(e) Show compliance with Standard Building Code, "Buildings Located on the Same Lot"

e. **Site Plan** drawn to the scale that will be used in the Final Plans and accurately showing:

(1) Overall dimensions
(2) Adjoining streets and property lines
(3) North arrow
(4) Contours (existing and proposed)
(5) Floor elevations of proposed and existing work
(6) Intended locations of future work or additions
(7) Walks, drives, or other features relative to the work including slopes and cross-slopes of accessible routes
(8) Locations and critical elevations of utilities, wells, disposal fields, etc.
(9) Benchmark(s)
(10) Parking facilities and accessible parking spaces
(11) Easements

f. **Special Information** on soil conditions, unusual drainage, water supply, sewage problems, etc., affecting the design.

g. **Floor Plans** showing locations, titles, and size of rooms and showing corridors, stairs, doors, windows, plumbing fixtures, built-in equipment (such as lab., shop, kitchen, etc.), movable equipment and furniture where essential to show efficient planning, adjacent existing and future work, and orientation.

h. **Elevations**, as necessary, and preferably at the same scale as the plans, showing the general design, relative grades, vertical dimensions, floor and ceiling heights, etc.

i. **Typical Wall Section(s)**

j. **Building Section(s)**, where necessary for clarity.

E. FINAL PLAN SUBMITTAL

1. GENERAL:

a. **Written Correspondence** addressing each comment of the preliminary project comment letter shall be provided with the final submittal.

b. Complete plans and specifications, covering all phases of the proposed building project, should be submitted for approval to each state, county, and city reviewing agency of jurisdiction at the same time.

c. Plans and specifications shall not be submitted as final documents until they have been thoroughly checked by the design professional and consultants for completeness, accuracy, etc., and in their opinion are ready to be issued to bidders. The submission of incomplete or unfinished documents may cause unnecessary delay or disapproval.

d. **Registration Seals -** The specifications cover and drawings shall bear the Alabama seal of registration of the design professional who prepared them as prescribed in Section B.8 of this chapter.

e. **Prohibition of Sole Source Specification - NOT APPLICABLE TO PRIVATE PROJECTS.** Section 39-2-2(f) (Public Works Law) states the following:

> "No Awarding Authority may specify in the plans and specifications for the improvement the use of materials, products, systems, or services by a sole source unless all of the following requirements are met:
>
> (1) Except for contracts involving the construction, reconstruction, renovation, or replacement of public roads, bridges, and water and sewer facilities, the Awarding Authority can document to the satisfaction of the State Building Commission that the sole source product, material, system, or service is of an indispensable nature for the improvement, that there are no other viable alternatives, and that only this particular product, material, system, or service fulfills the function for which it is needed.
>
> (2) The sole source specification has been recommended by the architect or engineer of record as an indispensable item for which there is no other viable alternative.
>
> (3) All information substantiating the use of a sole source specification, including the recommendation of the architect or engineer of record, shall be documented and made available for examination in the office of the Awarding Authority at the time of

advertisement for sealed bids."

When a sole source is specified the Instructions To Bidders and the General Conditions of the Contract stipulate that the Bid/Contract Documents "...expressly provide that it is an approved sole source...". If the Technical Staff finds that a sole source is specified for a product, material, system, or service in non-compliance with §39-2-2(f), the submitted plans and specifications will not be approved.

f. Specified and "Approved Equal" Sources - The Instructions To Bidders contain "Pre-bid Approval" procedures for applying to have additional sources included as specified sources. "Approved equal" sources are sources submitted by the contractor after contract award and proven by the contractor, to the satisfaction of the design professional, to be equal to or better than the specified sources. In the absence of an approved sole source, the Instructions To Bidders and the General Conditions of the Contract stipulate that identifying only one or two sources for a product, material, system, item of equipment, or service is intended to establish a required standard of performance, design, and quality, and "approved equal" sources will be accepted; listing three or more sources excludes "approved equal" sources unless the listing states that they will be accepted

The ABC **recommends** that three or more sources of a product, material, system, or service be identified whenever possible and that the standard "Pre-bid Approval" procedures be reviewed and modified, if necessary, to accommodate specific project needs.

