

DESIGN DEVELOPMENT (DD) 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): _____

DESIGN DEVELOPMENT PROCESS

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

Purpose: The following requirements shall be provided by the Local Educational Agency (LEA) to request the Maryland State Department of Education (MSDE) State Superintendent's approval of the Design Development (DD) documents of a facility to serve to educate public school students.

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 the Maryland Department of General Services (MDGS) checklist.

Procedure: DD submissions will not be approved by the State Superintendent until all outstanding MSDE MDGS issues are satisfactorily addressed.

SEND DD SUBMISSION & CHECKLIST TO:

Email to: osfsubmissions.msde@maryland.gov and 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 files shall be named per the file name convention of:

- LEA name, School Project, (PSC #), Phase, Date Submission (Example: AACPS Hillsmere E. REPL (02.084) Ed Spec 2022.12.20)

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

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

CHECKLIST FOR DD SUBMISSION FOR MSDE-LED REVIEWS

Use the Appropriate Checkbox below:

LOCAL = Project will only be funded locally with no intention of receiving 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%).

STATE = State-Supported projects - **USE DGS FORM ONLY** - See [IAC Website](#).

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

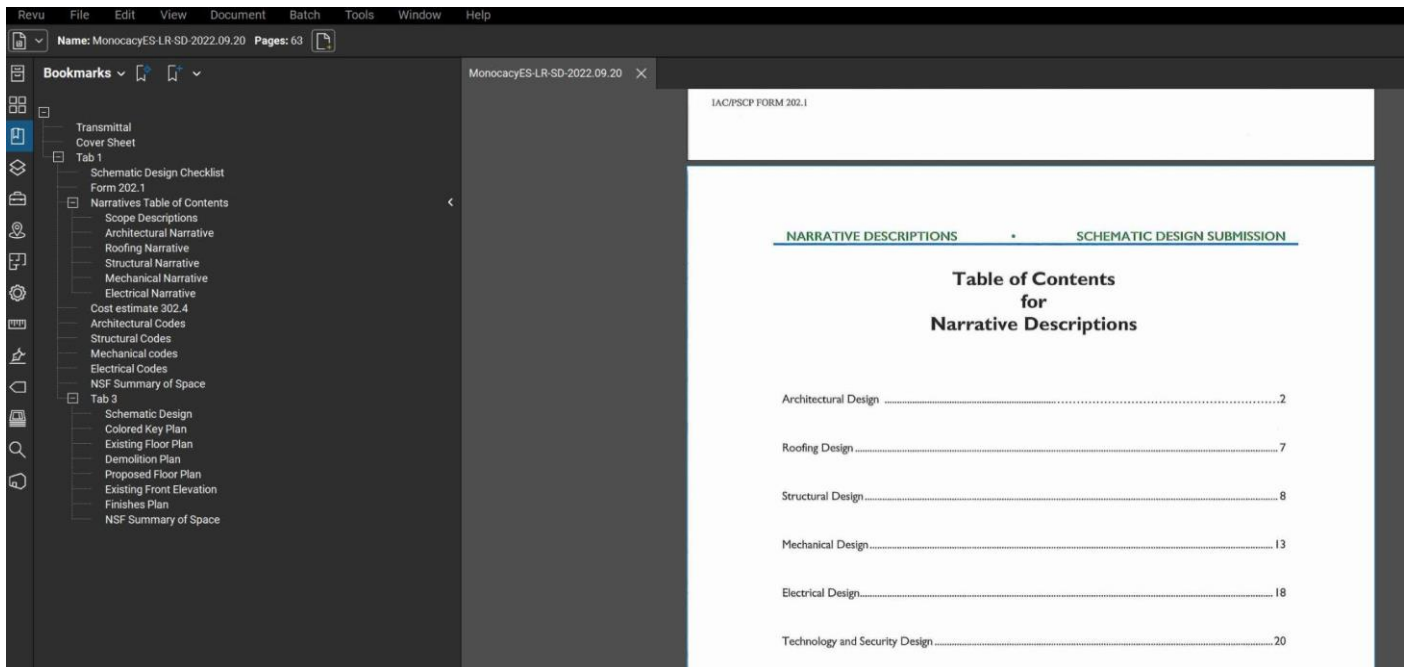
<u>LOCAL</u>	<u>FF</u>	<u>PDF #1 - SCOPE DESCRIPTIONS (in PDF Form)</u>
<input type="checkbox"/>	<input type="checkbox"/>	Transmittal includes this checklist.
<input type="checkbox"/>	<input type="checkbox"/>	LEA Response to MSDE SD Review letter (If response required).
<input type="checkbox"/>	<input type="checkbox"/>	Narrative Descriptions (All Design Disciplines).
	<input type="checkbox"/>	High performance narrative, LEED Scorecard, or Green Building Plan.
<input type="checkbox"/>	<input type="checkbox"/>	Net Square Feet (NSF) Summary of Program Spaces (PROVIDE ALSO IN EXCEL) <ul style="list-style-type: none"> • Include comparison to the SD & Ed Spec program requirements and the percentage difference. • Include NSF Total, Gross Square Feet (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"/>	If facility will serve as an Emergency Management Shelter (EMS) provide plan diagram of areas to serve this purpose. NA: <input type="checkbox"/>
	<input type="checkbox"/>	Form 302.1 - Design Development Document Submission.
	<input type="checkbox"/>	Form 302.2 - Life Cycle Cost Analysis Summary.
<input type="checkbox"/>	<input type="checkbox"/>	Form 302.3 - Design Development Document Analysis.
<input type="checkbox"/>	<input type="checkbox"/>	Form 302.4 - Cost Estimate Summary & Worksheets.

<u>LOCAL</u>	<u>FF</u>	<u>PDF #2 - ENGINEERING REPORTS & CALCULATIONS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	Local Soils Conservation Services approval letter (if applicable). NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Structural Calculations. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Calculations. NA: <input type="checkbox"/>
	<input type="checkbox"/>	Mechanical Life Cycle Cost Analysis (4 systems compared including Geothermal).
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Calcs & Power Requirements: include Load & Demand Analysis, Load Analysis for Standby Power Systems, Lighting Power Budget & Lightning Risk Assessment.
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report. NA: <input type="checkbox"/>
	<input type="checkbox"/>	Energy Consumption Certification Letter. NA: <input type="checkbox"/>
	<input type="checkbox"/>	Evaluation of the use of Solar Technologies (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>PDF #3 - SPECIFICATIONS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	Outline Specifications (bookmarked to the Table of Contents).
<input type="checkbox"/>	<input type="checkbox"/>	List of Alternates.
<u>LOCAL</u>	<u>FF</u>	<u>PDF #4 - DD DRAWINGS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	Colored Floor Plans showing Teaching Station by Type and location of CUS . Include Legend for colors used and Table that tallys Number of Teaching Stations by Type (Please see on IAC website).
<input type="checkbox"/>	<input type="checkbox"/>	Architectural Drawings (should include furniture and fixture layout). For existing buildings to be renovated, provide Life Safety/Code Analysis with diagrammatic floor plans for clarification and as Sprinkler drawings. If a renovation or replacement, include demolition drawings.
<input type="checkbox"/>	<input type="checkbox"/>	All other applicable drawings.
<u>LOCAL</u>	<u>FF</u>	<u>PDF #5 Support Materials: Provide the follow if not provided at SDs</u>
<input type="checkbox"/>	<input type="checkbox"/>	Regional Special Education – DEI/SES Approval Letter. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Alternative Education – Name of description of program if not provided at SDs. NA: <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Career + Tech Education – OOCF Approval Letter. NA: <input type="checkbox"/>

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.

