**SE-371**

**DESIGN DOCUMENT TRANSMITTAL FORM – DESIGN-BID-BUILD**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**TO:**

*(OSE Project Manager)*

**CC:**

*(Agency Project Manager)*

**FROM:**

*(Person’s Name)*

*(Firm Name, if applicable)*

**DATE:**

Transmitted herein are        copies of the following documents for the above referenced project as required by Chapter 5 of the *Manual for Planning and Execution of State Permanent Improvement* *(check applicable items).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **[ ]** **Schematic Design Documents** | **[ ]** **Construction Documents** | **[ ]** **Bid****documents** |
|  | Site Plans | [ ]  | [ ]  | [ ]  |
|  | Floor Plans | [ ]  | [ ]  | [ ]  |
|  | Life Safety Plans | [ ]  | [ ]  | [ ]  |
|  | Code Criteria (OSE Code Tables) | [ ]  | [ ]  | [ ]  |
|  | ASHRAE 90.1 Worksheet | N/A | [ ]  | N/A |
|  | Complete Set of Drawings & Project Manual | N/A | [ ]  | [ ] (signed & sealed) |
|  | Form SE-310, Pages 1 & 2 | N/A | [ ]  | N/A |
|  | Draft of Proposed Construction Contract | N/A | [ ]  | N/A |
|  | Written responses to previous OSE Comments | N/A | [ ]  | [ ]  |
|  | Current Estimate of Construction Cost | [ ]  | [ ]  | [ ]  |
|  | List of required Permits and Approvals | [ ]  | [ ]  | N/A |
|  | Status of Required Permits and Approvals | N/A | N/A | [ ]  |