

MDGS/PSCP Design Document (DD) Submittal Checklists

DD Submission

If full Technical Review, by the MDGS, is required.

- 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
- 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)

Abbreviated DD Submission

If single discipline project (e.g. roof requiring only architectural review or chiller replacement in kind only requiring MEP):

- 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)

If unsure of whether or not project qualifies for abbreviated DD submission, please send narratives to Craig Curtis prior to submission.

Non-Systemic: Additional Documents

If non-systemic (e.g. Replacement, New School, Addition/Renovation) and/or Programming is involved, please also provide (for both DD and Abbreviated DD submissions):

- 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>

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