



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

April 29, 2024

To: All Local Education Agencies (LEAs)
Memorandum: MDGS/MSDE Collaborative Reviews
Effective: 04/30/2024

Dear LEA:

The Maryland Department of General Services (MDGS) Public Schools Construction Program (PSCP) and the Maryland State Department of Education (MSDE) Office of School Facilities (OSF) are jointly reviewing the Design Development (DD) and Construction Document (CD) submissions. 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. All projects must be over the \$1,000,000.00 threshold in construction cost (Base Bid + Alternates and/or Allowances).
2. Non-Systemic State/Federally funded construction projects (e.g. Addition/Renovation, Replacement, New School, etc.).
3. Forward-funded projects applying for State/Federal Funding, whether Capital Improvement Program (CIP) or Built to Learn (BTL) but have not yet received final approval by the IAC Commission.
4. Locally funded projects, both systemic and non-systemic.
5. Large-scale projects using alternative financing methods which may have implications for future State/Federally funded projects.
6. Large-scale projects using alternative project delivery methods which may have implications for future State/Federally funded projects.

Not requiring a joint review:

1. MSDE/OSF ONLY - Charter Schools (unless a State-funded project in an LEA-owned building)
2. MDGS/PSCP ONLY - Systemic Projects that do not involve spatial changes (such as Open Space Enclosures)

Review processes:

1. Until the launch of the DD- and CD-review processes within the IAC's Business Management System (BMS), which is expected to take place in September 2024, the LEA submits the review request using the traditional e-mail method.
2. Submission is received by **both** MSDE/OSF and MDGS/PSCP.
3. Submission is reviewed for completeness (see the [IAC website](#) for both MSDE/OSF and MDGS/PSCP's DD and CD checklists). Once a Submission Completeness Review is

completed by both MSDE/OSF and MDGS/PSCP to ensure all required documents are provided (e.g. engineering calculations, Excel spreadsheets, etc.), LEA is notified of any missing information within 2 business days.

4. Project is assigned out for MDGS 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. MSDE/OSF confirms if can meet that deadline for its review.
5. MDGS/PSCP and MSDE/OSF will forward to the LEA their Submission Reviews as they are completed. 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.
6. LEA will review and provide a response within ten (10) business days.
7. Upon review and approval of LEA responses, LEA will receive an Approval Letter, either from MSDE/OSF for Locally/Forward Funded projects or from MDGS/PSCP for State-funded projects.

Approval Conditions:

- A project is not considered approved to proceed to the next phase of design or bidding until the LEA has provided satisfactory responses to both MDGS/PSCP and MSDE/OSF review comments.
- Based upon State law, MSDE/OSF will be the lead reviewer for locally-funded and forward-funded projects. The review letter will be sent by MSDE/OSF and the MDGS/PSCP 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 to both Agencies.
- Acting for the Interagency Commission on School Construction (IAC), MDGS/PSCP will be the lead reviewer for State/Federally funded construction projects and MSDE/OSF review comments will be incorporated by reference.

FOR STATE-FUNDED AND FORWARD-FUNDED PROJECTS:

Pursuant to COMAR 14.39.02.14D(1)(c), LEA is NOT to proceed to bid without having received the Approval Letter first. (Please note that CIP Forward Funded projects are considered Forward Funded until receiving an "A" status at the 100% round.)

<https://dsd.maryland.gov/regulations/Pages/14.39.02.14.aspx>

FOR LOCALLY-FUNDED PROJECTS:

Pursuant to Education Article §2–303(f)(3), LEA is NOT to proceed to construction without having received the Approval Letter first.

<https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=ged§ion=2-303&enactments=false>

LEA Submission for Review:

1. Must first email submission for hybrid MDGS/PSCP - MSDE/OSF review to: dgs.pscpsubmissions@maryland.gov and 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 no longer accept physical submissions (including thumb drives).
3. All submissions should be copied to the IAC, for tracking purposes: iac.pscp@maryland.gov.

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

Compliant submissions for review include:

- Cover Letter/Transmittal: stating contents of the submission package;
- Electronic Data is organized in the approved Tabs/File Folders (please see attached).
- All required LEA/A-E signed IAC approved Submission Forms as appropriate for the phase submitted for review (DDs, CDs, combined DD/CDs).
- 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);
- Space Summary Table (in PDF AND Excel format): Should include columns for current and prior phases and column(s) indicating Teaching Stations;
- Signed and Sealed Drawings: **properly bookmarked including page title and page number** (can be electronically signed);
- Colored Plan Diagrams: keyed to a Color Legend which distinguishes types of Teaching Stations and Cooperative Use Space (refer to submission checklist).
- [Teaching Station & CUS Tally Table](#): Completed with totals matching the Colored Plan Diagrams.
- Complete Construction 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)).
- Geotechnical Report (as appropriate).
- Calculations: Structural, Mechanical, and Electrical as appropriate.
- Signed Copy of the MBE Goal Setting Model Analysis Form (originally IG.5.1).
- All other prescribed documentation per the MDGS/MSDE DD and CD Submission Checklists.
- NOTE: For DD submissions, please provide MSDE's Schematic Design review and LEA response in submission to be reviewed by MDGS/PSCP.

Please also include for all DD Submissions (unless LOCAL ONLY):

MDGS/MSDE Collaborative Reviews Revised Memorandum
04/24/2024

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 which 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; 410-767-3615)
- Jillian Storms, Executive Director - MSDE/OSF (jillian.storms@maryland.gov; 410-767-0615)
- Katie Shaffer, Administrator II - MDGS/PSCP (katie.shaffer@maryland.gov; 410-767-4152)
- Semaj Tucker, School Facilities Architect Supervisor - MSDE/OSF
(semaj.tucker@maryland.gov; (410) 767-0097)
- Myron Mason, Administrator - MSDE/OSF (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, Executive Director, MSDE/OSF

cc. Alex Donahue, IAC
Attachments