2. FINAL PLANS SHALL CONSIST OF:

- Vicinity Map(s)
- Site Plan(s)
- Fire Protection/Life Safety Plan(s)
- Floor Plan(s)
- Roof Plan
- Elevation Drawings
- Building Sections
- Details and Detail Sections
- Foundation Plan(s)
- Structural or Framing Plans
- Plumbing Plans
- Mechanical Plans
- Electrical Plans
- Special Systems Plans

a. Vicinity Map(s): Where projects are located in outlying districts, rural areas, or complex urban areas where the site might be difficult to locate, furnish on the first sheet of the drawings a Vicinity Map with direction and distances

from the nearest town, city, or well-known community feature. The map should be of adequate scale and annotated with ample directions, so persons unfamiliar with the area may easily locate the job site.

b. **Site Plan(s)**, drawn in sufficient scale, showing accurately and in detail:

(1) Overall dimensions
(2) Adjoining streets and property lines
(3) North arrow
(4) Overall plan, orientation, and location of existing and proposed work; location to be shown by dimensions from existing reference points
(5) Contours (existing and proposed), including final grade elevations at all building corners and along building perimeters at such points as landings, walks, etc.
(6) Floor elevations of proposed and existing work
(7) Intended locations of future work or additions
(8) Walks, drives, or other features relative to the work including slopes and cross-slopes of accessible routes
(9) Locations and critical elevations of utilities, wells, disposal fields, etc.
(10) Benchmark(s)
(11) Parking facilities, etc. for the physically handicapped.
(12) Soil investigation data (separate presentation of data may be referred to on Site Plan)
(13) Detailed electrical and mechanical data may be omitted only when shown elsewhere on separate electrical and mechanical site plans.
(14) Easements

c. **Fire Protection/Life Safety Plan**: The fire protection/life safety plan(s) submitted with the preliminary plans shall be updated and incorporated into the final plans.

d. **Floor Plans**

(1) Architectural "Working Drawings" of the floor plans of each floor should preferably be drawn at a scale of one-fourth inch per foot, but in no case less than one-eighth inch per foot.

(2) For large projects where the normal size of drawings would not permit the entire plan of the building or buildings to be shown on one sheet at the scale of one-eighth inch to the foot, a "Key Plan" at small scale should appear on each of the working drawing plan sheets to designate the portion of the project to which each sheet applies.

(3) Each architectural floor plan sheet must provide and clearly define

all the necessary information including dimensions, room titles, orientation north arrow, floor elevations, etc., for all the elements of that floor of the building and provide reference, by sheet number or symbols, to complementary data contained elsewhere in the drawings.

(4) Principal elements to correspond with structural, mechanical, and electrical plans must be shown and noted where they influence the architectural plan.

(5) Supplementary drawings at a scale of not less than one-fourth of an inch to the foot must be furnished for congested areas, toilet rooms, and areas in which equipment, etc., must be accurately located.

(6) Electrical, mechanical, and structural plans should not (for clarity) be superimposed upon finished architectural floor plans.

e. Roof Plan: The roof plan should be at the same scale as the floor plans, or at a scale sufficiently large, to present with clarity: materials used, locations of valleys, ridges, cants, saddles, crickets, gutters, down spouts; projections through the roof such as skylights, chimneys, exhaust ducts or vents, penthouses, etc., changes in roof elevation; direction and amount of slopes, or other significant conditions. A positive slope of not less than 1/4 inch per foot shall be provided for all roofs in new construction. Positive drainage is required for all re-roofing work. "Positive drainage" means no standing water on the roof 48 hours after a rain.

f. Elevation Drawings

(1) Elevations of all sides of the building, and other elevation drawings necessary to show all exterior wall surfaces, should be drawn to the same scale as the plans. These may be sectionalized to correspond to the plan sheets.

(2) In cases of very large projects, exception may be made and the use of a scale of not less than one-sixteenth inch to the foot may be used in order to show an entire elevation. If this is done, notations should be made to refer to the appropriate sectionalized plan drawings, and the necessary supplementary elevations provided at a scale of one-eighth inch to the foot. The elevations must clearly show the complete exterior and should include the following information: grade elevations, vertical dimension to floors, ceilings, roof slabs, materials, footings dotted-in and with noted elevation levels (if not clearly shown elsewhere), identification and scale.

g. Building Sections: Building sections should be furnished to clearly show any special conditions, special and typical room elevations, stairs,

corridors, furred spaces, equipment and fixture locations; floor, wall, ceiling and roof construction; dimensions, levels, thicknesses and finishes.

h. Details and Detail Sections: Details and detail sections must be furnished and drawn to a scale large enough for clarity. These shall clearly show typical and special wall construction; dimensions and levels from roof to footings; typical and special window heads, jambs, sills, mullions, etc.; typical and special door heads, jambs, sills, transoms; special construction conditions or special architectural features; cabinets, shelves, racks, wardrobes, chalkboards and tackboards, special equipment; stair risers, treads, landings, newels, rails, and construction features; typical and special trim.

i. Foundation Plans

(1) The foundation plans must be drawn at the same scale as the floor plans and contain sufficient information (or be supplemented by the necessary information in the form of large scale details, sections, schedules, notations, etc.) to indicate the size, shape, material, reinforcing, depths and elevations of footings and piers, columns, beams, walls, steps, slabs, openings, etc.; and all the dimensions necessary for the layout of the building.

