

MDGS/PSCP DD & CD Submittal Checklist Design

Development Document Submittal

Need one (1) electronic copy: **

- ☐ Design Development Document Drawings
- ☐ CSI Master Format Outline Specifications
- ☐ IAC/PSCP Form 302.1 Design Development Document Submission – Completed & Signed
- ☐ IAC/PSCP Form 302.2 Life Cycle Cost Analysis Summary – Completed & Signed
- ☐ IAC/PSCP Form 302.3 Design Development Document Analysis – Completed & Signed
- ☐ IAC/PSCP Form 302.4 Cost Estimate Summary & Worksheets – Completed & Signed
- ☐ Narrative Descriptions (All Design Disciplines)
- ☐ List of Alternates
- ☐ Geotechnical Report
- ☐ Electrical Calculations & Power Requirements including: Load & Demand Analysis, Load Analysis for Standby Power Systems, Lighting Power Budget and Lightning Risk Assessment
- ☐ Mechanical Calculations
- ☐ Energy Consumption Certification Letter
- ☐ Mechanical Life Cycle Cost Analysis (4 systems compared including Geothermal)
- ☐ Structural Calculations
- ☐ Local Soils Conservation Service Approval Letter
- ☐ 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)
- ☐ MSDE SD Review Letter and MSDE approved LEA Response to SD review (if applicable)

If non-systemic (e.g. Replacement, New School, Addition/Renovation) and/or Programming is involved:

- ☐ Color Keyed Floor Plans (see MSDE-IAC-DD-CD Submission Checklist: <https://iac.mdschoolconstruction.org/wpcontent/uploads/2021/09/MSDE-IAC-DD-CD-Submission-Checklist-Fillable-9.16.2021.pdf>)
- ☐ High Performance Narrative, LEED Scorecard, or Green Building Plan; if applicable
- ☐ If facility will serve as an emergency management shelter, provide a plan diagram of areas to serve this purpose in the school and correspondence with MEMA
- ☐ Space summary table including current and prior phases (as an excel document).
- ☐ MSDE and IAC Teaching and CUS Tally Table and Legend for Floor Plans: <https://iac.mdschoolconstruction.org/wp-content/uploads/2023/08/Teaching-Station-CUS-Tally-Table-and-Legend-for-Floor-Plans.pdf>

Construction Document Submittal

Need one (1) electronic copy: **

- ☐ Construction Document Drawings (Should be 95%)
- ☐ CSI Master Format Specifications including Front-end portion w/Bid Form, MBE requirements, Prevailing Wage Rates, etc.
- ☐ IAC/PSCP Form 303.1 Construction Document Submission – Completed & Signed
- ☐ IAC/PSCP Form 303.2 Construction Document Analysis – Completed & Signed Updated
- ☐ IAC/PSCP Form 302.2 Life Cycle Cost Analysis Summary – Completed & Signed if DD submission was waived
- ☐ IAC/PSCP Form 302.4 Cost Estimate Summary & Worksheets – Completed & Signed
- ☐ Narrative Descriptions (All Design Disciplines) if DD submission was waived
- ☐ Geotechnical Report if not submitted previously or has been updated
- ☐ Updated Electrical Calculations & Power Requirements
- ☐ Updated Mechanical Calculations
- ☐ Updated Structural Calculations
- ☐ MBE Goal Setting Model Analysis Form

☐ MSDE DD Review Letter and MSDE approved LEA Response to DD review (if applicable)

If non-systemic (e.g. Replacement, New School, Addition/Renovation) and/or Programming is involved:

☐ Color Keyed Floor Plans (see MSDE-IAC-DD-CD Submission Checklist:

<https://iac.mdschoolconstruction.org/wpcontent/uploads/2021/09/MSDE-IAC-DD-CD-Submission-Checklist-Fillable-9.16.2021.pdf>) if not submitted previously or has been updated

☐ High Performance Narrative, LEED Scorecard, or Green Building Plan; if applicable if not submitted previously or has been updated

☐ If facility will serve as an emergency management shelter, provide a plan diagram of areas to serve this purpose in the school and correspondence with MEMA if not submitted previously or has been updated

☐ Space summary table including current and prior phases (as an excel document) if not submitted previously or has been updated

☐ MSDE and IAC Teaching and CUS Tally Table and Legend for Floor Plans: <https://iac.mdschoolconstruction.org/wp-content/uploads/2023/08/Teaching-Station-CUS-Tally-Table-and-Legend-for-Floor-Plans.pdf>

Please Note

1. This checklist is intended for Facility Planners and Consultants to use as a tool in the preparation of submissions. See PSCP Administrative Procedures Guide for details of each submission phase.

2. Need **(1 complete set)** original signed Forms and Cost Estimate scanned (pdf, typical). **

3. DD & CD submissions will not be processed for review, until after MSDE has received responses to the SD or DD Review Letter and project is approved to proceed to next phase.