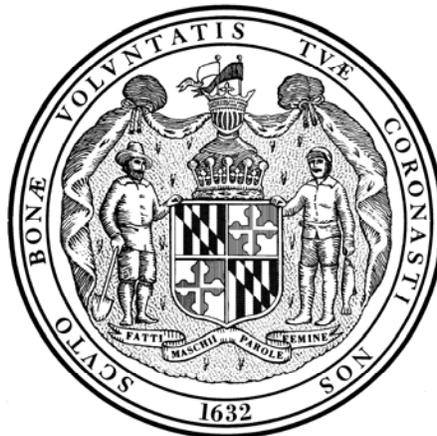


**ADMINISTRATIVE PROCEDURES GUIDE
FY 2014 CAPITAL IMPROVEMENT PROGRAM:
SECURITY INITIATIVE (SI)**

**THE PUBLIC SCHOOL CONSTRUCTION PROGRAM
March 29, 2013**



Public School Construction Program
200 W. Baltimore Street
Baltimore, MD 21201
(410) 767-0742
(410) 333-6522 FAX
Contact: Kim Spivey,
Program Manager
E-mail: kspivey@msde.state.md.us

**ADMINISTRATIVE PROCEDURE
FY 2014 CAPITAL IMPROVEMENT PROGRAM:
SECURITY INITIATIVE (FY14 CIP-SI)**

I. Purpose

The Security Initiative of the FY 2014 Public School Construction Capital Improvement Program (CIP) (hereafter, the FY14 CIP-SI) is intended to improve the safety and security of students in Maryland's public schools through capital investments. Since the funding for this initiative comes exclusively from the operating budget, it offers local boards of education considerable flexibility in the choice of appropriate technologies or other improvements, in accordance with board policies, local preferences, local budgets, and the assessment of likely threats and risks.

II. Background

The Governor announced on January 7, 2013 that \$25 million will be made available for this initiative in the FY 2014 CIP, consisting entirely of Paygo funds. The intention is for the funds in the FY14 CIP-SI to be used rapidly and effectively in order to achieve a substantial improvement in the safety and security condition of schools by the end of fiscal year 2014.

III. Allocations

- A. FY14 CIP-SI funds will be used for new project requests that will be submitted in accordance with the requirements of Section IV.B. Projects will be approved as amendments to the FY 2014 CIP.
- B. All approved projects will have a local match requirement, based on the State-local cost share percentage applicable to projects approved in the FY 2014 Capital Improvement Program (COMAR 23.03.02.05).
 - 1. The IAC will seek an assurance of local government funding support for local expenses by June 30, 2013.
 - 2. State participation will be based on the total estimated cost of the project, less ineligible items (e.g. staff training).
- C. Allocations for the FY14 CIP-SI will be distributed among LEAs based on their proportion of total statewide square footage. The Facilities Inventory Database of the Public School Construction Program as of April 3, 2013, will provide the square footage information to calculate each LEA's share of the allocation.

- D. FY14 CIP-SI funds will generally be allocated to projects that meet the eligibility requirements set out in Section IV.B.7. However, local boards may submit projects outside of these requirements for the consideration of the IAC; see Section IV.B.8.
- E. Every effort will be made to fund the entire State participation amount for approved projects using FY14 CIP-SI funds. Because of the unique eligibility requirements of this Initiative and the operating budget source of funding, it may not be possible to use grants in a future CIP to fund the balance of projects that are awarded partial FY14 CIP-SI funds; consequently, local governments must be prepared to fund all expenses that are not covered by the State's FY 2014 allocation.

IV. Application and Approval Procedures

A. General Requirements

- 1. Project requests in the FY14 CIP-SI will be submitted in accordance with the requirements of Section IV D on the FY 2014 Security Initiative Application Form during the application period beginning April 3, 2013 and ending on April 15, 2014.
- 2. Projects are *not* to be interfiled with FY 2014 CIP projects that were submitted in the fall of 2012. The FY14 CIP-SI is a unique initiative that will be treated apart from the regular FY 2014 CIP process.
- 3. FY14 CIP-SI projects are to be listed in priority order beginning with the number 1.

