

CONNECTICUT STATE DEPARTMENT OF EDUCATION (SDE)
BUREAU OF SCHOOL FACILITIES (BSF)

DOCUMENT SUBMISSION

PROCEDURES

1. To ensure proper completion and filing of the required forms and documents please reference the "**School Construction Grant Process**" (www.ct.gov/sde for all forms/worksheets/letters).
2. Although the SDE prefers that project submissions not be phased, plan reviews may be conducted in phases if pre-approved by the BSF. **Phasing must be requested in writing by the superintendent of schools with projected submission dates prior to the first phase submission.** The following are examples of acceptable phasing components:
 - Demolition
 - Site Work
 - Structural
 - Architectural
 - Mechanical/Electrical/Plumbing
 - Hazardous Material Abatement
 - Reroofing
 - Fuel Storage Tanks
 - F.F.&E.
 - Play Equipment
3. Submit to the BSF only **ONE** set of **FINAL construction plans (bound together** as a single set, bolt-through with hard backer strips recommended) and project manual (with specifications) with the completion date and the appropriate design professional's seal and signature (in addition to corporate seal when applicable) on each drawing sheet and cover of the project manual (required by the State Building Code). It is very important that you align right and bottom edges of the prints (**black line on nontranslucent bond paper only**) before binding. The submission shall be complete, fully detailed (with detail references) and dimensioned in accordance with accepted professional practice and the standards outlined herein. Keep all drawing information to the right side of the sheet. Plans and specifications marked "Not for Construction" will not be accepted. A completed original **ED-042 Form must be submitted** along with the plans and project manual **for each submission (and each phase). The plans submitted must be final, and no phase may be bid until BSF approval of that phase.** Submit previous phase plans and future phase progress drawings for reference.
4. BSF does not reimburse for costs incurred during routine building repair, maintenance, and replacement work. Submit the "**Ineligible And Limited Eligible Costs Worksheet**" for the **entire project** (all phases) at Phase 1, PCT 1. Refer to the School Construction Grant Process for information.
5. Professional project **cost estimates for each phase (itemized with soft costs pertinent to the phase)** must be submitted for each phase. The date of the construction documents shall be provided on the cost estimate ("Estimate for Plans Dated_____"). It is quite possible that revisions to the cost estimate will be required due to PCT or Review Comments. **Provide separate columns for Eligible Costs and Ineligible Costs.**
6. More than one project **in the same facility** may be combined into a single set of plans. However, projects at different facilities require different sets of plans, submitted at different meeting dates.
7. Submit **all current** BSF Checklists for each phase. Before submission **visit** the BSF Internet **website** (www.ct.gov/sde) to insure that **you have, and are using the most current version of this manual (the "Guidelines for School Districts and Design Professionals")**. Address each entry in the "Checklists" and look up code sections referenced in the corresponding "Master List." **Do not use "NA"** for entries on the checklists. Use "none" (condition not present) or "nps" (not in project scope). Explain conditions if not applicable, (i.e., no stairs, no labs, rating not required building sprinklered, etc.). Be **very** specific as to where code compliance can be found. **Hazardous materials** including asbestos, lead, pcb's, etc. should be planned for in almost every project involving demolition.

PROCEDURES (cont.)

8. The architect must provide a detailed **project scope letter** relative to the phase being submitted at the PCT meeting. If the project scope is not for a code update of the entire existing building then the letter shall **start with** that statement and then give a **detailed description** of the scope.
9. All contract **allowances** and **alternates** must be **identified at the time of submission** and (upon receipt of SDE approval to go to bid) must be publicly bid. Allowances must be reconciled with actual costs by a change order. Any accepted "Voluntary Alternates" requested by the bid documents must be reviewed by BSF as Addenda or Change Orders or may not be eligible for reimbursement.
10. When applicable, the following **approvals or waivers** (from other state agencies) are required prior to SDE issuing approval to go to bid (**all may require extensive lead time**). **Provide** to the other agencies the district name, school name, and **state project number**.
 - **Life Cycle Cost Analysis** - State Department of Public Works (DPW). Submit Determination Form.
 - **Water wells and septic systems** - State Department of Public Health (DPH) and/or the State Department of Environmental Protection (DEP).
 - **Water management** (flood plain) - State Department of Environmental Protection (DEP). Completed application requires signature of BSF Chief prior to submission by project engineer.
 - **Traffic impact study and encroachment permits** - Department of Transportation (DOT) and State Traffic Commission (STC).
 - **Approvals for wheelchair lifts and modifications (waivers)** when applicable- State Department of Public Safety (DPS).
 - **Asbestos alternative work practice** - State Department of Public Health.
11. **Modifications** (waivers) in progress with the State DPS must be submitted to BSF and include the local official's signature. Submit all **approved** state building code and state fire safety code modifications with signatures and a copy of the waiver request. Provide modification number, date approved, and code section being relieved on the Code Reference Sheet and on the BSF checklist. Also, clearly indicate on the Code Reference Sheet or in the modification request, the area(s) to which the waiver applies. If the State Authority Having Jurisdiction (AHJ) denies the request, the corrective action described in the BSF Plan Review Record shall be implemented (See Section 1). Delays will result if any of the items listed above are not submitted to the AHJ early in the plan development process. **The BSF does not require or direct anyone to seek a modification. However, be informed that the code modification process is an option under state law.** Note that waivers or modifications to state codes do not waive the requirements of federal laws.
12. **The superintendent of schools shall submit a letter (copied to the local B.O.E.) that provides a complete list of all school buildings (with grade ranges) within the district. Indicate whether the building is "Designated" (to be accessible to persons with disabilities) or "Nondesignated".**
13. Provide a project team **list** on an 8 ½" x 11" sheet (with name, address, telephone and extension, fax, E-mail, and role in project) including district contact person, architect, consultants, CM, and local code officials (including fire marshal, building official, 504/ADA official, and health official) for BSF files. Provide this separate from project manual.
14. **Do not alter or change the wording of any SDE form** or letter submitted without prior authorization from the SDE.
15. All documentation and correspondence shall have the **state project numbers and phase numbers** and be to the attention of the Chief of the BSF. After the PREP and or PCT meetings, send all plan review documentation and correspondence to the Architectural Design Reviewer assigned to the PCT. Formal correspondence from A/E firms must be by a licensed professional.