(2) Foundation plans may be combined with limited basement plans if clarity is not sacrificed.

j. Structural or Framing Plans: Structural plans or framing plans must be furnished, drawn at the same scale as the architectural plans. These plans shall clearly locate, describe and dimension foundations, footing elevations, columns, beams, girders, joists, studs, bolts, anchors, slabs, and reinforcing; floor and roof construction; lintels, purlins, trusses, bridging, etc. They must be accompanied by sufficient details, schedules, and notes to completely describe all the structural elements. They must contain a table of design loads used in their preparation.

k. Plumbing Plans

(1) Plumbing plans must be furnished, drawn to scale no smaller than the architectural plans. They shall include layouts of storm drainage piping, sanitary waste and vent systems, complete water supply systems, and gas supply and distribution; water, waste, and vent riser diagrams; location of all plumbing fixtures and equipment, and sewage disposal system (if any). Plans shall include all the necessary details, legends, fixture and equipment schedules if not contained in the specifications, and notes to fully and clearly describe the required work. They shall show pertinent floor elevations and grades and shall be accompanied by a plumbing

site plan to show the location, type, size, and extent of exterior lines, connections, and equipment (provided this information is not shown elsewhere). Floor plans shall indicate room names and numbers as shown on the architectural plans.

(2) Plumbing plans must be prepared in accordance with acceptable engineering practice, the Standard Plumbing Code as currently adopted in the State Building Code, the current Alabama Building Energy Conservation Code, and requirements of the State Department of Public Health for water supply and sewage disposal.

l. Mechanical Plans

(1) Mechanical plans shall be furnished, drawn at the same or larger scale as the architectural plans. Except on very simple installations, these plans must be separate from the plumbing plans. They must fully and clearly define the sizes, types, locations, grades and levels, and installation of all equipment, piping, and ductwork. Single line indication for ductwork is not acceptable; these shall be drawn to scale showing sizes of ducts, dampers, grilles, outlets, etc.

(2) All mechanical equipment rooms must be drawn at a scale of not less than one-fourth inch per foot, accurately locating all equipment, duct, piping, and other system components, and establishing adequate space for access to equipment and components for maintenance.

(3) Mechanical plans shall show rated capacity, efficiency, and operating conditions for all equipment; necessary details, legends, piping diagrams, and schedules; plumbing and electrical connections; system controls and other data to confirm compliance with the Standard Mechanical Code as currently adopted in the State Building Code, the current Alabama Building Energy Conservation Code, and applicable NFPA standards. Floor plans shall indicate room names and numbers as shown on the architectural plans.

(4) For projects involving demolition and/or renovation of existing systems, provide drawings adequately depicting the extent of the demolition, the extent of the existing system which is to remain (if any), and the location and method of connecting the existing and new systems.

m. Fire Protection Plans

(1) Fire protection plans may be separate or combined with the plumbing plans. All areas to receive automatic sprinkler system protection shall be clearly identified as to hazard classification. As a minimum, plans shall indicate water supply to the building, outside control valve(s), fire department connection, sprinkler and standpipe risers, fire hose cabinets, and building zone control valve locations.

(2) Provide enlarged plans, at a scale not less than one-fourth inch per foot, for fire pump installations. Plans shall indicate general layout of equipment and piping to verify adequate space for installation, operation, and maintenance and shall include fire pump, jockey pump, controllers, test header, ventilation fans, etc.

n. Electrical Plans: Electrical plans shall be furnished, drawn to the same scale, or larger, as the architectural plans. Except for very simple installations, the electrical plans shall be separate from the architectural plans and the plans of other disciplines. They shall be prepared in accordance with requirements of the National Electrical Code currently adopted in the State Building Code and designed in accordance with the current Alabama Building Energy Conservation Code. As a minimum standard, the electrical plans shall:

(1) Consist of lighting, power, and auxiliary systems.

(2) Show room names and numbers and north arrow as shown on the architectural plans, with door swings also shown on the lighting plans.

(3) Show, using standard symbols and notations, all connections inside and outside; locations and sizes of all conduits and cables or wiring; circuits noted by numbers; names and capacities of special outlets; location and details of switchboards, motor control centers, power panels, lighting panels, and other equipment; locations of fire alarm appliances and control panels; locations of auxiliary systems components.

