

# MSDE/IAC SUBMISSION CHECKLIST

## for Forward-Funded Projects

<u>Date Submitted to the IAC:</u>	<u>Revision/s Date/s:</u>

### CHECKLISTS ATTACHED:

- Design Document (DD) Submission
- Construction Document (SD) Submission

### **Email All Submission and Responses to:**

[sfbmsde.submissions@maryland.gov](mailto:sfbmsde.submissions@maryland.gov) and [iac.pscp@maryland.gov](mailto:iac.pscp@maryland.gov)

Address to: Mr. Fred D. Mason III

School Facilities Branch Chief, IAC State Dept of Education Section

Maryland State Department of Education, 200 West Baltimore Street, Baltimore MD 21201

### SUBMISSION GUIDELINES & TERMS:

**State-Supported** means Project has IAC Approval of Local Planning or Funding.

**Forward-Funded** means Project will be or has been requested for IAC Approval as part of the CIP Process.



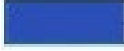







**Locally-Funded** means Project will only ever be funded locally with no intention to receive State funds. **APG** = *Administrative Procedures Guide* of the Interagency Commission on School Construction (IAC) found at <http://iac.maryland.gov/APG/revisedapgindex.cfm>.

## Colored Key Floor Plans

Provide plan diagrams that distinguish placement of the items listed in the table below and please fill in the table.

**Notes:** LEA can use their own colors and hatching or follow those below, but must use the same descriptions shown and provide a legend.

1. All of the colored key floor plans must be labeled with room names, room numbers and room areas.
2. Teaching Stations in Color Coded Plans must match the Teaching Stations indicated in the Space Summary.
3. CTE and SE Teaching Stations shall be confirmed by the LEA's Facility Planners, where LEA has a separate planning division.

	<b>ALL GRADE LEVELS</b>	
	Cooperative Use Space (SBHC, Before/After Care, Rec & Parks, PTA, Childcare Center, etc) Highlight only those spaces in the LEA request for CUS Funding.	Combined CUS nsf #:
	Special Education (SE) Teaching Stations greater than 500 nsf and not serving as resource support rooms and not regional.	Total # of Teaching Stations:#
	Special Education (SE) Teaching Stations (same as above) except serve a Regional SE Program (may serve students outside of their regular school attendance area)	Total # of Teaching Stations:#
	Alternative Ed Teaching Stations (DEFINITION) greater than 500 nsf in primary schools and greater than 550 nsf in secondary schools.	Total # of Teaching Stations:#
	<b>PRIMARY SCHOOLS</b>	
	Pre-Kindergarten Classrooms	Total # of Teaching Stations:#
	Kindergarten Classrooms:	Total # of Teaching Stations:#
	Grade 1-5 General Education Classrooms:	Total # of Teaching Stations:#
	<b>SECONDARY SCHOOLS</b>	
	High Schools Career & Technology Education (CTE) Instructional Spaces. Clarify when adjacent lab and classroom spaces serve as only one teaching station with one instructor.	Total # of Teaching Stations:#
	Gym & Auxiliary Gyms in Secondary schools (Note placement of divider curtains if separate teaching areas).	Total # of Teaching Stations:#
	All other secondary school level teaching stations (greater than 550 nsf)	Total # of Teaching Stations:#

Checklist for State-Supported or Forward-Funded Projects  
**COMBINED DD & CD SUBMISSION TO MSDE/IAC**

**TABS: DEFINITION:** TAB refers to a multi-page PDF file and shall be named per the File name convention.  
*File name convention example: ParksideES-repl-SD-Tab1-Scope Descriptions-2020.10.07.*

Each document listed below should have a bookmark identifying it in the pdf document. *For example, Tab#1 should have applicable bookmarks like: Transmittal checklist, LEA response, IAC form 202.1, NSF Summary, and so on.*

**TAB #1 - Scope Descriptions:**

- Transmittal includes checklist
- LEA Response to MSDE SD Review Letter (if applicable & not provided previously)
- NSF Summary of Spaces with comparison to the Ed Spec program
- Narrative Descriptions (All Design Disciplines)
- High Performance narrative, LEED scorecard, or Green Building Plan, if applicable
- If facility will serve as an emergency management shelter, provide plan diagram of areas to serve this purpose in the school and correspondence with MEMA.

**TAB #2 - IAC/PSCP Signed Forms:**

- Form 302.1 - Design Development Document Submission
- Form 302.2 - Life Cycle Cost Analysis Summary
- Form 302.3 - Design Development Document Analysis
- Form 303.1 Construction Document Submission
- Form 303.2 Construction Document Analysis
- Form 302.4 Cost Estimate Summary & Worksheets (Updated @ CDs)
- Form IG.5.1 MBE Goal Setting Analysis

**TAB #3 - Engineering Reports & Calculations:**

- Local Soils Conservation Service Approval Letter (if applicable)
- Structural Calculations
- Mechanical Life Cycle Cost Analysis (Comparison of 4 systems)
- Mechanical Calculations
- Electrical Calculations & Power Requirements (including: Load & Demand Analysis, Load Analysis for Standby Power Systems, Lighting Power Budget and Lightning Risk Assessment)
- Energy Consumption Certification Letter
- If new, replacement, or renovation projects, provide Use of Solar Technologies Evaluation (i.e.; photovoltaic or solar water heating) that includes life cycle costs and reports findings of what is recommended.

