



CHECKLIST FOR FEASIBILITY STUDY SUBMISSION TO MSDE & IAC

Date:

School System:

School Name:

Project Type:

PSC # (If any):

FEASIBILITY STUDY PROCESS

A Feasibility Study for the replacement of over 50% of an existing school is required per [COMAR 14.39.02.03](#) and the [IAC Administrative Procedures Guide](#) (APG) 203 & Appendix 203. Allow at least 30 days for review and presentation to the Designees of the Interagency Commission for School Construction (IAC).

The Feasibility Study should include at least one option that does not demolish over 50% of the existing facility. If it is determined that no such option can be provided without major educational program deficiencies and/or overriding limitations that preclude the use of the existing building, a Feasibility Study Waiver can be requested. In that case, use the *Checklist for Feasibility Study Waiver Submission* instead.

SEND FS SUBMISSION & CHECKLIST TO:

Email to: osfsubmissions.msde@maryland.gov and iac.pscp@maryland.gov

Address to:

Jillian Storms, AIA
Acting Director, Office of School Facilities
IAC Maryland State Dept of Education Section
200 West Baltimore Street, Baltimore MD 21201

PDF FORMATTING

PDF file shall have optical character recognition and named per the file name convention of:

- LEA name, School Project, (PSC #), Phase, Date Submission

Example:

- AACPS Hillsmere ES REPL (02.084) FS 2022.12.20

Feasibility Study PDF document shall be indexed for ease of finding required materials.

- Index should indicate items shown in the checklist under "INCLUDE IN A SINGLE PDF" subject heading on the following page.
- All the main items mentioned in the Index shall be bookmarked. Examples of applicable bookmarks would be: **Transmittal checklist, Local Board of Education Action, Executive Summary, Replacement Option 1, NSF Summary**, and so on.

See next page for Feasibility Study Checklist to be included with the submission.

MSDE/IAC FEASIBILITY STUDY SUBMISSION CHECKLIST

INCLUDE IN A SINGLE PDF:

- Transmittal with completed Submission Checklist
- Copy of Local Board of Education Action
- Feasibility Study Brochure (See APG Appendix 203 Feasibility Study Content Outline)
 - Executive Summary sharing Consultant's and Local Superintendent/CEO's Recommendation
 - Proposed Program Description - Include proposed grade bands, proposed design capacity (initial student capacity and core capacity of eventual build-out, if different), summary info on any special programs or student populations to be served (alternative/special education, English-learners, FARMS, magnet programs, CTE, etc.) and Community Schools/Cooperative Use Space needs.
 - Proposed Budget & Project Schedule. If unknown, provide at least the target budget and date for school occupation and project completion
 - Proposed Renovation/Addition and Replacement Options that includes:
 - Proposed site plan diagrams for each Option indicating location of proposed school, bus and vehicular loading/unloading zones, service area, and student play areas.
 - Proposed floor plans for each Option indicating basic circulation and spatial arrangements of program usage as well as new construction vs. renovated areas (can be a separate diagram)
 - List of program spaces of each Option compared to desired NSF of program areas
 - Gross square foot area totals of new construction, renovation, & demolition for each Option
 - Total length of construction period (completion of building vs. site can be separate numbers)
 - Total cost of construction of building and site, including site acquisition; construction staging costs; temporary portables; hazard remediation and demolition; interest on outstanding bond debt, etc.
 - 30-Year Life Cycle Cost Analysis (LCCA) including maintenance and energy/utility costs
 - Summary of major advantages or deficiencies of the Option, clearly identifying any educational program deficiencies or outstanding site or building issues that preclude a cost effective solution
 - Assessment of existing condition of site and building components, including photographs that may document any major problem areas that may prohibit an easy renovation solution. Include facility condition assessment and local condition ratings, if available.
 - Existing Site Plan indicating location of existing school, bus and vehicular loading/unloading zones, service area, student play areas, and any problematic site features that may limit solutions.
 - Existing Floor Plans showing building use as well as ages of major building construction
- One-page Comparison Summary of Replacement Option compared to at least one Renovation/Addition Option with same capacity (Can be 11"x17" fold out within the Feasibility Study) that includes:
 - Diagram image of proposed site plan with building outline of new vs. renovation areas
 - Gross square foot area totals of new construction, renovation, & demolition
 - Total length of construction period, Total cost of construction, and Total 30-Year Life Cycle Cost
- Proposed Program Space Summary and Educational Specifications (if not a prior submission)
- If older than 1960, determination of historical significance by Maryland Historical Trust

INCLUDE IN SEPARATE EXCEL DOCUMENTS:

- Space Summary Comparison of all Options with % difference from Proposed NSF Program.



Mohammed Choudhury
State Superintendent of Schools

Spreadsheet Comparison of Project Costs and 30-Year LCCA (as described above) for all Options.