

## **COMBINED DD/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 Design Development (DD) /Construction Documents (CD) Combined Submission for a facility to serve to educate public school students, if project is not yet state supported.

**Applies to:** Projects involving renovation or new construction more 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 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:** *(Charter schools need not send to DGS or IAC)*

**Email to:** [osfsubmissions.msde@maryland.gov](mailto:osfsubmissions.msde@maryland.gov), [dgs.pscpsubmissions@maryland.gov](mailto:dgs.pscpsubmissions@maryland.gov) & [iac.pscp@maryland.gov](mailto: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) DD CD 2024.12.20

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

- Please provide 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.

## COMBINED DD/CD SUBMISSION CHECKLIST FOR MSDE-LED REVIEW

### Use the Appropriate Checkbox below:

- **LOCAL = Locally-Funded** (Project to 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** (Indicate if not provide because not required due to type 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 Schematic Design Review (If response requested). 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"/>	<b>Net Square Feet (NSF) Summary of Program Spaces</b> (If revised since SDs) (PROVIDE ALSO IN EXCEL - separate check box below): <ul style="list-style-type: none"> <li>• Include comparison to Ed Spec program NSF and % difference.</li> <li>• Include NSF Total, Actual GSF Total, and NSF/GSF efficiency %.</li> <li>• Please review the definitions on pages 1 &amp; 2 of the <a href="#">Facilities Planning Guide for Maryland Public Schools</a> to determine what to show in the Net Spaces (versus what is part of the Tare within the total Gross Area).</li> <li>• The NSF areas for Cooperative Use Spaces (CUS) should also be totaled separately and include their GSF Total based on the projects efficiency.</li> <li>• GSF totals for new construction, renovation, and demolition if applicable.</li> <li>• Include Column indicating if space qualifies as a Teaching Station per <a href="#">APG §102A</a>.</li> </ul>
<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"/>	<a href="#">IAC/PSCP Form 303.1</a> Construction Document Submission. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">IAC/PSCP Form 303.2</a> Construction Document Analysis. NA: <input type="checkbox"/>
	<input type="checkbox"/>	<a href="#">IAC/PSCP Form 302.2</a> Life Cycle Cost Analysis. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">IAC/PSCP Form 302.4</a> Cost Estimate. NA: <input type="checkbox"/> (PROVIDE ALSO IN EXCEL - separate check box below).

