

Feasibility Study Submission Checklist

All Feasibility Study Submissions are to be made through the IAC's [Business Management System \(BMS\)](#).

Feasibility Study Process

A Feasibility Study is required per [COMAR 14.39.02.03](#) and the IAC Administrative Procedures Guide (APG) for any project that seeks to abandon an existing school building or demolish more than 50% of the existing school building.

The Feasibility Study should include at least one option that does not demolish over 50% of the existing facility. **If it is determined that no such option can be provided without major educational program deficiencies and/or overriding limitations that preclude the use of the existing building, a Feasibility Study Waiver can be requested (see page 3).**

Unless a waiver is granted per Section 3.E.10., a Feasibility Study must be completed and approved by the IAC's Executive Director for projects proposing abandonment of an existing building or demolition of more than 50% of the building's gross square footage. Feasibility Study approval is a part of the IAC's process of agreement with the LEA's proposed project scope that precedes planning and funding approval.

For projects with minimal impact on the educational program or on student capacity, a Scope Study or Feasibility Study is not required. Since the State Superintendent of Schools must approve all locally funded school construction, consideration should be given to involving the OSF Architect in meetings on the development options for project scope.

IAC Feasibility Study Submission Checklist

Submit the following in the BMS process:

- ☐ Executive summary sharing consultant's and local Superintendent/CEO's recommendation
- ☐ Summary of planning goals, methodology, and design considerations, including sustainable design options.
- ☐ Proposed program description - Include proposed grade bands, proposed design capacity (initial student capacity and core capacity of eventual build-out, if different), summary info on any special programs or student populations to be served (alternative/special education, English-learners, magnet programs, CTE, etc.) and Community Schools/Cooperative Use Space needs.
- ☐ Proposed budget and project schedule. If unknown, provide at least the target budget and dates for school occupation and project completion.
- ☐ Existing condition information that includes:
 - ☐ Assessment of existing condition of site and building components, including photographs that may document any major problem areas that may prohibit an easy

renovation solution. Include the local facility condition assessment and condition ratings, if available.

- ☐ Existing site plan indicating location of existing school, bus and vehicular loading/unloading zones, service area, student play areas, and any problematic site features that may limit solutions.
- ☐ Assessment of existing room sizes, including comparison of programmed spaces to existing building spaces.
- ☐ Existing floor plans showing building use as well as ages of major building construction.
- ☐ Proposed renovation, renovation and addition, and replacement options. There should be a minimum of two options included that meet all the requirements of the Educational Specifications and at least one of these must include reuse of the existing building. Other options can also be considered for analysis purposes. The following should be included for each option:
 - ☐ Proposed site plan diagrams indicating location of proposed school, bus, and vehicular loading/unloading zones, service area, and student play areas.
 - ☐ Proposed floor plans indicating basic circulation and spatial arrangements of program usage as well as new construction vs. renovated areas (can be a separate diagram).
 - ☐ List of program spaces compared to desired NSF of program areas.
 - ☐ Gross square foot area totals of new construction, renovation, and demolition.
 - ☐ Architectural, Civil, Structural, Mechanical, Electrical, and Plumbing (MEP) Design narratives.
 - ☐ Total length of construction period and if required to accomplish the solution, proposed phasing including building occupancy and site completion date if these are different.
 - ☐ Total project costs using the format provided by the IAC that identifies direct project costs, soft costs, and project costs for each option. See Feasibility Study Estimate Guide.
 - ☐ 30-Year operational and maintenance costs including a Simple Box Model energy analysis, annual maintenance and operational costs, and one time replacement costs as required and as identified in the Feasibility Study Cost Estimate Guide.
 - ☐ Summary of major advantages or deficiencies, clearly identifying any educational program deficiencies or outstanding site or building issues that preclude a cost effective solution.
 - ☐ Proposed program space summary

Upload as Separate Documents in the BMS:

- ☐ Space summary comparison (in excel format) of all options with a % difference from Proposed NSF Program
- ☐ Spreadsheet comparison (in excel format) of project costs (as described above) for all options
- ☐ Copy of Local Board of Education action (.pdf)
- ☐ If applicable, determination of historical significance by Maryland Historical Trust



IAC Feasibility Study Waiver Submission Checklist

Submit the following in the BMS process:

- ☐ Request letter to include:
 - ☐ Salient reasons why a renovation/addition is not viable, which may include capacity issues, structural concerns, envelope limitations, floor height limitations, accessibility, and other factors.
 - ☐ Proposed budget and project schedule for proposed changes to school. If unknown, provide at least the target budget and date for school occupation and project completion.
 - ☐ Proposed program description including grade bands, design capacity, summary info on any special programs or student populations to be served (alternative/special education, English-learners, magnet programs, CTE, etc.), and Community Schools/Cooperative Use needs.
- ☐ Any documents that apply to support those reasons, including:
 - ☐ Prior scope studies or feasibility studies, if available.
 - ☐ Assessment of the existing condition of site and building highlighting deficiencies, including photographs that document major problem areas that may prohibit an easy renovation solution. Include the local facility condition assessment and condition ratings, if available.
 - ☐ Enrollment projections for the subject and adjacent schools if capacity is a factor in the feasibility study waiver request.
 - ☐ Information regarding special program needs for students for which the facility is not longer suited including students with unique or specific physical requirements.
 - ☐ Existing site plan or aerial image with indications of site boundaries and simple labels indicating front entrance, bus and vehicular zones, student play areas, service areas, and any problematic site features that may limit solutions.
- ☐ Floor plans of the existing building showing building use as well as ages of major building construction projects.
- ☐ Existing Building Space Summary and Educational Specifications (if not a prior submission). In some cases, complete Educational Specifications can be waived.

Upload as a Separate Document to the BMS:

- ☐ Existing Building Space Summary (in excel format)
- ☐ If applicable, Determination of Eligibility by Maryland Historical Trust.