



## Memorandum

TO: Superintendents of Schools  
Business Managers of Schools

FROM: Deputy Commissioner Pasquale J. Salemi

DATE: July 10, 2015

SUBJECT: New School Construction Plan Review Procedures

Please be advised that the Office of School Facilities (OSF) has changed its procedures for the review of project plans for school construction in accordance with this memorandum. These new procedures create a more interactive relationship between OSF staff and school districts and their project teams – creating opportunities to streamline the school construction process, saving both time and project dollars.

Important elements of these new procedures include:

1. **Plan Review Checklist.** The plan review checklist system has been substantially changed. The changes conform to the new procedures in this memorandum, including the changed review timetable and OSF reviews. The checklist system consists of a series of interrelated checklists, as follows:
  - a. Design Development Review (DDR) Checklist
  - b. Pre-Bid Conformance Review (PCR) Checklist
  - c. Specialized purpose checklists to be submitted with the Pre-Bid Conformance Review, if they are needed, based on the project in question:
    - i. Checklist for Asbestos/Hazardous Materials Abatement Phases or Projects
    - ii. Checklist for Roof Replacement Stand Alone Projects
    - iii. Checklist for Fuel Storage Tank Removal Projects
    - iv. Checklist for Window Replacement Stand Alone Projects
    - v. Checklist for PCB Phases or Projects
    - vi. Checklist for Fixtures, Furnishings and Equipment phases
    - vii. Checklist for Technology Equipment phases
    - viii. Checklist for Play Equipment Phases
    - ix. Checklist for CO Detection Requirements
    - x. Checklist for Radon Requirements

The updated version of each of these checklists is available on the OSF website at [www.ct.gov/osf](http://www.ct.gov/osf). These forms are subject to change, from time to time, by the OSF.

2. **Code Compliance.** Local officials are responsible for ensuring compliance with building, fire, health, accessibility and safety codes. The new procedures and checklist system reflect this emphasis. OSF's design review will confirm this local review, but will not supplant or reiterate it. Before a project may go to bid, the responsible local officials must have:

- a. Issued a building permit for the project or phase, or, alternatively,
  - b. Submitted to OSF:
    - i. A certification that the project or phase documents are sufficient for permit review, and
    - ii. A completed ICC checklist.
3. **Project teams.** The project team will consist of the following:
- a. **School District**
    - i. Superintendent of Schools
    - ii. Building Committee Chairman, or designee
    - iii. District Facilities Manager
    - iv. District Business Manager
  - b. **Design Team**
    - i. A/E Design Professionals, including both the
      1. A/E Principal-in-Charge (the Design Professional of record), and
      2. A/E Project Manager
    - ii. Landscape Architect
    - iii. Environmental Consultant (for renovation projects)
  - c. **Consulting Owner's Rep/Program Manager**

Steps in the new process include the following:

1. **PREP meetings.** Each district and, as described below, members of their project team shall attend a **Project Requirements, Expectations and Protocols (PREP)** meeting to familiarize them with school project review, reimbursement and audit policies and procedures. A District or their design team shall arrange a PREP meeting by calling OSF.
  - a. A **Major Building Projects PREP Meeting** is required for each Priority List project that is classified as “New”, “Renovate-as-New”, “Extension” or “Alteration” and cost more than \$5 million.
    - i. When required for a school building project, a Major Building Projects PREP meeting must occur prior to the project Design Development Review for the first phase of the project.
    - ii. The entire project team, as listed above, should attend the Major Building Projects PREP meeting.
  - b. A **Limited Scope Projects and Phases PREP Meeting** is required for each non-Priority List project, each Priority List project not requiring a Major Building Projects PREP meeting, as described above and each phase of a Major Project other than Building Construction – e.g. Demolition, Abatement, FF&E, Technology, and Play Equipment. A “Minor PREP” meeting is to review the submission requirements and procedures related specifically to the specialized phase or project.
    - i. When required, a Limited Scope Projects and Phases PREP Meeting must occur prior to the project’s Pre-Bid Conformance Review.

- ii. Required attendance at a Minor PREP meeting is:
  1. School District Representative
  2. A/E Design Professional of record
  3. Other consultants as required to fully explain the project, e.g., interior designer, technology consultant, landscape architect, environmental consultant.
2. **Plan Review.** At the conclusion of the Design Development phase of a project, a meeting between the project team and OSF staff will be held for the review of project documents for construction. The **Design Development Review (DDR)** meeting will afford the project team ample time to resolve any concerns identified as construction documents are finalized.

Since the previous and, now discontinued plan review meeting format, the *Plan Completion Test (PCT)*, occurred at the Construction Documents phase, any needed changes identified at this stage required reworking of what, in theory, should have been completed Construction Documents. It is anticipated that the earlier review under this policy will save both time and costs, and will allow identification of potential problems to be solved before the project's Construction Documents are complete.

Each design team is expected to be prepared at their DDR meeting with Design Development phase documentation, plans and other materials in support of each item on the Design Development Review checklist.

Design Development Review meetings are required only for new, renovate as new, extension, alteration and code update projects.

3. **Pre-Bid Approval.** At the completion of the Construction Documents stage of a project, or of a phase of a multi-phase project, a project team may apply for authorization to put the project, or project phase, out to bid by submission of an application through the **Pre-Bid Conformance Review (PCR)** process. The Pre-Bid Conformance Review application consists of a completed ED-042, a completed Pre-Bid Conformance Review checklist, all appropriate specialized checklist(s) and all supporting documentation required by these forms.

Although not generally required, OSF staff or the project team may request a meeting between the project team and OSF staff, during in the Pre-Bid Conformance Review process.

A project, or phase of a project, shall not to be put out to bid (or purchases initiated, when State Contract purchases are being utilized) until the district is in receipt of a letter from OSF authorizing the district to "Go-to-Bid" for the project or phase in question.

The following applies to the implementation of this new policy:

1. **Timeframe For Full Applicability Of New Policy.** The new procedures in this memorandum apply to all new projects, beginning with projects newly authorized by the General Assembly during its June, 2015 Special Session or by the Commissioner of Administrative Services during or after 2015.

2. **Applicability to Prior Projects.** For each project authorized prior to 2015, a Design Development Review meeting is not required at the completion of the Design Development phase, however the district may choose to do so. If they do not have a DDR meeting at the completion of the Design Development phase, they are required to have this meeting prior to their submission of Pre-Bid Conformance Review documents.