**TAB #4 - Construction Specifications:**

- Construction Specifications - Divisions 0 & 1 Front-end portion (includes Bid Form, MBE and Prevailing Wage Rates requirements, Allowances and Alternates Sections)
- Construction Specifications – Civil & Geotechnical Report
- Construction Specifications – Architectural
- Construction Specifications – MEP & Other

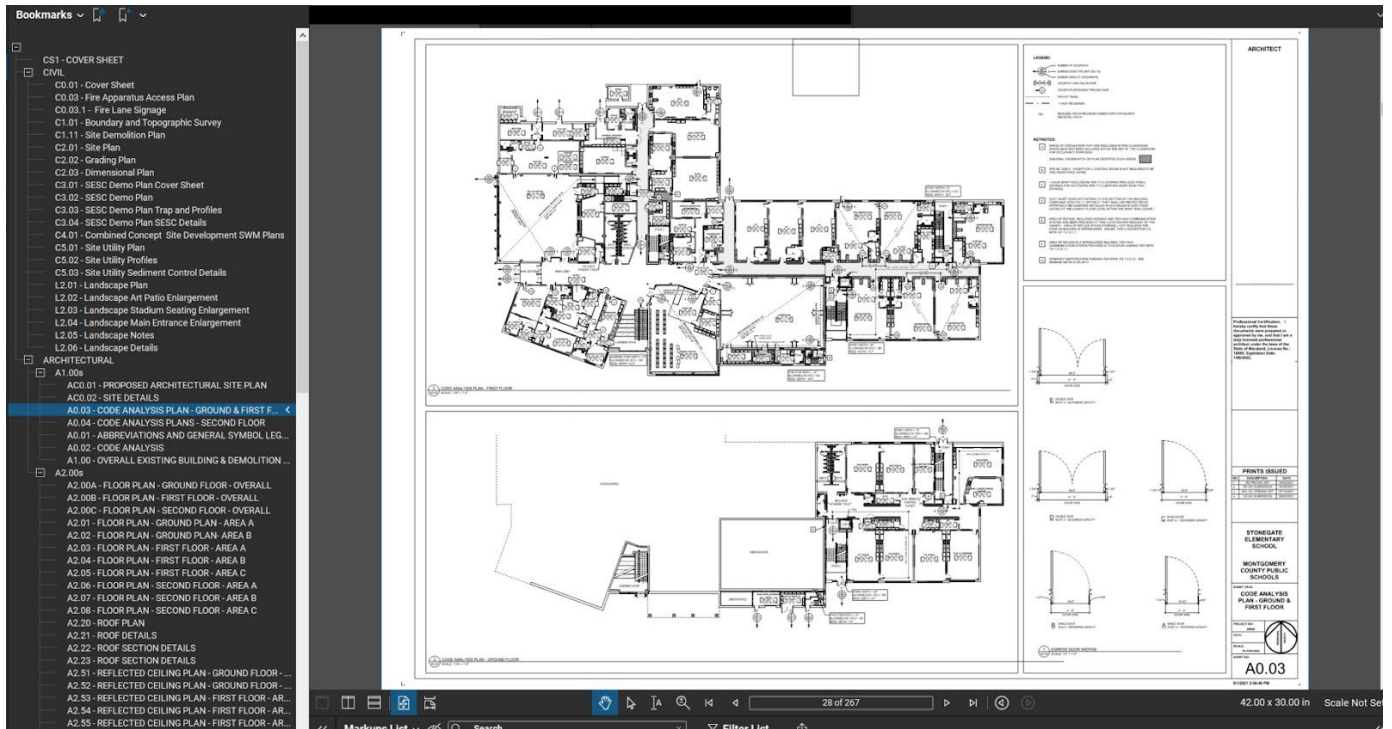
**TAB #5 - Construction Drawings (95-100% Complete):**

**Please Split the TAB 5 into the following**

- Tab5 A:** Site Drawings
- Tab5 B:** Colored Key Floor Plans distinguishing Cooperative Use Spaces and type, # Of Teaching Stations, Architectural, Interior and Kitchen Drawings
- Tab5 C :** Structural Drawings, MEP Drawings, Security, and all others

**ADDENDA:** Submitted to MSDE on same day as issued to bidders (List by # & Date of Issue)

Thumbnail indicating Bookmarked PDF:



# MSDE/IAC SUBMISSION FILE NAMING CONVENTION

The Naming Convention is applicable only when the documents are submitted separately in exceptional cases. When Documents are submitted in TABs, Please see the TAB requirements.

1. All files should start with School name and indicate phase of submission– see File Naming Conventions below.
2. If multiple items in one PDF file (for example, all IAC forms) then organize PDF with tabs for each component.
3. Multiple items in one file should all be of the same size – do not mix 8 ½”x11” documents with largescale 24”x36” + drawings.

**File naming should follow in this order:** School Name -Type Project - PHASE - Type Files - DATE

**Example:** ParksideMS-Repl-SD-DWGS-2020.10.07

School Name	Level	Type Project	-	PHASE	-	Type File	-	DATE
Parkside	ES	New		EdSpec		Trans (=Transmittal)		2020.10.07 (Year. Month. Day)
Kennedy (only last name needed for people-named schools)	K-8	Repl		FS (Feasibility Study)		Report		
	MS	Add		SD		IAC Forms (Such as Form 201, Form 303, etc)		
	6-12	AddReno		DD		NSF Summary (Space Summary)		
	HS	Reno		CD		TCO (=Total Cost of Ownership)		
	CTE	LR (=Limited Reno)		BID (Bid drawings if different then CD submission)		DWGS Civil DWGS Arch DWGS Struc DWGS MEP		
	SE (If Special Education Center)	OSE (=Open Space Enclosure)		AWD (Bid Award Submission materials)		Resp Ltr (= Response letter)		
		Systemic? ROOF HVAC		AB (=As Builts)		CALC ELE CALC Mech CALC Struct CALC HP (=Calculations,High Performance, such as the Solar Study)		