(4) Be supported by riser diagrams, panel schedules, lighting fixture schedules, legends, and details.

(**5)** Be coordinated with the specifications.

3. FINAL SPECIFICATIONS MUST MEET THE FOLLOWING CRITERIA:

a. Complete Specifications: During its review of the Final Submittal the Technical Staff will refer to the project specifications as necessary for confirmation of code compliance. The specifications shall contain complete information to complement the drawings, fully describing and defining all

equipment, materials, workmanship, methods, and procedures to be included in the contract or project. These specifications are to be finalized to the extent necessary for bidding; therefore, they should also include the intended contract documents and descriptions of bid alternates, if any are proposed.

b. Project Specific: The specifications shall be written for the particular project. Specifications having inapplicable, superfluous data, or omissions, are unacceptable. Specifications for separate, unrelated projects should not be combined.

c. "Front-end" Documents: Section F below identifies those types of projects for which the project manual is required to include the ABC's "front-end" documents (Advertisement for Bids, Instructions to Bidders, Contract, General Conditions, administrative forms, etc.). Projects that are not administered by the ABC shall not use the ABC's "front-end" documents without prior, written approval of the Director of Technical Staff. **LOCALLY FUNDED, K-12 PROJECTS** are required to use State Department of Education "front-end" documents.

F. ADDITIONAL REQUIREMENTS for PROJECTS of STATE AGENCIES & DEPARTMENTS, POSTSECONDARY EDUCATION, PSCA and SIMILAR AUTHORITIES

This section sets forth submittal requirements, which are in addition to the preceding requirements and which apply to projects administered by the ABC. The types of projects to which these requirements apply include projects of:

- STATE AGENCIES & DEPARTMENTS
- POSTSECONDARY EDUCATION
- PUBLIC SCHOOL & COLLEGE AUTHORITY (PSCA)
- ALABAMA BUILDING RENOVATION FINANCE AUTHORITY (ABRFA)
- ALABAMA CORRECTIONS INSTITUTION FINANCE AUTHORITY (ACIFA).
- ALABAMA MENTAL HEALTH FINANCE AUTHORITY (AMHFA)
- Other "authorities" established by legislative acts to fund specific construction or improvement programs and which are assigned by the legislative act to the ABC for administration and supervision.

1. SCHEMATIC PLAN REVIEW

No additional requirements.

2. PRELIMINARY PLAN REVIEW

Submit **estimated construction costs** and tentative budget breakdown in

accordance with the O/A Agreement.

3. FINAL PLAN REVIEW

a. General:

(1) Updated Estimate of Construction Costs: To insure that the design accommodates an award within funds available, the O/A Agreement requires the design professional to keep the Awarding Authority informed, in writing, of any design revisions that might be required to accommodate the Awarding Authority's budget or of any changes in the project cost estimate. If there have been changes to the estimate of construction costs submitted with the preliminary plans, the updated estimate is to be submitted with the final plans.

(2) Coordination: The plans and specifications must be carefully checked and coordinated to insure that excessive and unwarranted change orders are eliminated. This should include double-checking the consultants' work, exposing areas in remodeling projects, carefully following the site information supplied by the Awarding Authority, and insuring that a complete soils investigation has been made.

b. Project Manual:

(1) Time of Completion: A period of time for completion of construction and/or improvements shall be stated in calendar days. The time for completion should be reasonable and realistic and the design professional should inform the Awarding Authority accordingly.

(2) ABC "Front-end" Documents: The project manual shall include the ABC's "front-end" documents (Advertisement for Bids, Instructions to Bidders, Proposal Form, Bid Bond, Contract, Performance and Payment Bonds, General Conditions, administrative forms, etc.), which are contained in Appendix C of this Manual and available from the ABC's Web site. (www.bc.stste.al.us). Proposed deviations from the language, provisions, or requirements of these documents must be brought to the Technical Staff's attention in the submittal documents, otherwise approval of the submittal shall not constitute approval of such deviations. Refer to Chapter 5 for acceptable methods of reproducing, altering, and supplementing these documents and forms.

(3) Roofing Specification: The roofing specifications shall contain specific language regarding a required Pre-Roofing Conference.

Refer to Chapter 5 for the required language.

c. Roofing Plan: A positive slope of not less than 1/4 inch per foot shall be provided for all roofs in new construction. Positive drainage is required for all re-roofing work. "Positive drainage" means no standing water on the roof 48 hours after a rain.