

## **DBA PLAN REVIEW SUBMITTAL CHECKLIST**

1. DBA Submittal Coversheet (Completed) [MSC § 2-1503(D)(1)]
2. Letter of Transmittal from Agency Project Coordinator [MSC § 2-1503(D)(2)]
3. 1-set of submittal documents. The plans and specifications in PDF file format on a CD. 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. [MSC § 2-1503(B)]
4. Agency Project Coordinator Form [MSC § 2-405(A)]
5. Project Schedule [MSC § 2-410]
6. Detailed Cost Estimate by specification divisions. [MSC § 2-1503(D)(4)]
7. Agency Project Program (if available) [MSC § 2-403 & 2-1503(D)(5)]
8. Method of Finance or Source of Funding [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.) [MSC § 2-1503(D)(3)]
10. General Project Information and Disclosure Forms (Completed and signed)
11. Regulatory review and approval letters (if applicable) [MSC § 2-407 & 2-1503(D)(9)]
12. Written Responses to previous review comments (each comment requires a written response) [MSC § 201503(E)]
13. When submitting responses to DBA 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 DBA.