



Department of Administrative Services
165 Capitol Ave., Hartford, CT 06106

School Building Projects Advisory Council Meeting Minutes

December 2, 2015, 10:00 am

Legislative Office Building, Room 1C, 300 Capitol Ave., Hartford, CT

In attendance

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| Department of Administrative Services |
| Melody A. Currey, Commissioner |

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| Members Present |
| Pasquale "Bud" Salemi, Chair Lou Casolo Glenn Gollenberg Antonio Iadarola John Woodmansee |

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| Members Absent |
| Gian-Carl Casa |

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| Other Departmental Representatives |
| William Shea, Deputy Commissioner, Department of Emergency Services and Public Protection |

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| Attendance - Staff |
| Jeffrey Bolton Konstantinos Diamantis Daniel Nafis Timothy O'Brien Craig Russell Jenna Padula Kermit Thompson |

Meeting business

The meeting was called to order by Chair Salemi at 1:05pm.

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| Agenda Item 1: Commissioner |
| Commissioner Melody A. Currey addressed the Council, thanking the Deputy Commissioner Salemi and the members of SBPAC and DAS staff for their work on this project. |

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| Agenda Item 2: Seating of new member |
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Glenn Gollenberg, AIA, presented his credentials as an appointment by the Governor to the Council (Appendix A: Appointment of Glenn Gollenberg) and was seated as a member. Chair Salemi introduced him to the Council.

Agenda Item 3: Minutes of previous meeting

A **motion** (Iadarola) was made to approve the minutes of the February 18, 2015 meeting.
Motion approved. Gollenberg abstained.

Introductions

Salemi asked staff in attendance to introduce themselves.

Agenda Item 4: Reports

Plan Review, Cost Reporting and Change Orders

Salemi recognized Thompson, who reported on changes in the plan review (Appendix B: Plan Review Process), cost reporting (Appendix C) and change order (Appendix D) procedures in the School Construction Grant program, including:

- Replacement of the old PCT process with new emphasis of plan review at the Design Development project stage.
- That that old PCT process involved a code review, duplicating what local code officials were doing.
- That the old PCT was done after projects were theoretically ready to go to bid, so any significant changes needed added time and cost to the projects.
- That the old PCT took days to complete and months to schedule, while the new Design Development Review (DDR) takes part of a day and can be scheduled within a few weeks.
- The new, earlier PREP meetings, with smaller, less unwieldy, groups, that are sometimes waived altogether when everyone on the project team has already recently been to a PREP meeting.
- That part of the function of the PCT is now at the DDR.
- That the remaining function of the PCT is now in the Pre-Bid Conformance Review (PCR), which is done after the design is complete and has gone through local building, fire, health, accessibility, etc. review. Also takes less than half of a day.
- That DAS has devoted additional resources to the plan review process.
- That the changes have allowed the Office of School Construction Grants (SCG) to be caught up on plan reviews.
- Revised and reorganized plan review checklists, including other departments' requirements.
- That cost reporting has changed, with three cost estimates in UNIFORMAT II, at application, Design Development and Construction Documents, and one actual costs report in UNIFORMAT II at project substantial completion.
- That the cost reports are done both to verify cost eligibility and reasonableness and to compile data to calculate the Maximum Reimbursable Cost Per Square Foot.
- That the change order process is the same, but that there is a clearer process for review, with a formalized document identifying what is eligible and ineligible.
- That the change order review backlog has been reduced.

Gollenberg noted his favorable impression of the new DDR as a welcome improvement.

Casolo also noted a favorable experience, having been through the review in his own work.

Thompson noted the additional resources committed by DAS to School Construction Grant plan review, including three architects and staff time from the DAS Technical Services office.

Iadarola noted that, with one of his own projects having two phases with two architects, the new checklist system, website organization and staff support has been favorable.



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| <p>Salemi noted that the School Construction Grant reporting of final costs is required at UNIFORMAT II, Level 2, under guidance from the SBPAC. State Construction Services projects require reporting in UNIFORMAT II, Level 3.</p> |
| <p>Communications</p> <p>Salemi recognized O’Brien, who presented communications to SBPAC members since the previous SBPAC meeting (Appendix F. Communications.).</p> |
| <p>Public School Construction Cost Reporting Database</p> <p>Salemi recognized O’Brien, who reported on the progress of the Public School Construction Cost Database (PSCCD), the web application to be used for cost reporting and the databases and reporting capability to store and analyze the school construction cost reporting data. O’Brien reported that:</p> <ul style="list-style-type: none"> • In the course of the work of the consultant under DAS in development of the cost reporting system, it was determined to use a web-based data submission system to populate the state databases to store and query this data. • That the consultant developed this web application for DAS. • This web application is presently being integrated into the state’s computer systems. • Testing of the application by SCG staff will begin shortly. • Testing by outside users will begin thereafter. • After development is complete, the web application will be launched publicly, which is expected in early 2016. • Reporting is still being conducted in the Excel spreadsheet template under the original implementation of the cost reporting program. • The plan is for this data to be imported into the state’s databases, together with the data that will be reported through the online system, to enable DAS to have comprehensive data going forward. • That this data is useful for individual project reviews by SCG staff, but also is a building block in creating the Maximum Reimbursable Cost Per Square Foot required under state law by tracking and analyzing the cost of projects in a detailed way. <p>Salemi noted that the new web application will make it easier to submit cost reports. It will allow for analysis of data, for example, the cost to renovate schools built in the 1950s and 1960s versus schools built in the 1970s or 1980s – costs of code or energy efficiency upgrades. Public Act 11-51 asked the Council to do research and analysis – this is taking things in that direction.</p> |
| <p>School Construction Grant Forms</p> <p>Salemi recognized Russell, who reported that the Office of School Facilities (OSF) has been renamed the DAS Office of School Construction Grants (SCG). Russell further reported that the form number system inherited from the State Department of Education (SDE) has been refined and expanded by changing the form number prefixes from “ED” to “SCG” and organizing the form numbers by number series to be similar to other Construction Services forms:</p> <ul style="list-style-type: none"> • Forms beginning “SCG-0”, the “zero series”, for grant application forms that design professionals and LEAs are currently familiar with. This series changes the prefix from “ED” to “SCG”, but does not change the numbers from the old SDE forms. • The “3000 series” are for design phase forms, such as new or updated checklists and plan review certifications. • The “9000” series are for administrative forms, including letters and other documents submitted as part of the plan review process.\ <p>The forms with the new numbers are about to be posted on the SCG website.</p> |
| <p>Site Review</p> <p>Russell introduced Bolton, who reported on the implementation for the new SCG-053 form and process (Appendix G. Site Review.), including that:</p> <ul style="list-style-type: none"> • The new form reduces the number of signatures that are needed to one. • Eliminated requested information that was not really relevant. |



