

**DEPARTMENT OF CONSTRUCTION SERVICES (DCS)
BUREAU OF SCHOOL FACILITIES (BSF)**

**LOCAL OFFICIAL REVIEW OF A “SMALL PROJECT” PER CGS 10-292(b)
IN LIEU OF THE DEPARTMENT OF CONSTRUCTION SERVICES (DCS) REVIEW**

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In relation to CGS 10-292(b), a Small Project is defined as follows: Oil tank replacement; Roof replacement; Asbestos abatement; Code violation; Energy conservation; Network wiring projects; or any project not funded by a Chapter 173 grant assistance. Each of the aforementioned project types must be a “stand-alone” project in order to qualify (cannot be any combination of the above). The total costs for an asbestos abatement, code violation, energy conservation, or network wiring project eligible for review and approval under this subsection shall not exceed one million dollars.

1. The district shall determine if all local officials are willing to participate in this process and if it will be a time savings for the district. All local officials must be willing to participate or this local review option is not available for your project (Building Inspector, Fire Marshal, 504/ADA Compliance Officer, and Health Inspector). Questions should be directed to the BSF at (860) 713-6490.
2. The local officials must be given the final construction plans and project manual (signed/sealed) that were developed in accordance with the BSF Construction Document Guidelines. Refer to the DCS website (www.ct.gov/dcs).
3. The local officials must also be given a complete copy of all additional materials relating to the BSF review process, including a copy of the BSF Plan Review Checklists, Letters, Modifications, etc. from the design professionals. Refer to Sections 3 and 7 of the BSF Construction Document Guidelines on the DCS website.
4. The local officials perform a code compliance plan review (without the assistance, other than phone calls, of anyone involved in the preparation of the project documents). Using the BSF Plan Review Checklists (all 18 pages) under the “Reviewer Use only” box, the local officials must check off any items found not to be in compliance in the “N” column. Items found to be in compliance get checked in the “Y” column.
5. The local officials shall mark the reviewed documents with a department stamp on the cover drawing sheet, and the cover of the project manual at minimum. This properly identifies the set of documents that may be called upon during any of the payment cycles and/or audit processes.
6. If the review results in items needing corrective action or clarification based on items marked in the “N” column of the BSF Plan Review Checklist, the local officials shall prepare (and date) a Plan Review Record (PRR) listing the citations and comments (on their letterhead or using the ICC and/or NFPA Plan Review forms), then convey that list of deficiencies to the school districts and design professionals. Citations and comments must be numbered and include the appropriate code section number(s). See sample PRR on the DCS website.
7. The design professionals shall revise/correct the project documents (highlight corrections made to drawings and specifications in response to PRR) and prepare a written response (on their letterhead) specific to each item of the Plan Review Record describing the corrective action completed for each item. The design professionals shall make an appointment for a sign-off meeting to review the required revisions/corrections with the PRR author(s). The original set of drawing sheets and specifications reviewed by the local officials must remain intact and must be brought to the PRR author(s) sign-off meeting along with the signed/sealed corrected documents.

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8. The PRR author(s) review the revised/corrected project documents and then signs-off on each individual item of the Plan Review Record. PRR author(s) must also check either the Documents Revised, or the State Modification Received space on the signoff area of the PRR. The local officials shall initial or provide a department stamp on each revised drawing sheet, and each revised section of the project manual.
9. The local officials will then fill in, sign, and date the “Certifications of Local Approval” section, on page 2 of the ED042 form. (See BSF Construction Documents Supplements to the Guidelines on the DCS website.) The local officials then returns the EDO42 form with original signatures to the school district along with the record set of plans and specifications, completed BSF Plan Review Checklists, Plan Review Record(s); Design Professional’s Response Letter(s); any Approved Modifications, and other agency required approvals (for items including Septic System, PCB abatement plan, Wells, etc.) as applicable.
10. The district or design professional must call to schedule a time to submit the documents and meet with a Plan Reviewer (860-713-6490). The Plan Reviewer will review the completeness of the submission prior to acceptance. Incomplete or mailed submissions will not be accepted for BSF review and approval, and returned accordingly.
11. The district brings to BSF (in one package) all of the documents listed herein on page 3. The construction documents reviewed and marked by the local officials shall be included. The record set of drawings and the project manual will be briefly examined and then turned back to the district.

NOTE:

It is the responsibility of the school district to maintain all plans, specifications and records reviewed by the local officials until the final grant payment has been made on this project.

Please be reminded that **all bid addenda and change orders** must be submitted to the Bureau School Facilities (BSF) for review and approval. Refer to the BSF Construction Documents Supplements to the Guidelines on the DCS website. Click the icon labeled “When Projects Change After BSF Approval”.

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The following items shall be presented to the BSF in conjunction with any (small) project that was reviewed by the local officials pursuant to CGS 10-292(b). Current versions of **items followed by * can be downloaded from the DCS website (www.ct.gov/dcs) utilizing the Bureau of School Facilities weblink.**

1. A completed Form ED042 with original signatures and dates of documents, including local code officials certifications of Local Approval on page 2 of 2. * (all projects)
2. Superintendent’s Natural Light/Wireless Infrastructure letter * (all projects)
3. Superintendent’s Space Standard letter * (all projects except roof replacement projects, code violation projects or asbestos abatement projects).
4. Professional Cost Estimate itemized and based on final construction documents, with **an ineligible costs column**, **Consultant fee line item**, and **when included in the project, an itemized list of Bid Alternates, Allowances, and Contract Unit Prices**. (all projects)
5. A completed Ineligible and Limited Eligible Costs worksheet signed by the district * (all projects)
6. A detailed Project Scope letter from the design professional. (all projects)
7. A completed BSF Plan Review Checklist (all 18 pages); **the column labeled “Reviewer Use only;Complies with code” must be filled in by the local officials during review of the construction documents.** * (all projects)
8. A completed Indoor Air Quality Certification form. * (all projects)
9. A completed Seismic Certification form. * (as applicable)
10. A completed PCB Testing Notification Letter. * (all projects)
11. Duplicate Code Plans (except for roof replacement and Haz-Mat projects).
12. Roof Key Plan and Legend * (for roof replacement projects only).
13. Construction Documents reviewed and marked by the local officials. Construction Document dates must match the dates entered on pages 1 and 2 of the EDO42 signed form.
14. Plan Review Records, Design Professional Response letter, approved Modifications, and other Agency approvals. (as applicable)
15. Where the project scope is for water wells or septic systems, submit the approval letter from the appropriate state authority having jurisdiction.

NOTE:

The district or design professional must call BSF (860-713-6490) to schedule a time to meet with a DCS Plan Reviewer and submit the above documents. The set of construction documents reviewed and marked by the local officials shall be brought to the BSF at the time of the above noted scheduled sign-off meeting. The drawings and project manual will be briefly examined and then turned back to the district.