

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
- Net Zero Energy Add On Incentive Request Form
- 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).

Construction Document Submittal

Need one (1) electronic copy: **

- Construction Document Drawings (Should be 95%)
- CSI Master Format Specifications (Bound, no loose leaf) 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
- Net Zero Energy Add On Incentive Request Form
- 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

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.