- Removal of the arbitrary scoring system in the older ED-053 form.
- Focus on state and federal regulatory issues that have often caused delays and increases in costs to address those concerns up-front.
- The new process provides up front review, preventing problems later in the process, when addressing them is more difficult and costly.
- Roll out of the new system is in progress.
- Review of completed SCG-053 forms have generally be fast, many in the same day.
- This has allowed DAS to provide early, technical guidance on issues such as PCBs, environmental site assessments, Phase I's and guidance on other regulatory issues.
- Information provided to LEAs and towns in the new process and on the DAS website allows them to complete the form in-house, rather than being forced to hire outside experts to do so.

Salemi discussed the process improvements and that Bolton and his office have made.

Agenda Item 5: Policies

Salemi recognized Russell, who discussed the revision of legacy School Construction Grant policies, including that.

- In May, 2015, of the SCG participated in a LEAN/Kaizen event to look at the entire School Construction Grant process to identify how the process could be sped up, simplified and made more user friendly. Many suggestions were consistent with SBPAC Recommendations.
- As part of this, SCG and the Construction Services Deputy Commissioner and Legal office were tasked with reviewing the legacy SDE Bureau of School Facilities policies and procedures, from several decades, to make sure they were consistent with current practice, statutes and regulation.
- The manual of these policies consisted of a collection of 74 documents.
- These documents were reviewed.
- 8 were found to be policies that are currently relevant and up to date.
- 4 were found to be policies that are currently relevant, but need revision.
- 62 were not policies or procedures – instead being notes and materials leading up to policies, policies that are only relevant to SDE or legal opinions that will otherwise be kept on file.
- These 62 are being taken out of the manual.
- Work is ongoing to update the relevant policies and post them on the DAS website.

Agenda Item 6: Design Guidelines

Salemi reported on the current status of DAS work on Design Guidelines, including that:

- Design Guidelines is the more refined policy in fulfillment of the requirement in General Statutes Sec. 10-292q for the SBPAC to development “model blueprints”.
- DAS had planned on a consultant to develop Design Guidelines (Appendix H. Design Guidelines.), reviewing the Description of Service for this consultancy.
- However, budget constraints require a new alternative to accomplish this objective.
- First purpose to provide guidance to designers and LEAs to provide quality school facilities in accordance with SDE and School Construction Grants program requirements, with reasonable costs that are within the Maximum Reimbursable Cost Per Square Foot, which the Design Guidelines will be a building block in setting.
- Second is to help in strategic planning for school construction in the state.
- New programs cannot fit in existing spaces.
- There are cases in which it may be more cost effective to build a new school than to continue renovating and old one.
- Hope is to get work on the Guidelines started as soon as possible

Casolo inquired about the record in previous meeting's minutes about the Design Guidelines, that, by February 6th, four RFI responses were received – asking for follow up on the process. Salemi responded that the process



proceeded to selection of a firm, but that state budget constraints make funds for this unavailable. Casolo asked about the minutes statement that the consultancy would cost less than \$100,000. Salemi responded that interviews yielded the decision that the project scope required would be for services of over \$200,000.

Casolo asked if consideration would be given to reduce the scope to lower the cost. Padula and Casolo discussed this.

Commissioner Currey noted that the difficult state budget imperatives require that the project be done in-house.

Casolo and Salemi discussed possible strategies, including learning from the experience in other states.

Padula noted that the consultant that DAS had chosen from among the submitted proposals was the consultant that developed the Ohio design guidelines.

Agenda Item 7: Standard Contracts

Salemi recognized Padula, who discussed having Standard Contracts for School Construction Grant projects, including that:

- There are hundreds of active projects at any given time, with potentially hundreds of unique contracts.
- DAS has encountered an LEA with multiple different contracts that provide different vendors providing the same service – an LEA that did not have recent experience with a major school construction project.
- General Statutes Sec.10-290f directs DAS to develop standard school construction contracts that LEAs may use.
- DAS recommends a standard system of interrelated contracts that are specific to Connecticut and General Statutes Chapter 173.
- Standard Contracts would standardize the relationships between the different parties involved in each school construction project
- Standard contracts work on the state construction side of DAS administration and in other jurisdictions, such as Massachusetts.
- DAS's intention remains to develop Standard Contracts in coordination with the Attorney General's office, potentially using an outside consultant, though that is not certain.

