

Maryland State Department of Education (MSDE) School Facilities Branch (SFB)
MSDE/IAC SUBMISSION CHECKLIST
for State-Supported or Forward-Funded Projects
 (See Separate Shorter Checklist if Project will ONLY be Locally Funded)

CHECKLISTS ATTACHED:

- Contract Award Submission

Email All Submission and Responses to:

myron.mason@maryland.gov and iac.pscp@maryland.gov

Address to: Mr. Fred D. Mason III

School Facilities Branch Chief, IAC State Dept of Education Section

Maryland State Department of Education, 200 West Baltimore Street, Baltimore MD 21201

SUBMISSION GUIDELINES & TERMS:

- **State-Supported** means Project has State Approval of Local Planning or Funding.
- **Forward-Funded** means Project will be or has been requested for State Approval as part of the CIP Process.
- **Locally-Funded** means Project will only ever be funded locally with no intention to receive State funds.
- **APG** = *Administrative Procedures Guide* of the Interagency Commission on School Construction (IAC) found at <http://iac.maryland.gov/APG/reviseapgindex.cfm>.
- **Colored Key Floor Plans** = Provide plan diagrams that distinguish placement of the following items: (LEA can use their own colors or follow those below)

	Cooperative Use Space (SBHC, Before/After Care, Rec & Parks, PTA, Childcare Center, etc)
	Special Education (SE) Teaching Stations greater than 500 nsf and not serving as resource support rooms and not regional.
	Special Education (SE) Teaching Stations (same as above) except is a Regional program (may serve students outside of their regular school attendance area).
	Alternative Ed Teaching Stations
	Pre-Kindergarten Classrooms
	Kindergarten Classrooms
	Grade 1-5 General Education Classrooms
	High Schools Career & Technology Education (CTE) Instructional Spaces. Clarify when adjacent lab and classroom spaces serves as only one teaching station with one instructor.
	Gym & Auxiliary Gyms in Secondary schools (Note placement of divider curtains if create separate teaching areas).
	All secondary school level teaching stations not noted above that are greater than 550 nsf.

ALL OF THE COLORED KEY FLOOR PLANS MUST BE LABELED WITH ROOM NAMES, NUMBERS AND ROOM AREAS.

Checklist for State-Supported or Forward-Funded Projects

MSDE/IAC SUBMISSION FILE NAMING CONVENTION

- All files should start with School name and indicate phase of submission– see File Naming Conventions below.
- If multiple items in one PDF file (for example, all IAC forms) then organize PDF with tabs for each component.
- Multiple items in one file should all be of the same size – do not mix 8 ½”x11” documents with large scale 24”x36” + drawings.

File naming should follow in this order: School Name -Type Project - PHASE - Type Files - DATE

Example: ParksideMS-Repl-SD-DWGS-2020.10.07

School Name	Level	Type Project	-	PHASE	-	Type File	-	DATE (Date needed only if resubmitting)
Parkside	ES	New		EdSpec		Trans (=Tranmittal)		2020.10.07 (Year. Month. Day)
Kennedy (only last name needed for people-named schools)	K-8	Repl		FS (Feasibility Study)		Report		
	MS	Add		SD		IAC Forms (Such as Form 201, Form 303, etc)		
	6-12	AddReno		DD		NSF Summary (Space Summary)		
	HS	Reno		CD		TCO (=Total Cost of Ownership)		
	CTE	LR (=Limited Reno)		BID (Bid drawings if different then CD submission)		DWGS Civil DWGS Arch DWGS Struc DWGS MEP		
	SE (If Special Education Center)	OSE (=Open Space Enclosure)		AWD (Bid Award Submission materials)		Resp Ltr (= Response letter)		
		Systemic? ROOF HVAC		AB (=As Builts)		CALC ELE CALC Mech CALC Struct CALC HP (=Calculations, High Performance, such as the Solar Study)		

Checklist for State-Supported or Forward-Funded Projects
CONTRACT AWARD SUBMISSION TO MSDE/IAC

LEA: _____ PROJECT: _____ DATE: _____

The following electronic copies are provided assembled under the TAB subfolders listed below:
(If Project has already received State Support, submit to iac.pscp@maryland.gov for review, not to MSDE SFB)

TAB #1 - SFB Review & State Superintendent Approval:

- Transmittal that includes checklist
- LEA Response to MSDE CD Review Letter (if applicable & not provided previously)
- Bid Tabulation
- List of Bid Alternates Accepted
- Approval Action of Local Board of Education
- List of Addenda by # & Date of Issue

TAB #2 - IAC Contract Approval Checklist:

- IAC Form 303.3 Approval of Construction Contract Award
- Bid package proposal of low bidder
- Bid bond
- Certificate of liability
- Prevailing Wage Rate Information, if applicable
- IAC Form 303.4 Owner/Contractor Agreement
- Signed Award of Contract of Low bidder
- Performance Bond
- Labor and Material Bond (if applicable)
- Payment Bond

TAB #3 - Minority Business Enterprise (MBE) forms: (For projects over \$50,000):

- MBE Goals set at the time of bidding.
- MBE Attachment A - Certified MBE Utilization and Fair Solicitation Affidavit.
- MBE Attachment B - Participation Schedule (If there is no overall MBE goal or MBE sub goals established for the project, then only Attachment A is to be included).
- MBE Attachment C - Outreach Efforts Compliance Statement signed and completed by the bidder or offeror.
- MBE Attachment D - MBE Subcontractor Project Participation Statement completed and signed by the prime contractor and each MBE firm listed on Attachment B.
- MBE Attachment E - Minority Subcontractor Unavailability Certificate (Only when Requesting a Partial or Full Waiver)
- MBE Attachment F - MBE Waiver Documentation, if required.

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(Date of MSDE IAC Checklist Form: 2020.11.05)

(Date of MSDE IAC Checklist Form: 2021.07.16)