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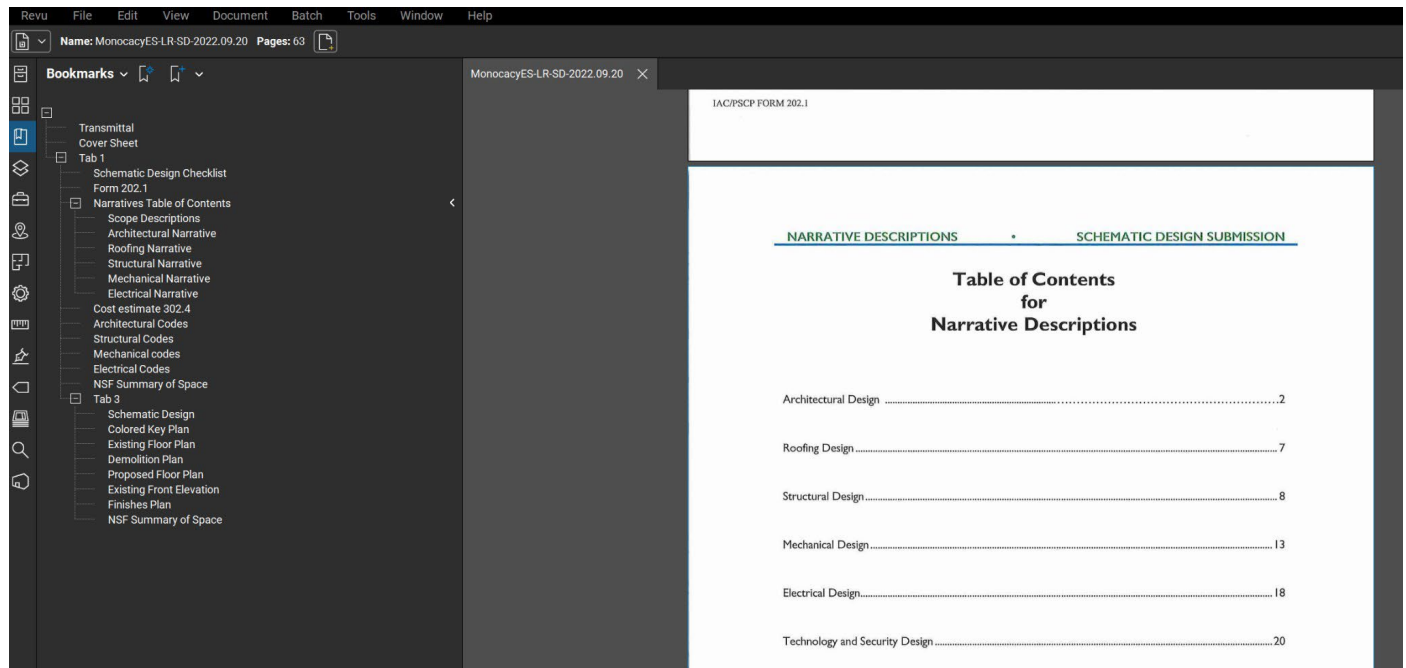
<u>LOCAL</u>	<u>FF</u>	<u>IAC/PSCP SIGNED FORMS</u> (continued)
	<input type="checkbox"/>	<b>MBE Goal Setting Model Analysis Form</b> , if updated since DD submission. <span style="float: right;">NA: <input type="checkbox"/></span>
<u>LOCAL</u>	<u>FF</u>	<u>ENGINEERING REPORTS &amp; CALCULATIONS</u> (INCLUDE IN A SINGLE PDF)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Local Soils Conservation Services approval letter</b> (if applicable). <span style="float: right;">NA: <input type="checkbox"/></span>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural Calculations.</b> <span style="float: right;">NA: <input type="checkbox"/></span>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Mechanical Calculations.</b> <span style="float: right;">NA: <input type="checkbox"/></span>
	<input type="checkbox"/>	<b>Mechanical Life Cycle Cost Analysis</b> (4 systems compared including Geothermal).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electrical Calculations &amp; Power Requirements.</b> <span style="float: right;">NA: <input type="checkbox"/></span> include: Load & Demand Analysis, Load Analysis for Standby Power Systems, Lighting Power Budget & Lightning Risk Assessment.
	<input type="checkbox"/>	<b>Energy Consumption Certification Letter.</b> <span style="float: right;">NA: <input type="checkbox"/></span>
	<input type="checkbox"/>	<b>Evaluation of the use of Solar Technologies</b> (e.g. photovoltaic or solar water heating, based on life cycle costs OR if N/A, then a report explaining why not appropriate).
<u>LOCAL</u>	<u>FF</u>	<u>CONSTRUCTION SPECIFICATIONS</u> (INCLUDE IN A SINGLE PDF)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Project Manual &amp; Specifications</b> in CSI Master Format, including: <ul style="list-style-type: none"> <li>Table of Contents - bookmarked throughout</li> <li>Divisions 0 &amp; 1</li> <li>Bid Form</li> <li>Section on Alternates</li> <li>Section on Allowances, if have any</li> <li>MBE requirements (if a STATE project)</li> <li>Prevailing Wage Rates (if a STATE project)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Geotechnical Report</b> , if not previously submitted or has been updated <span style="float: right;">NA: <input type="checkbox"/></span> (Can be within the Project Manual & Specifications).
<u>LOCAL</u>	<u>FF</u>	<u>CONSTRUCTION DRAWINGS</u> (Should be 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"/>	<b>Site Drawings.</b> <span style="float: right;">NA: <input type="checkbox"/></span>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Architectural Drawings.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural Drawings.</b> <span style="float: right;">NA: <input type="checkbox"/></span>
<input type="checkbox"/>	<input type="checkbox"/>	<b>MEP Drawings and all other disciplines.</b>
<u>LOCAL</u>	<u>FF</u>	<u>SEPARATE FILES IN MICROSOFT EXCEL or GOOGLE SHEETS</u>
	<input type="checkbox"/>	<b>NSF Summary of Program Spaces.</b> <span style="float: right;">NA: <input type="checkbox"/></span>
	<input type="checkbox"/>	<b>IAC/PSCP Form 302.4 Cost Estimate.</b> <span style="float: right;">NA: <input type="checkbox"/></span>

# COMBINED DD/CD SUBMISSION CHECKLIST FOR MSDE-LED REVIEW

## 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.