Salemi noted that having diffuse contract requirements affects the change order process and that Massachusetts requires use of standard contracts on school construction projects. Standard contracts address the state's need to fulfill the requirements of Chapter 173.

Gollenberg noted experience with different contracts in use in different municipalities and the advantage that could come from standard contracts, and that AIA would likely welcome involvement in the discussion on their creation.

Salemi pointed out that contractors will often offer their own contracts to towns, which could be advantageous, but does not serve the needs of the whole process. Standard contracts could be set up so that they could be amended by local authorities, but still contain the core needed to comply with Chapter 173.

Iadarola asked if:

- Standard contracts are designed to reduce fees?
- Whether it is the intent to have different standard contracts for different kinds of projects?

Salemi stated that it is the intent to have different standard contracts for CMR, GC, CM, etc. projects. Salemi also noted that many towns do not have a great deal of experience with large construction processes, that fees are often dependent on the scope of services for the project and that standard contracts could create standard scopes of service that help with keeping costs down.



Casolo noted that his city is starting to adopt AIA contracts with adjustment from project to project, and that a special concern is about dispute resolution, which AIA contracts address.

Salemi noted that DAS has been meeting with AIA and others concerning standard contracts, and that it is important to assure that the contracts used in school construction protect the building owners and the state.

Agenda Item 8: Possible process and procedure changes

Salemi recognized Diamantis, who thanked Commissioner Currey for the opportunity to be a part of School Construction Grants and Construction Services and discussed that:

- SCG plan review and grants staff work together, including at PREP meetings.
- Commissioner Currey set a priority to reduce the time for school project review, which is being accomplished by reducing the process.
- The payment process is integrated with plan review – grants staff use the new UNIFORMAT II reports.
- Coordination with SDE, Public Health and Early Childhood.
- Legal decisions in particular cases are made more quickly, and SCG sticks with the decisions it provides to LEAs – with benefit of the doubt going to moving the process forward.
- January 1, 2016 is the final move of payment processes from SDE to DAS.
- Standard contracts would improve the process and reduce costs.

Agenda Item 9: Form 050/Capital Asset Management

Salemi discussed the form 050 process, including that:

- The only data specifically statutorily mandated to be collected is on custodial supplies and air quality.
- The other required reporting is more general.
- In Massachusetts, school districts must submit reports on building maintenance.
- Connecticut LEAs are already required to create five year capital plans.
- Many towns do project plans without the context of big picture planning.
- With 050 reports containing more detailed capital asset information, the SCG049 could be changed into a Massachusetts-style “statement of interest”, allowing DAS to determine projects that can get support to proceed to schematic design.
- Connecticut could consider a New York City-style capital asset management plan, including analysis based on remaining useful life.
- The New York City process takes 2 days for a high school and one day for an elementary school.

Casolo noted that Stamford does capital asset planning, and asked how the state would use the data.

Casolo and Salemi discussed the existing 050 reporting.

Gollenberg stated that the greatest value to the state of school capital assessment would be to have predictors for state budgeting.

Agenda Item 11: Wrap-up and adjournment

Salemi expressed appreciation to SBPAC members and DAS staff for their work.

Woodmansee **moved** that the meeting adjourn.

Motion approved.

Chair Salemi declared the meeting adjourned at 2:50pm.



Appendix A: Appointment of Glenn Gollenberg



Dannel P. Malloy
GOVERNOR
STATE OF CONNECTICUT

September 18, 2015

Glenn R. Gollenberg
47 Blue Heron Drive
East Hampton, CT 06424

Dear Mr. Gollenberg,

Pursuant to the Sections 4-1a and 10-292q of the Connecticut General Statutes, as amended by Public Act 14-217, it is my pleasure and privilege to appoint you as a member of the School Building Projects Advisory Council, as a person with experience in architecture, for a term coterminous with my term, or until a successor is appointed and has qualified, whichever is longer, in succession to Sara C. Bronin, who resigned.

Sincerely,

Dannel P. Malloy
Governor

cc: Honorable Denise Merrill, Secretary of the State
cc: Honorable Kevin Lembo, Comptroller
cc: Messrs. John Geragosian and Robert Ward, Auditors of Public Accounts
cc: Carrie Rose, Legislative Library
cc: Secretary Benjamin Barnes, Office of Policy and Management

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Appendix B: Plan Review Process

| | | |
|------------------------|----------------------|-------|
| Local Education Agency | State Project Number | Phase |
| School | Architect | Date |

DAS - OFFICE OF SCHOOL CONSTRUCTION GRANTS (SCG) PLAN REVIEW CHECKLIST

DESIGN DEVELOPMENT REVIEW (DDR)

for MAJOR Building Projects

- **Major Building Project:** project type “New”, “Renovation”, “Extension”, or “Alteration”.
- Notes: Use “None”, “NPS” (Not in Project Scope), or explain condition.
- Supplemental checklists: Submit completed applicable supplemental checklists with this completed form.
- Legend: ✓ Accepted ○ Open Item

