

CONSTRUCTION DOCUMENT (CD) SUBMISSION CHECKLIST FOR MSDE-LED REVIEW

Date: _____ (Original Submission Date, if this is a Revision: _____)
Project Type: New ☐; Replacement ☐; Reno ☐; Limited Reno ☐; Addition ☐; Modular ☐; Other _____
School Name: _____ Grade Level: _____
School System: _____ PSC # (If any): _____

CONSTRUCTION DOCUMENT PROCESS

Authority: [Maryland Education Article §2-303\(f\)](#) as regulated by [COMAR 13A.01.02.03](#) and the [IAC Administrative Procedures Guide](#) (APG).

Purpose: Submission process for the Local Educational Agency (LEA) to request the Maryland State Department of Education (MSDE) State Superintendent's approval of the Construction Documents (CD) of a facility to serve to educate public school students, if the project is not state supported.

Applies to: Projects involving renovation or new construction greater than \$1,000,000 in estimated cost. The Interagency Commission for School Construction (IAC) staff may also provide review input to those projects requesting State funds. If this is a State Project (see definitions next page), use the Maryland Department of General Services (MDGS) form, as they will need to provide approval to proceed to the next phase.

Procedure: CD submission will not be approved by the State Superintendent until all outstanding issues asked by MSDE (and MDGS, if applicable) are satisfactorily addressed.

SEND CD SUBMISSION & CHECKLIST TO: *(There is a separate checklist for Charter schools)*

Email to: osfsubmissions.msde@maryland.gov, dgs.pscpsubmissions@maryland.gov & iac.pscp@maryland.gov

Address to: Jillian Storms, AIA
Executive Director, Office of School Facilities
Maryland State Dept of Education
200 West Baltimore Street, Baltimore MD 21201

PDF FORMATTING

PDF file shall be named per the file name convention of:

- LEA name, School & Project Type, (PSC #), Phase, Date
- Example: AACPS Hillsmere E. REPL (02.084) CD 2022.12.20

CD PDF documents shall be indexed for ease of finding required materials.

- Please provide in a separate PDF for oversize drawings in 8.5"x11" format.
- PDF should be bookmarked/indexed for each item shown in Checklist on the following page.
- All the main items mentioned in the Index shall be bookmarked. Examples of applicable bookmarks: Transmittal checklist, Drawings, Program Space Summary, etc.
- See last page of checklist for example of bookmarked drawing set.

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

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Use the Appropriate Checkbox below:

LOCAL = Locally-Funded (Project will only be funded locally with no intention to receive State funds)

FF = Forward-Funded (Project will be or has been requested for CIP or BTL approval by IAC but is not yet State-Supported (ie. IAC has not voted to approve BTL funds or approve LP or State funds in the 100% CIP)

If STATE-Supported - USE DGS FORM ONLY - See [IAC Website](#)

NA = Not Applicable (Check to indicate submission is not required due to type of project or unchanged)

LOCAL	FF	SCOPE DESCRIPTIONS (INCLUDE IN A SINGLE PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Transmittal including this Checklist.
<input type="checkbox"/>	<input type="checkbox"/>	Response to prior MSDE Design Review (If response requested). NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Response to prior MDGS courtesy DD Technical Review (If provided). NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Narrative Descriptions in all Disciplines, if changed from DD Submission. NA: <input type="checkbox"/>
	<input type="checkbox"/>	High-Performance Evaluation & Goal (if new or replaced school). NA: <input type="checkbox"/>
	<input type="checkbox"/>	Net Zero Energy Add-On Incentive Request Form (If applicable). NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Management Shelter (EMS) - If this facility will serve as an EMS, provide correspondence with MEMA and plan diagram of agreed upon areas to serve this purpose (if not submitted previously or has been updated). NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Net Square Feet (NSF) Summary of Program Spaces (If revised since DDs) (PROVIDE ALSO IN EXCEL - separate check box below): <ul style="list-style-type: none"> • Include comparison to Ed Spec program NSF and % difference. • Include NSF Total, Actual GSF Total, and NSF/GSF efficiency %. • Please review the definitions on pages 1 & 2 of the Facilities Planning Guide for Maryland Public Schools to determine what to show in the Net Spaces (versus what is part of the Tare within the total Gross Area). • The NSF areas for Cooperative Use Spaces (CUS) should also be totaled separately and include their GSF Total based on a 70% efficiency. • GSF totals for new construction, renovation, and demolition areas, if those exist for the project. • Include Column indicating if space qualifies as a Teaching Station per APG §102A.
<input type="checkbox"/>	<input type="checkbox"/>	Teaching Stations & Cooperative Use Legend w/Colored Floor Plans – Legend w/total # of Teaching Stations by Type and CUS (if any) & colored on floor plans.
LOCAL	FF	IAC/PSCP SIGNED FORMS (CAN INCLUDE IN SCOPE DESCRIPTIONS PDF)
<input type="checkbox"/>	<input type="checkbox"/>	IAC/PSCP Form 303.1 Construction Document Submission. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	IAC/PSCP Form 303.2 Construction Document Analysis. NA: <input type="checkbox"/>
	<input type="checkbox"/>	IAC/PSCP Form 302.2 Life Cycle Cost Analysis, if updated since DDs. NA: <input type="checkbox"/>

