

February 27, 2023

To: All Local Education Agencies (LEA's)

Memorandum: MDGS/MSDE Collaborative Reviews

Effective 05/17/2022

Dear LEA:

The Maryland Department of General Services (MDGS) and the Maryland State Department of Education (MSDE) are collaborating on the performance of Design Development (DD) and Construction Document (CD) reviews. The purpose is to apply the full range of architectural and engineering expertise to all major projects, whether locally funded, forward funded, or State/Federally funded.

A collaborative review will be performed under the following circumstances:

1. Non-Systemic State/Federally funded construction projects (e.g. Addition/Renovation, Replacement, New School, etc.).
2. Locally funded projects applying for State/Federal Funding, whether Capital Improvement Program (CIP) or Built to Learn (BTL). These are also known as forward funded projects.
3. Locally funded projects over \$350,000.00.
4. Large scale projects using alternative financing methods which may have implications for future State/Federally funded projects.
5. Large scale projects using alternative project delivery methods which may have implications for future State/Federally funded projects.

Review processes:

1. Submission is received by **both** MDGS and MSDE.
2. Submission is reviewed for completeness (see attachment) and a Cursory Review is completed to ensure all Technical Documents are present (e.g. calculations, etc.).
3. Project is assigned out for Technical Reviews in the disciplines indicated by Cursory Review (e.g. Administrative, Architectural, Civil, Electrical, Ineligibles, Mechanical, Structural, etc.) and the LEA is provided with an estimated date of completion.
  - a. Goal completion time is ten (10) business days after complete project submission is received, but is subject to change based upon workload and project type.
4. Once Technical Reviews are complete, they will be forwarded to the LEA by the lead organization of the hybrid review for their prompt review and response (within ten {10} business days).
5. Upon review and approval of LEA responses, LEA will be provided with an Approval Letter.

Approval Conditions:

- A project is not considered approved to proceed to the next phase of design or to bidding until satisfactory responses are provided to both MDGS and MSDE review comments.
- Based upon State law, MSDE will be the lead reviewer for locally funded and forward funded projects. The review letter will be sent by MSDE and the MDGS review comments will be

incorporated by reference. The approval letter will be signed by the State Superintendent and sent only after satisfactory responses are provided.

- Acting for the Interagency Commission on School Construction (IAC), MDGS will be the lead reviewer for State/Federally funded construction projects and MSDE review comments will be incorporated by reference.

**For State Funded Projects:**

**LEA is NOT to proceed to bid without having received the Approval Letter first.**

**For Locally Funded Projects:**

**LEA is NOT to proceed to construction without having received the Approval Letter first.**

\* Please Note: Non-Compliance for submission and/or an incomplete submission to MDGS/PSCP (Public Schools Construction Program) and/or MSDE/OSF (Office of School Facilities) for review will result in rejection of the submission and/or delayed Technical Review.

1. Must first email submissions for hybrid MDGS/PSCP - MSDE/OSF review to: [dgs.pscpsubmissions@maryland.gov](mailto:dgs.pscpsubmissions@maryland.gov) and [osfsubmissions.msde@maryland.gov](mailto:osfsubmissions.msde@maryland.gov). If you choose to use file sharing or Google Docs, please include the 'link' created in the email notification. When emailed, please include in the Subject Line/Box: "Submission," then the "School," and then the "PSC project number" along with the LEA generated Transmittal outlining all items included in the submission attached.
2. MDGS/PSCP and MSDE/OSF are no longer accepting CDs (compact disc) nor other forms of physical submission (including thumb drives).

Compliant submission for review includes:

- Cover Letter/Transmittal stating contents of submission package.
- IAC Approval Letter distributed by the IAC showing the project to be a State approved project (if applicable).
- Project Narrative Scope of Work: Provide a scope narrative for each contract package in a one (1) page summary. This should be in-line with the IAC approved scope of work: (\*Formal amendment to the IAC approved scope of work needs to be submitted to and approved by the IAC prior to submission to MDGS/PSCP for review.)
- Signed and Sealed Drawings (all can be electronically signed) and **properly bookmarked (including page title and page number)**.
- Color coded key plans with provided Legend (refer to submission checklist).
- Space summary table including current and prior phases (as an excel document).
- Complete Specifications (properly bookmarked and inclusive of all required and appropriate Divisions, starting with Division 0, also including the most recently GOSBA approved MBE Administrative Procedures Guide with Attachments (see PSCP MBE Index and State of Maryland Public School Construction Program Administrative Procedures Guide (APG)).
- All required LEA/A-E signed IAC approved Submission Forms as appropriate for the phase submitted for review (DDs, CDs, combined DD/CDs).
- Calculations: Structural, Mechanical, and Electrical as appropriate.
- Geotechnical Report (as appropriate).
- Signed Copy of the MBE Goal Setting Model Analysis Form (originally IG.5.1).



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Acting Secretary

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- All other prescribed documentation per the MDGS/MSDE DD and CD Submission Checklists.
- Electronic Data organized in the approved Tabs/File Folders (please see attached).
- Note: For all submissions that received a review from MSDE prior to being approved as a State/Federal project (with the exception of a MSDE CD review), please provide all phases previously reviewed by MSDE, along with the accompanying LEA Response Letter document to MSDE, with the submission to be reviewed by MDGS/PSCP.

Please also include for all DD Submissions:

1. An evaluation of the use of solar technologies, including photovoltaic or solar water heating, based on life cycle costs; and
2. If an evaluation determines that solar technologies are not appropriate for a construction or major renovation project, a report that explains why the use of the technology is not appropriate.

Any questions regarding this memorandum may be directed to:

- Craig Curtis, Chief of Public Schools and Community Colleges - MDGS ([craig.curtis@maryland.gov](mailto:craig.curtis@maryland.gov); 410-767-3615)
- Jillian Storms, Acting Director - MSDE/OSF ([jillian.storms@maryland.gov](mailto:jillian.storms@maryland.gov); 410-767-0615)
- Katie Shaffer, Administrator II - MDGS/PSCP ([katie.shaffer@maryland.gov](mailto:katie.shaffer@maryland.gov); 410-767-4152)
- Myron Mason, Administrator - MSDE/OSF ([myron.mason@maryland.gov](mailto:myron.mason@maryland.gov); 410-767-0113)

Thank you in advance for your cooperation in this matter.

Sincerely,

Craig Curtis, Chief of Public Schools and Community Colleges, MDGS  
Jillian Storms, Acting Director, OSF, MSDE