| A. DOCUMENTS SUBMISSION LIST | | | Accepted |
|-------------------------------|--|-------|----------|
| | Document | Notes | |
| 01. | PREP Meeting | | |
| | a. Attendance by Local Education Agency (LEA) | | |
| | b. Attendance by Design Team | | |
| | c. Project Team List updated w/contact info | | |
| | d. Submission of PREP meeting documents | | |
| 02. | Grant commitment date _____ | | |
| 03. | Project schedule with phases with construction start dates [CGS 10-284(b)] | | |
| 04. | PREP meeting issues resolved | | |
| Site and Environmental | | | |
| 05. | Environmental site assessment [CGS 10-291(a)] | | |
| | a. Phase I Environmental Site Assessments Documentation, <i>if required</i> | | |
| | b. Phase II and III Investigation Reports, <i>required?</i> | | |
| 06. | DEEP Flood Management Certification Application | | |
| 07. | Local wetlands and zoning approvals | | |
| 08. | Hazardous materials (lead and asbestos) documentation by consultant | | |
| | a. Survey | | |
| | b. Report | | |
| | c. Remediation plan | | |
| 09. | State Historic Preservation Office (SHPO) project review letter | | |
| 10. | Office of State Traffic Administration (OSTA) approval letter | | |
| 11. | Public water supply availability letter OR Well approv'l by Dept. of Public Health (DPH) | | |



SCG DESIGN DEVELOPMENT REVIEW CHECKLIST

State Project No. _____

| | | | |
|-----|---|--|--|
| 12. | Septic system approval by DPH or DEEP <i>Designed flow quantity determines</i> | | |
| 13. | Radon potential / incorporation of mitigation techniques [CGS 10-291(b)] | | |
| | a. Indoor Radon Potential Map of CT | | |
| | b. Radon potential rating from map | | |
| 14. | Life Cycle Cost Analysis [Regulation 16a-38k] | | |
| | a. review and approval letter from DCS | | |
| | b. LCCA Determination Request (DCS Form 3020) with | | |
| | c. Consultant's letter committing to CT "High Performance Buildings Guidelines" | | |
| 15. | Letters by LEA / Superintendent regarding | | |
| | a. PCB report [Code of Federal Regulations Title 40, Part 761] | | |
| | b. PCB letter to DCS Environmental Analyst | | |
| | c. Designated Accessible Schools | | |
| | d. Natural Light/Wireless Connectivity Technology affirmation [CGS 10-283(a)(1)] | | |
| | e. School Safety Infrastructure | | |
| | • For SSI Criteria consideration [CGS 10-283(a)(1), CGS 10-284(a)(6), CGS 10-292s] | | |
| | AND | | |
| | • To provide security infrastructure for projects involving school entrance(s) [CGS 10-291(b)(5)] | | |
| | f. Project/Plan Review Phasing, updated | | |
| | g. Site "Central Location" | | |
| | h. Space Standards [Reg. 10-287c-15(a)] | | |
| | i. Renovation status approval [CGS 10-282(18)] | | |
| | j. Ineligible and Limited Eligible Cost Worksheet (ICW) | | |
| 16. | Cost estimate - refer to estimating policy - [Regulation 10-287c-21(a)(2)] | | |
| | a. Electronic work sheet, UniFormat II, Level 3, date submitted | | |
| | b. Cost estimate, hard copy | | |
| | c. Certification by LEA | | |
| | d. UniFormat II, Level 3 | | |
| | e. With column for ineligible costs data | | |
| 17. | Detailed Scope Letter by Architect including | | |
| | a. Overall project summary of all phases | | |
| | b. Description of ineligible and questionable-eligible work | | |
| | c. Allowances and Contingencies | | |
| | d. Alternates | | |
| | e. Unit Prices | | |



SCG DESIGN DEVELOPMENT REVIEW CHECKLIST

State Project No. _____

| | | | |
|------------------------------------|---|--|--|
| 18. | Code sheet(s) for SCG file | | |
| 19. | Code Modification Applications | | |
| 20. | Overall site plan(s) for SCG file with | | |
| | a. Legend | | |
| | b. Accessible routes | | |
| | c. Property lines and areas-of-work | | |
| 21. | Summary of building systems / assemblies (in lieu of full project manual with specifications) with | | |
| | a. UniFormat headings | | |
| | b. state project name, number, address, and date | | |
| 22. | DDR Phase Drawings including | | |
| | a. All drawings showing date per SCG-042 | | |
| | b. All drawings showing state project name, number, and address | | |
| 23. | Seismic Design Certification | | |
| 24. | Roof Key Plan | | |
| 25. | Roof warranty of 20 years minimum [CGS 291(b)(2)] | | |
| 26. | Indoor air quality certification [CGS 10-291(b)(3)] | | |
| 27. | Staff Training Requirement HVAC / IAQ [CGS 10-291(b)(4)] | | |
| 28. | Acoustical Performance Criteria certification [CGS 10-285g] | | |
| 29. | Carbon monoxide detection and warning equipment and signage [CGS 29-292] <i>at spaces with fuel-burning heating equipment</i> | | |
| B. CODE REVIEW | | | |
| 1. SITE and EXTERIOR STAIRS | | | |
| A. | Parking | | |
| B. | Passenger loading zone | | |
| C. | Entrances, exits, accessible routes (granular surfaces), public way | | |
| D. | Courtyards and occupancy | | |
| E. | Artificial turf | | |
| F. | Access to athletic fields, bleachers, dugouts, playgrounds, press boxes, toilet rooms and concessions. | | |
| G. | Identification of all work beyond property line | | |
| H. | Non-conforming surfaces / ramps | | |
| I. | Handrail and guards | | |