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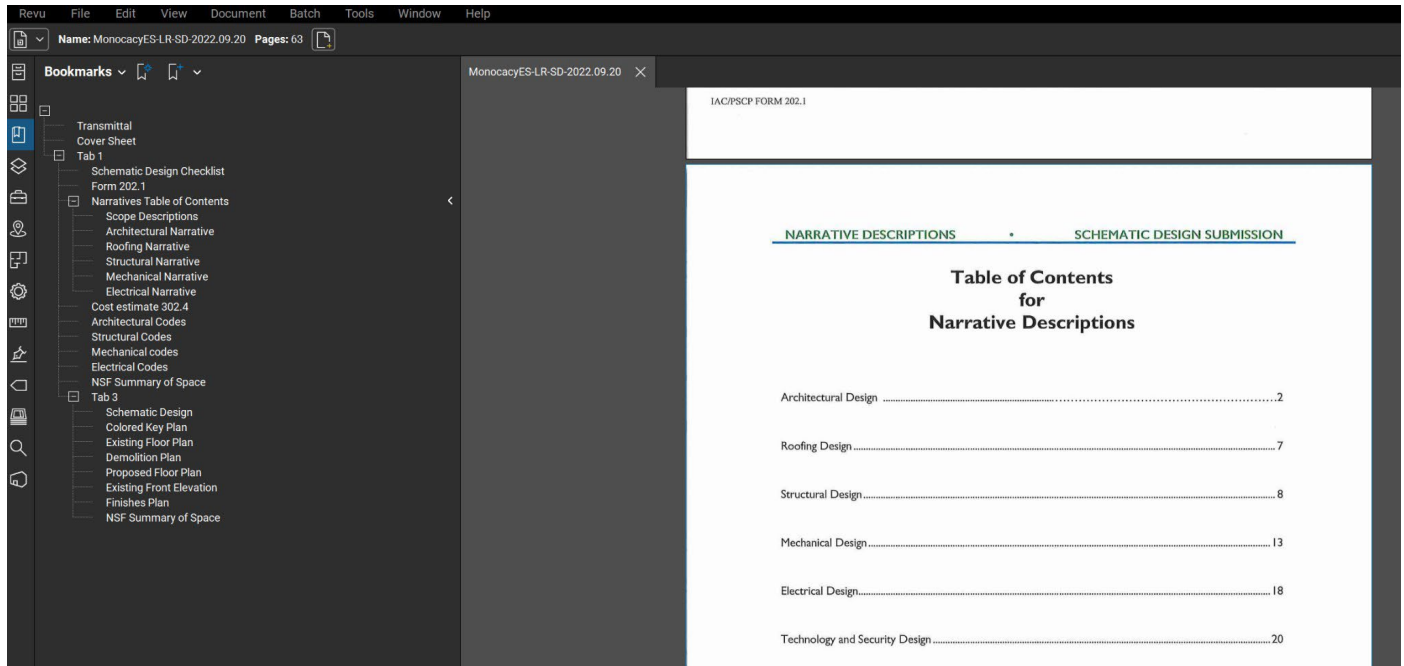
<u>LOCAL</u>	<u>FF</u>	<u>IAC/PSCP SIGNED FORMS</u> (continued)
<input type="checkbox"/>	<input type="checkbox"/>	<u>IAC/PSCP Form 302.4</u> Cost Estimate, if updated from DD Submission (PROVIDE ALSO IN EXCEL - separate check box below). NA: <input type="checkbox"/>
	<input type="checkbox"/>	<u>MBE Goal Setting Model Analysis Form</u> , if updated since DD submission. NA: <input type="checkbox"/>
<u>LOCAL</u>	<u>FF</u>	<u>ENGINEERING REPORTS & CALCULATIONS</u> (INCLUDE IN A SINGLE PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Structural Calculations , if updated since DD submission. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Calculations , if updated since DD submission. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Calculations & Power Requirements , if updated since DDs. NA: <input type="checkbox"/>
<u>LOCAL</u>	<u>FF</u>	<u>CONSTRUCTION SPECIFICATIONS</u> (INCLUDE IN A SINGLE PDF)
<input type="checkbox"/>	<input type="checkbox"/>	Project Manual & Specifications in CSI Master Format, including: <ul style="list-style-type: none"> Table of Contents - bookmarked throughout Divisions 0 & 1 Bid Form Section on Alternates Section on Allowances, if have any MBE requirements (if a STATE project) Prevailing Wage Rates (if a STATE project)
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report , if not previously submitted or has been updated (Can be within the Project Manual & Specifications). NA: <input type="checkbox"/>
<u>LOCAL</u>	<u>FF</u>	<u>CONSTRUCTION DRAWINGS</u> (Include separate PDF from 8.5"x11" documents. Can break into separate Volumes so PDF file size is less than 100MB)
<input type="checkbox"/>	<input type="checkbox"/>	Site Drawings NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Drawings
<input type="checkbox"/>	<input type="checkbox"/>	Structural Drawings NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	MEP Drawings and all other disciplines
<u>LOCAL</u>	<u>FF</u>	<u>SEPARATE FILES IN MICROSOFT EXCEL or GOOGLE SHEETS</u>
	<input type="checkbox"/>	NSF Summary of Program Spaces , if revised since DD Submission; NA: <input type="checkbox"/>
	<input type="checkbox"/>	<u>IAC/PSCP Form 302.4</u> Cost Estimate, if updated since DD Submission; NA: <input type="checkbox"/>

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Bookmarking

All the items mentioned in the checklist above shall be bookmarked in the PDF provided. Examples of applicable bookmarks would be: Transmittal checklist, LEA response, IAC form 202.1, NSF Summary, etc.

Bookmarking for a PDF brochure:



Bookmarking for a PDF drawing set: Please indicate each page number and page title of the drawing sheet that can be seen in the bookmarks of the PDF file. Please see the image below for reference.

