

# DPI DESIGN REVIEW – TRANSMITTAL

Date \_\_\_\_\_

Submit all materials electronically in PDF Format --- [teri.williams@dpi.nc.gov](mailto:teri.williams@dpi.nc.gov)

Provide 3 separate PDF files --- Drawings / Specs / Transmittal Form

Check One --- First Submittal  Re-Submittal

Include Transmittal Form with each submittal. Complete entire form. Indicate N/A in fields that do not apply.

## Project Information

Public School Unit [LEA / CHARTER / OTHER] \_\_\_\_\_ PSU # \_\_\_\_\_

School Name \_\_\_\_\_ SCH # \_\_\_\_\_

Previous School Name \_\_\_\_\_

School Address \_\_\_\_\_

Grades Served \_\_\_\_\_ Student Capacity \_\_\_\_\_ Core Capacity \_\_\_\_\_

Project Description \_\_\_\_\_

Design Phase [SD / DD / CD] \_\_\_\_\_

New Area [SF] \_\_\_\_\_ Renovated Area [SF] \_\_\_\_\_

Demolished Area [SF] \_\_\_\_\_ Site Area [ACRES] \_\_\_\_\_

Code Jurisdiction \_\_\_\_\_

Project Delivery Method [DBB / CM@R / PPP] \_\_\_\_\_

Expected Bid Date \_\_\_\_\_

Expected Construction Start Date \_\_\_\_\_

Expected Occupancy Date \_\_\_\_\_

Construction Budget \_\_\_\_\_

Demolition of Existing Buildings [Y / N] \_\_\_\_\_ Does this project replace an existing school? [Y / N] \_\_\_\_\_

Which School? \_\_\_\_\_

Has the required Feasibility and Cost Analysis been submitted? [Y / N] \_\_\_\_\_

Plans for disposition of existing school \_\_\_\_\_

Is this project based on a Prototype Design? [Y / N] \_\_\_\_\_

Original Prototype School Name and Location \_\_\_\_\_

List changes made to original prototype design \_\_\_\_\_

High Performance Building Features / Special Building Systems / Design Features \_\_\_\_\_

Notable Programmatic Features \_\_\_\_\_

## Contact Information

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### Lead Design Firm

Firm Name	
Discipline	
Address	
City / State / Zip	
Firm Email	
Firm Website	
Telephone	

### Design Team

<i>Discipline</i>	<i>Firm</i>	<i>Contact Name</i>	<i>Telephone</i>	<i>Email</i>
Architectural				
Civil				
Landscape				
Structural				
Plumbing				
Mechanical				
Electrical				

### Public School Unit

<i>Title*</i>	<i>Name</i>	<i>Telephone</i>	<i>Email</i>

\* PSU Administrative Leader is required – e.g., Superintendent, Director, CEO, Headmaster, etc.

\* Include additional PSU contacts when appropriate – e.g., Facility Director, Assistant Superintendent, Principal, Maintenance Director, Program Manager, etc.