SCG DESIGN DEVELOPMENT REVIEW CHECKLIST

State Project No. _____

| 2. GENERAL | | |
|---------------------------------------|---|--|
| A. | Building Area Calculations | |
| B. | Comparison of space standards with Code Sheet | |
| C. | Separate exits from each floor | |
| D. | Areas of Rescue Assistance | |
| E. | Doors in direction of travel | |
| F. | No exit through hazardous areas | |
| G. | Number of Assembly exits | |
| H. | Assembly main entrance / exit | |
| I. | Assembly other exits | |
| J. | Occupant load and exit capacity | |
| K. | Educational designation | |
| L. | Assembly designation | |
| M. | Two remote exits | |
| N. | Travel distance and common path of travel | |
| O. | Use Group, Construction Type, and Fire Resistance Rating of structure | |
| P. | Building Limitations (Height and Area) | |
| Q. | Fire walls and opening protectives | |
| R. | Fire separation distance, exterior walls, and openings | |
| S. | Mixed Occupancies | |
| T. | Occupancy Separations | |
| U. | Existing structures | |
| V. | Safety and security criteria | |
| 3. ASSEMBLY / STAGE / PLATFORM | | |
| A. | Assembly Seating | |
| | <ul style="list-style-type: none"> • Seat count vs. student enrollment • Seating accessibility | |
| B. | Defined as "Platform" or "Stage" | |
| C. | Stage / platform access | |
| D. | Stage | |
| | <ul style="list-style-type: none"> • curtain • Special requirements • Sprinklers below | |



SCG DESIGN DEVELOPMENT REVIEW CHECKLIST

State Project No. _____

| | | |
|---|--|--|
| 4. CLASSROOMS AND ANY OTHER ROOMS | | |
| A. | Window for Rescue Assistance and ventilation for all student occupancies | |
| B. | Preschool through second grade at level of exit discharge | |
| C. | Accessibility to tiers | |
| 5. CORRIDORS | | |
| A. | Protection | |
| B. | Dead ends | |
| C. | Lockers | |
| 6. FINISHES | | |
| A. | Classification and requirements | |
| 7. HARDWARE | | |
| A. | Accessible door hardware | |
| 8. HAZARDOUS AREAS | | |
| A. | Hazardous areas shown on Code Plan(s) | |
| 9. KITCHENS | | |
| A. | Suppression systems and extinguishers | |
| B. | Finishes | |
| 10. LABORATORIES | | |
| A. | Emergency gas shutoff | |
| B. | Eyewash and body-wash with drains | |
| C. | Fume hoods | |
| 11. TOILET ROOMS / LOCKER / SHOWER ROOMS | | |
| A. | Accessibility | |
| B. | Toilet room availability | |



SCG DESIGN DEVELOPMENT REVIEW CHECKLIST

State Project No. _____

| | | |
|---|--|--|
| 12. MECHANICAL / ELECTRICAL / PLUMBING | | |
| A. | Space above ceiling (plenum) | |
| B. | Emergency Lights | |
| | • Assembly | |
| | • Stairs, corridors | |
| | • Means of egress | |
| | • Emergency power source | |
| C. | Exit Signs | |
| | • At exits and visible from any direction, tactile | |
| | • Assembly | |
| | • Emergency power | |
| D. | Miscellaneous penetrations | |
| 13. SHOPS AND FINISH ROOMS | | |
| A. | Emergency electrical shutoffs | |
| B. | Eyewash and body-wash with drains | |
| C. | Contaminant removal system | |
| D. | Finish-room hood | |
| F. | Access to athletic fields, bleachers, dugouts, playgrounds, press boxes, and concessions | |
| G. | Identification of all work beyond property line | |
| 15. STAIRS / RAMPS (Interior) | | |
| A. | No hazardous or non-occupancy opening into stairs | |
| B. | Areas of refuge and support systems | |
| C. | Handrail and guards | |
| D. | Non-conforming floors / ramps | |

Continued on following page



| | | |
|------------------------|-------------------|-------|
| Local Education Agency | State Project No. | Phase |
| School | Architect | Date |

DAS - OFFICE OF SCHOOL CONSTRUCTION PLAN REVIEW CHECKLIST

PRE-BID CONFORMANCE REVIEW (PCR)

Use this Checklist after Design Development Review

- **Submission of Pre-Bid Conformance Review (PCR) Checklist shall accompany topic-specific checklists and stand-alone project checklists.** Refer to last page for listing of additional checklists.
- Notes: Use "None", "NPS" (Not in Project Scope), or explain condition.
- Legend: ✓ Accepted ○ Open Item

| | Document | Notes | Accepted |
|-----|---|-------|----------|
| 01. | Outstanding items | | |
| | a. From PREP meeting | | |
| | b. From Design Development review | | |
| 02. | Identify / review changes from DDR | | |
| 03. | Project Team List with contact information | | |
| 04. | Form SCG-042 with signatures signifying acceptance of documents and approval to go to bid by (a) Board of Education and (b) Building Committee | | |
| 05. | Grant commitment date: _____ | | |
| 06. | Construction start date within two years of grant commitment date [CGS 10-284(b)] | | |
| 07. | DEEP Flood Management Certification approval Letter | | |
| 08. | Letters by LEA / Superintendent regarding | | |
| | a. Project/Plan Review Phasing | | |
| | b. Ineligible and Limited Eligible Cost Worksheet (ICW) | | |
| 09. | Cost estimate – updated - refer to estimating policy - [Regulation 10-287c-21(a)(2)] | | |
| | a. Electronic work sheet, UniFormat II, Level 3, date submitted | | |
| | b. UniFormat II, Level 3, <i>hardcopy</i> | | |
| | c. Certification by LEA | | |
| | d. With ineligible costs data | | |
| | e. For <u>phase</u> - current | | |
| | i. Consultants' fees line item | | |
| | ii. Itemized list of Bid Alternates, Allowances and Contract Unit Prices | | |
| | iii. Ineligible costs data | | |