B. Eligible Projects/Expenditures

- 1. Eligible project expenditures within the FY14 CIP-SI are for new security improvements to public school buildings and sites.
- 2. Total project cost is to be not less than \$10,000.
- 3. A single "project" consists of:
 - a. A single improvement at an individual school that costs at least \$10,000.
 - b. Multiple different security improvements at the same school that together cost at least \$10,000:
 - i. Individual components within the project may be less than \$10,000 in value, but the total cost of the project (inclusive of both security and non-security related components) must be at least \$10,000 in value.
 - ii. Components must be listed separately, with the estimated construction value shown.
 - c. Multiple improvements of the same kind at different schools, e.g. changes of locksets or installation of cameras.

- i. The cumulative cost of the improvements must be at least \$10,000.
 - ii. In the application, each school should be listed separately and the total amount of the request should be prorated across all of the schools based on number of units (e.g. locksets or cameras), square footage, or some other method.
4. Limited non-security related components or systems that are logically related to the scope of work (e.g. replacement of a portion of a ceiling associated with installation of wiring or cameras) may be included in the total scope, but the majority of the work must be for security-related work.
5. A request for a project in the FY14 CIP-SI may be submitted in order to supplement another State-funded project, e.g. an open-space pod conversion.
 - a. The application should provide a full description of the security work, and why it is needed to supplement the original project.
 - b. For application and accounting purposes, the security component will be submitted, recorded, approved, and tracked as a separate project.
 - c. If the project has not been solicited, the security component should be shown as an add alternate.
 - d. If the project has already been contracted and the security component is assigned to the prime contractor or to a subcontractor via change order or other method, the contractor must submit informational pricing on the security improvement and must indicate the percentage of payments completed to date, new requisition, etc. for the security components separately in periodic requisitions for payment.
6. Requests may be submitted for security projects:
 - a. In schools that have been built or fully renovated within the last 15 years.
 - b. In which the anticipated life of the system or components is less than 15 years due to anticipated changes in technology.
 - c. For locally owned and State-owned relocatable classrooms, including the movement of relocatable classrooms under certain circumstances.
 - d. That were implemented by a board of education after January 1, 2013 and prior to the effective date of this Administrative Procedure, as long as written assurance is provided with the application that the local funds that are supplanted by State FY14 CIP-SI funds will be used for additional security improvements in schools within the jurisdiction.
7. Eligible projects include but are not limited to the following categories of security projects:
 - a. Doors and door hardware (interior and exterior) that improve security.

- b. Window locking hardware
 - c. Camera surveillance systems
 - d. Security communication systems and equipment
 - e. Interior renovations to improve visual control and/or control of access
 - f. Site improvements to improve visual control and/or control of access
8. Requests may be submitted to fund facility risk assessments of schools; however, priority will be given to capital improvements as listed in Item 7 above.
9. Other types of security projects may be submitted and will be reviewed on a case-by-case basis, based on the description provided, supporting documentation, local board policies, and availability of funds, technical merit and cost-effectiveness.

C. Ineligible Projects/Expenditures

1. The FY 2014 CIP-SI funds may not be used:
- a. For design, construction or project management, or inspection fees.
 - b. For improvements to property owned by a board of education that is not used by public school students, e.g. garages, central office facilities, staff training quarters, etc.
 - c. For the movement of relocatable classroom buildings, unless it can be shown that the location of the relocatable classrooms impedes security and that other types of capital improvements will not correct the situation.
 - d. For the establishment of a contingency account for change orders for any public school construction project.
 - e. For ancillary services associated with security, e.g. post-completion monitoring.
 - f. For staff training, including staff training associated with the installation of new electronic security systems.
 - g. Salaries of local employees.

