



LEA Conducted Project Review Certification Form

(After Approval for Individual Projects)

Public School Construction Program Projects

Local School System

LEA Name: _____

Address: _____

_____ MD _____

Phone: _____

Project: _____

PSC # _____

Facility Square Footage: _____ Area Renovated/New (SF): _____

DGS Criteria Checklist

DD Submissions:

- _____ Design Development Document Drawings
- _____ 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 (i.e.; photovoltaic or solar water heating, based on life cycle costs OR if N/A, then a report explaining why not appropriate)

CD Submissions:

- _____ Construction Document Drawings (Should be 100%)
- _____ Specifications (Bound, no loose leaf) including Front-end portion w/Bid Form, MBE requirements, Prevailing Wage Rates, etc., and Allowances and Alternates Sections
- _____ IAC/PSCP Form 303.1 Construction Document Submission – Completed & Signed
- _____ IAC/PSCP Form 303.2 Construction Document Analysis – Completed & Signed
- _____ Updated IAC/PSCP Form 302.4 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

Acknowledgement of Project Submission Requirements

I _____, authorized representative for _____ for _____, hereby certify that the aforementioned project complies with applicable statutes, regulations and codes, including but not limited to the State of Maryland Building Codes, Code of Maryland Regulations (COMAR), Maryland High Performance Building Standards (Green Building Council), as well as all applicable local standards and ordinances, and the project can be approved without a review by the Department of General Services in accordance with Maryland Annotated Code, and Education Article § 5-314. Furthermore, I affirm that I have reviewed the project design according to the latest [DGS Procedures Manual](#)¹ and [DGS Roofing Policy](#)² available on the DGS web site as well as the [IAC Administrative Procedures Guide](#).³

_____ Date Architect or Engineer of Record Date

_____ DGS Program Manager Approval Date

1. State of Maryland DGS Procedures Manual
2. DGS Roofing Policy
3. IAC Administrative Procedures Guide (APG)