SCG PRE-BID CONFORMANCE REVIEW CHECKLIST

State Project No. _____

| | | | |
|-----|--|--|--|
| | | | |
| | f. For <u>project</u> - updated | | |
| | i. Consultants' fees line item | | |
| | ii. Itemized list of Bid Alternates, Allowances and Contract Unit Prices | | |
| | iii. Ineligible costs data | | |
| 10. | Scope Letter by Architect – updated - | | |
| | a. Detailed and pertinent to phase | | |
| | b. Procurement method (bid/state contract) | | |
| | c. Description of ineligible and questionable-eligible work | | |
| | d. Allowances and Contingencies | | |
| | e. Alternates | | |
| | f. Unit Prices | | |
| 11. | Code sheet(s) for SCG file with | | |
| | a. Professional seal/signature | | |
| 12. | Overall site plan(s) for SCG file with | | |
| | a. Professional seal/signature | | |
| | b. Legend | | |
| | c. Property lines and areas-of-work | | |
| 13. | Code Modification Applications and approval(s) / conclusion(s) | | |
| 14. | Roof Key Plan | | |
| 15. | Construction Documents , no text reading "Not for Construction" | | |
| | | | |
| | PROJECT MANUAL | | |
| 16. | Cover with | | |
| | a. Seals/signatures of all Design Team members | | |
| | b. Project name, number and location | | |
| 17. | Approval / sign-off by reviewer | | |
| | a. On cover | | |
| | b. On Table of Contents | | |
| 18. | State project name and number throughout | | |
| 19. | Dates per SGC-042 throughout | | |
| 20. | CSI format throughout | | |
| 21. | Advertisement for Bids (legal notice) | | |
| 22. | Statement of bidder's qualifications | | |



SCG PRE-BID CONFORMANCE REVIEW CHECKLIST

State Project No. _____

| PROCUREMENT | | |
|--|--|--|
| 41. | Competitive Bid – provide copies of | |
| | a. Bid Form(s) with Bid Alternates, Allowances, and Unit Prices | |
| | b. Specification sections with | |
| | i. Alternates and Contingencies | |
| | ii. Allowances | |
| | iii. Unit Prices | |
| 42. | State Contract – provide copies of | |
| | a. Purchase list | |
| | b. Sample Purchase Order referencing Project Manual | |
| | c. Verification of availability on State List | |
| 43. | Proprietary specifications | |
| | a. Copy of LEA letter requesting sole source procurement approval from SCG | |
| | b. Copy of SCG approval letter | |
| LOCAL REVIEW APPROVAL <i>authenticate with Building Permit or Code Conformity Certification</i> | | |
| 44. | Building Permit (preferred) | |
| | OR | |
| | Code Conformity Certification form completed with all signatures | |
| 45. | Code Review Documentation | |
| | a. Comments by reviewer | |
| | b. Responses by design professionals <i>indicating all issues resolved</i> | |
| | c. Duplicates for SCG file | |
| 46. | Responses to drawing and specification citations from local review | |
| | | |
| | | |

Continued on following page



SCG PRE-BID CONFORMANCE REVIEW CHECKLIST

State Project No. _____

| | | | |
|-----|---|--|--|
| 23. | General Conditions | | |
| 24. | Supplementary / Special Conditions including requirements for | | |
| | a. Insurance and clean up | | |
| | b. Stipulated overhead and profit percentage amounts for Change Orders <i>with SCG copy</i> | | |
| | c. Preconstruction meeting | | |
| 25. | Prevailing Wage Rate Table place holder | | |
| 26. | Roof warranty of 20 years minimum [CGS 291(b)(2)] | | |
| 27. | Staff Training Requirement HVAC / IAQ [CGS 10-291(b)(4)] | | |
| 28. | Carbon monoxide detection [CGS 29-292] <i>at spaces with fuel-burning heating equipment</i> | | |
| | a. Detection and warning equipment | | |
| | b. signage | | |
| | c. Carbon Monoxide (CO) Detectors Checklist | | |
| 29. | Radon potential and incorporation of mitigation techniques [CGS 10-291(b)] | | |
| | a. Radon Systems Checklist | | |
| 30. | PCB Abatement and Management Plan Checklist | | |
| 31. | Asbestos / Hazardous Materials Abatement Checklist | | |
| 32. | Project Sign, <i>per DAS sample</i> | | |
| | | | |
| | DRAWINGS | | |
| 33. | Bound, scale, legible, key plan, referenced | | |
| 34. | Drawing List | | |
| 35. | B.I.M. conflicts resolved | | |
| 36. | Cover with | | |
| | a. Signatures/seals of all Design Team members | | |
| | b. Project name, number <i>and location</i> | | |
| 37. | Approval / sign-off by reviewer | | |
| | a. On cover | | |
| | b. On list of drawings | | |
| 38. | State project name and number throughout | | |
| 39. | Dates per SGC-042 throughout | | |
| 40. | Professional seal/signature throughout | | |
| | | | |
| | | | |



Policy on Reporting of Estimated and Actual School Construction Costs.