D. Application Process and Requirements

1. The application period begins on April 3, 2013 and ends on April 15, 2014. The LEA must submit via SharePoint to the IAC for review and approval a list of proposed projects using the SI application in electronic format (see Attachment III).
2. Electronic submission of the FY 2014 SI Form and documents will be uploaded to the PSCP SharePoint *Programs* site. Authentication is required to access this site. Contact Patrick

McGough at pmcgough@msde.state.md.us to obtain a username, password and instructions for SharePoint.

3. The application should list the projects in priority order and include one or two paragraphs describing in detail the existing conditions and the proposed scope of work. For each project or group of similar projects, provide a brief description of the method used to select the project(s).
4. If a project comprises similar improvements at separate schools, provide information for each school building separately and show the individual and the cumulative costs.
5. The submission should also include:
 - a. The actual age of the building or building system improved.
 - b. The number of units or square footage involved, if appropriate.
 - c. A cost estimate for the project.
 - d. The anticipated dates of commencement and completion of the work.
 - e. The method by which the work will be accomplished, e.g. competitive bids, existing open-ended contracts, or purchase orders.
 - f. The category identified for design or specification services that will be utilized for the project, e.g. architect, engineer, consultant, staff.
6. Provide the following submission materials for projects in each category of security project:
 - a. For security systems, supplemental literature that describes the system, including maintenance requirements.
 - b. For sole source procurements of security systems, the rationale for use of a single manufacturer or vendor.

E. Project Approval Process

To be eligible for approval in the FY14 CIP-SI, a requested project must meet all of the following requirements:

1. The project must meet the submittal requirements of this Procedure;
2. The project schedule should indicate that:
 - a. The project funds will be encumbered on or before June 30, 2014;
 - b. The majority of the work will be completed and a substantial portion of the project funds will be expended by August 31, 2014, and

- c. All work on the project will be substantially completed and a majority of the project funds will be expended by December 31, 2014.
3. The projects will be approved as an amendment to the FY 2014 CIP.
4. Requests from the school systems will be reviewed and processed as they are received. It is anticipated that projects will be approved within ten (10) working days of a complete submission a PC/SI number and review level will be assigned. A project can only then proceed through the design and/or procurement process.

V. Design Review

Projects approved in the FY14 CIP-SI are subject to the review level assigned for design review as follows:

- 1- An abbreviated educational specification, schematic drawings, design development documents, and construction documents.
- 2 - Design development documents and construction documents.
- 3 - Construction documents.
- 4 - No submissions required after the project is assigned a PSC/SI number.

VI. Procurement/Contract Awards

- A. Procurements shall be in compliance with COMAR 23.03.03 *Construction Procurement Methods*, as well as with State public school procurement law Section 5-112 of the Education Article, "Bids". The following will apply to FY14 CIP-SI projects, including:
 1. Projects which cost less than \$25,000 do not require IAC approval of the procurement, and generally sealed bids are not required unless local board of education policy or procedure has a dollar value that requires sealed bids.
 2. Projects which cost at least \$25,000 but less than \$100,000 are required to be competitively procured, consistent with Section 5-112 Bids of the Education Article. For projects with a total cost of less than \$100,000, IAC approval of contracts is not required prior to entering into the contract but the award is subject to State review at the time reimbursement is requested. A copy of the bid tabulation must be submitted with IAC/PSCP Form IAC/PSCP Form 306.2, Request for Reimbursement to LEA for the SI project.
 3. Projects which cost \$100,000 or more are required to be competitively procured, consistent with Section 5-112 Bids of the Education Article. IAC approval of the contract award is required prior to the board of education entering into the contract. A copy of the bid tabulation with a copy of the low bidder's proposal must be submitted for State review and approval of the contract award.

