



Karen B. Salmon, Ph.D.
State Superintendent of Schools

SUBMISSION REQUIREMENTS FOR LOCALLY-FUNDED SCHOOL PROJECTS WITH CONSTRUCTION COSTS > \$350,000 (COMAR 13A.01.02.03)	
EDUCATIONAL SPECIFICATIONS (Ed SPEC) Submit an electronic copy either in Word or PDF format for review & comment by staff in the School Facilities Branch (SFB)	See Appendix 202 of the Administrative Procedures Guide (APG) of the Interagency Commission on School Construction (IAC) for recommended content. For major projects submit 30 calendar days prior to SD submission. If a replacement or new school, provide a completed Total Cost of Ownership Comparison Tool which can be found on the IAC website with the APG: http://iac.maryland.gov .
FEASIBILITY STUDIES Submit an electronic copy in pdf format for review & comment by the Designees of the IAC	Required for projects that abandon or demolish more than 50% of an existing school. See Appendix 203 of the APG for recommended content.
SCHEMATIC DESIGN (SD) Submit an electronic copy in pdf format for SFB staff review and approval by the State Superintendent of Schools	Include site drawings (40 th scale min.), building drawings (1/8" scale min. of floor plans, elevations, and at least one building section), project narrative, project schedule, estimated cost of construction, list of applicable codes, NSF summary of spaces with comparison to the ed spec program, total GSF of new construction, and NSF/GSF efficiency %. Include colored floor plans distinguishing space usage including any CTE, special education, and cooperative use spaces. For renovation projects include existing site and floor plans as well as GSF totals for renovation and demolition areas.
DESIGN DEVELOPMENT (DD) Submit an electronic copy in pdf format for SFB staff review & approval by the State Superintendent of Schools.	Include site and building drawings, furniture and equipment layouts, outline specifications, project schedule, cost estimate, list of applicable codes, NSF summary of spaces with comparison to the ed spec program, total GSF of new construction, and NSF/GSF efficiency %. For renovation projects include existing site and floor plans as well as GSF totals for renovation and demolition areas. NOTE: Some projects may also require a half-size set of the drawings.
CONSTRUCTION DOCUMENT (CD) Submit an electronic copy in pdf format for SFB staff review & approval by the State Superintendent of Schools.	Include 95%-100% complete drawings, construction specs, bidding documents including Divisions 0 & 1, project schedule, cost estimate, net SF summary of spaces, total GSF of new construction, NSF/GSF efficiency %, and total GSF for renovation & demolition areas. NOTE: Some projects may also require a half-size set of the drawings.
ADDENDA Submit an electronic copy in pdf format of each addenda for review & comment by SFB staff.	Submit to MSDE on same day as issued to bidders.
CONTRACT AWARD Submit an electronic copy in pdf format for SFB staff review & approval by the State Superintendent of Schools.	Submit the following within 10 calendar days of board action: local board of education approval action, copy of bid tabulation, and description of Bid Alternates accepted.
ADDRESS ALL SUBMISSIONS & RESPONSES TO: Fred Mason III, School Facilities Branch Chief Office of the Deputy for School Effectiveness/School Facilities Branch Maryland State Department of Education 200 West Baltimore Street, Baltimore, Maryland 21201-2595 EMAIL TO: myron.mason@maryland.gov	