Summary

Section 10-287c-21 (a) of the Connecticut Regulations of State Agencies, concerning school construction grants states that "the applicant shall file with the department in such manner as the Commissioner may prescribe final plans including: ... (2) A professional cost estimate of such project or phase and of any site acquisition." The documented submission and review of the professional cost estimate is submitted and reviewed as part of a district's Request for Review of Final Plans (Form ED042) as submitted to the Office of School Facilities Plan Review Unit.

Issue

The current process of collecting school construction cost data, based on the American Society for Testing and Materials (ASTM) Standard #E1557, Classification of Building Elements and Related Sitework—UNIFORMAT II Level 3 at the time of submission of final documents does not allow staff to conduct a sufficiently detailed evaluation of project costs.

Recommended Policy

Sec. 1. Each district with a school construction project shall submit reports of cost estimates and actual costs in a standard uniform format as prescribed by the Department of Administrative Services to allow for detailed cost analysis. Cost reporting shall be completed by a registered architect or other licensed design professional, or a certified construction cost estimator. As provided in section 2 of this policy, the professional cost reports shall be done in accordance with the ASTM Standard #E1557, Classification of Building Elements and Related Sitework—UNIFORMAT II or other format for certain project types as listed. Cost estimates shall be submitted at the time of grant application, at the completion of the design development phase and at submission of final documents for bidding. Actual cost figures shall be submitted at substantial completion/prior to submission for audit.

Sec. 2. School construction grant applications submitted to the Office of School Facilities on and after July 1, 2015, shall include the following cost estimates:

(a) For a project classified as New Construction (N), Extension (E), Extension/Alteration (EA) or Approved Renovation (RNV):

- (1) At time of grant application: Uniformat II Level 2 estimate
- (2) At completion of design development phase: Uniformat II Level 3 estimate
- (3) At submission of final documents for bidding (100% construction documents): Uniformat II Level 3 estimate
- (4) After substantial completion/prior to submission for audit: Uniformat II Level 2 with actual costs

(b) For all project types except New Construction (N), Extension (E), Extension/Alteration (EA) or Approved Renovation (RNV) and for Extension (E) or Extension/Alteration (EA) projects with a project cost of five million dollars or less:

- (1) At time of grant application: Detailed cost estimate
- (2) At completion of design development phase: Detailed cost estimate
- (3) At submission of final documents for bidding (100% Construction Documents): Detailed cost estimate
- (4) After substantial completion/prior to submission for audit: UNIFORMAT II Level 2 with actual costs

Estimates for projects falling under subsection (b) of section 2 of this policy shall be in a format of the project team's choosing, provided the level of detail is sufficient for the Office of School Facilities to verify the claimed eligible and ineligible costs. Estimates for non-construction phases of construction projects (e.g. furniture, furnishings and equipment, technology equipment, playgrounds, etc.) shall also be submitted on a format of the project team's choosing of sufficient detail as noted above.



Sec. 3. Project costs reported in UNIFORMAT shall include all soft and hard costs of school construction. Line item detail shall be added to the UNIFORMAT standard to include costs related to site acquisition (site and/or facility), remediation, temporary facilities, swing space costs, off-site costs, professional design fees, testing and inspection fees, project management fees, construction management fees, overhead and profit, construction interest, escalation, all other professional fees, design and building alternates, contingencies, reimbursable expenses and allowances, and all other costs and fees determined by the Office of School Facilities as requiring justification for purposes of cost estimation. In addition, the cost report shall include columns listing all eligible and ineligible school construction costs.

Sec. 4. Cost estimates that accompany final documents for bidding shall be submitted to the Office of School Facilities Plan Review Unit with the submission of Form ED042 – Request for Review of Final Plans, in accordance with Section 10-291 of the Connecticut General Statutes.

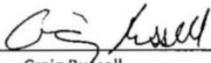
Sec. 5. Cost estimate data shall be submitted to the Office of School Facilities Plan Review Unit in the electronic Excel spreadsheet format prescribed by the Department of Administrative Services. Any revisions to a project cost estimate or final actual project costs shall be submitted as a new worksheet within the cost estimate workbook originally established for the school construction project.

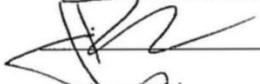
Rationale

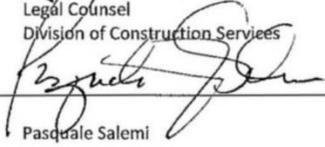
A more refined cost estimate system will allow for a detailed analysis and comparison of school construction cost estimates and construction cost management. The Department of Administrative Services currently requires that all large state project construction cost estimates be submitted in UNIFORMAT. This policy extends and refines the existing policy requiring UNIFORMAT while providing that cost estimates for generally smaller project types are to be submitted in a detailed cost estimate.