4. Competitive procurement requirements;
 5. Minority Business Enterprise requirements; and
 6. Prevailing wage rates as applicable.
 7. A State school construction sign is required for SI projects costing \$100,000 or more. These signs are available from the Sign Shop at Maryland Correctional Enterprises (MCE, tel. 410- 799-5102). They may be ordered by faxing a purchase order to (410) 799-7911. The e-mail address for the Sign Shop is sjsears@dpscs.state.md.us.
- B. All FY14 CIP-SI funds are to be encumbered by local boards of education no later than June 30, 2014.
- C. At the time of contract award, the local board of education may request the IAC to approve realignment of FY14 CIP-SI funds remaining after the award of contract (including funds retained for potential change orders) to another eligible FY14 CIP-SI project within the LEA. The request must be submitted to PSCP in writing within 180 days of local board of education approval of those contracts below \$100,000 or IAC approval of those contracts of \$100,000 or more.
- D. With the exception of projects under Item IV.B.6.d above, State funds may only be expended for FY14 CIP-SI projects which are placed under contract or procured after approval by the Board of Public Works, after a PSC/SI number is assigned, and after the project has proceeded through the required review process for the specific project type. Failure to comply with this requirement will result in the withholding of funds for that project.

VII. Processing For Payment/Financial Reporting

- A. In most cases, payment will be made through reimbursement to the school system, using IAC/PSCP Form 306.2, Request for Reimbursement to LEA.
- B. For projects in excess \$100,000, a request may be made for the contractor to be paid directly through progress payments using IAC/PSCP Form 306.1 Request for Payment to Contractor, including all applicable MBE Payment documentation.
- C. For projects in excess \$100,000, a request may be made for the contractor to be paid directly through progress payments using IAC/PSCP Form 306.1 Request for Payment to Contractor, including all applicable MBE Payment documentation.
- D. All FY14 CIP-SI projects require submission of the IAC/PSCP Form 306.6 Close-Out Cost Summary upon substantial completion for the EEI project.

VIII. Future Project Funding

- A. No partial funding will apply to projects approved in the FY14 CIP-SI. If the State is only able to fund a portion of the State-eligible expense due to fiscal constraints, the applicant should not

assume that State funding will be available in a future fiscal year, unless the program is renewed in the FY 2015 and/or subsequent fiscal year Capital Improvement Programs.

- B. If a public school building is renovated through the Public School Construction Program within 15 years of the completion of an FY14 CIP-SI project, the maximum State construction allocation for the renovation or limited renovation of the building may be adjusted to account for the State's previous FY14 CIP-SI allocation. Local funds expended for such improvements will not be deducted in future years from the maximum State construction allocation.

END OF PROCEDURE

ATTACHMENT I

**SCHEDULE FOR APPLICATION AND APPROVAL OF
FY 2014 CIP SECURITY INITIATIVE (FY14 CIP-SI)**

3/29/13	IAC Approval of FY 2014 <i>Security Initiative Administrative Procedures Guide</i>
4/2/13	LEAs to update Facility Inventory Database
4/3/13	PSCP establishes square foot percentages and tentative LEA allocations based on LEA Facility Inventory Database updates.
4/3/13	Application and Administrative Procedures are posted at http://www.pscp.state.md.us/programs/SI/siindex.cfm ;
4/3/13-4/15/14	Application period for FY14 CIP-SI applications; Periodic approvals by Designees and IAC of projects
4/18/13	IAC approves final LEA allocations
5/2/13	Facility Planners Meeting: review of program standards and application forms; discussion of application process
5/15/13	Board of Public Works approval of FY 2014 CIP, inclusive of individual LEA allocations for \$25 million reserved for FY14 CIP-SI
July 2013 (TBD)	Pre-FY 2015 CIP Seminar, Annapolis, MD; further discussion or clarification of FY14 CIP-SI Procedures as needed
6/30/14	All FY14 CIP-SI project funds to be encumbered
8/31/14	Funds for FY13 CIP-SI projects to be substantially expended
12/1/14	Requests for reimbursement to be submitted.