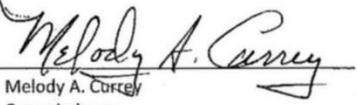


DAS Department of Administrative Services • Division of Construction Services

Recommended by:  3/10/15
Craig Russell
Director
Office of School Facilities
Division of Construction Services
Date

Approved by:  3/10/15
Jenna Padula
Legal Counsel
Division of Construction Services
Date

Approved by:  3.10.15
Pasquale Salemi
Deputy Commissioner
Division of Construction Services
Department of Administrative Services
Date

Approved by:  3-17-15
Melody A. Carney
Commissioner
Department of Administrative Services
Date



Appendix D. Cost Reporting.



| STATE PROJECT # | 0 | BUILD TYPE | Pick from drop down list | CONSTRUCTION MANAGER NAME | Pick from drop down list | PROJECT LABOR AGREEMENT | Pick from drop down list | EEO PROGRAM | Pick from drop down list |
|---|---|-------------------------|--------------------------|---------------------------|--------------------------|-------------------------|--------------------------|--------------------|--------------------------|
| LOCAL EDUCATION AGENCY (LEA) | Pick from drop down list | COST/SQ FT | | RENOVATE COST/SQ FT | | NEW COST/SQ FT | | AFFECTED/SQ FT | |
| SCHOOL NAME | | INELIGIBLE COST | | INELIGIBLE COST | | INELIGIBLE COST | | INELIGIBLE COST | |
| PROJECT TYPE | Pick from drop down list | REIMBURSEMENT RATE | 0% | REIMBURSEMENT RATE | 0% | REIMBURSEMENT RATE | 0% | REIMBURSEMENT RATE | 0% |
| BUILDING (ORIGINAL) SQUARE FEET | 0 | TOTAL COST | \$ - | TOTAL COST | \$ - | TOTAL COST | \$ - | TOTAL COST | \$ - |
| PROJECT (CURRENT) SQUARE FEET | 0 | CONSTRUCTION COST | \$ - | CONSTRUCTION COST | \$ - | CONSTRUCTION COST | \$ - | CONSTRUCTION COST | \$ - |
| GRADES | 0 | SOFT COST | \$ - | SOFT COST | \$ - | SOFT COST | \$ - | SOFT COST | \$ - |
| ENROLLMENT PROJECTIONS | 0 | | | | | | | | |
| REIMBURSEMENT RATE | 0% | | | | | | | | |
| TOTAL COST | \$ - | | | | | | | | |
| CONSTRUCTION COST | \$ - | | | | | | | | |
| SOFT COST | \$ - | | | | | | | | |
| CONSTRUCTION COSTS | | LEVEL II CATEGORY TOTAL | | | LEVEL II SUB TOTAL | INELIGIBLES | | | |
| A SUBSTRUCTURE | A10 FOUNDATIONS A20 BASEMENTS ALLOWANCE | \$ - | | | \$ - | \$ - | | | |
| B SHELL | B10 SUPER STRUCTURE B20 EXTERIOR ENCLOSURES B30 ROOFING ALLOWANCE | \$ - | | | \$ - | \$ - | | | |
| C INTERIORS | C10 INTERIOR CONSTRUCTION C20 STAIRS C30 INTERIOR FINISHES ALLOWANCE | \$ - | | | \$ - | \$ - | | | |
| D SERVICES | D10 CONVEYING D20 PLUMBING D30 HVAC D40 FIRE PROTECTION D50 ELECTRICAL ALLOWANCE | \$ - | | | \$ - | \$ - | | | |
| E EQUIPMENT & FURNISHINGS | E10 EQUIPMENT E20 FURNISHINGS ALLOWANCE | \$ - | | | \$ - | \$ - | | | |
| F SPECIAL CONSTRUCTION AND DEMOLITION | F10 SPECIAL CONSTRUCTION F20 SELECTIVE BUILDING DEMOLITION PCB/ASBESTOS/LEAD ABATEMENT ALLOWANCE | \$ - | | | \$ - | \$ - | | | |
| G BUILDING SITEWORK | G10 SITE PREPARATION G20 SITE IMPROVEMENTS G30 SITE MECHANICAL UTILITIES G40 SITE ELECTRICAL UTILITIES G90 OTHER SITE CONSTRUCTION REMEDATION ALLOWANCE | \$ - | | | \$ - | \$ - | | | |
| X GENERAL CONDITIONS, OFFICE OVERHEAD & PROFIT | GENERAL CONDITIONS OFFICE OVERHEAD & PROFIT | \$ - | | | \$ - | \$ - | | | |
| Z ALLOWANCES | DESIGN CONTINGENCY ALLOWANCE INFLATION (ESCALATION) ALLOWANCE | \$ - | | | \$ - | \$ - | | | |
| SOFT COSTS | | LEVEL II CATEGORY TOTAL | | | LEVEL II SUB TOTAL | INELIGIBLES | | | |
| ACQUISITION COSTS | Land/Building Purchase Swing Space/Portables Site Remediation Appraisals Land Survey Allowance | \$ - | | | \$ - | \$ - | | | |
| CONSULTANTS | Architect/Engineering Fees Environmental Commissioning Legal Consultants FF&E Coordinator Estimator Project Management Construction Manager Pro Construction Other Consultants Allowance | \$ - | | | \$ - | \$ - | | | |
| FF&E | Furniture, Fixtures & Equipment Technology Moving Allowance | \$ - | | | \$ - | \$ - | | | |
| FEES | Bonding Fees Insurance Costs Town Staff Costs Town Permit Fees State Permit Fees Testing/Inspection Fees Overhead & Profit Costs Printing & Mailing Costs Other Costs Allowance | \$ - | | | \$ - | \$ - | | | |
| CONTINGENCY | Construction Contingency Owner's Contingency Design Contingency Allowance | \$ - | | | \$ - | \$ - | | | |



Appendix E. Change Orders.

09-23-15: Electronic submissions of school construction grant program cost estimates and the State Change Order Summary.

Effective September 23, 2015, all school construction grant program cost estimates and change order summaries must be submitted in electronic format.

All cost estimates must be submitted using the Uniformat II Cost Estimate in compliance with the [cost reporting policy](#) dated March 17, 2015. A template of the [Uniformat II Cost estimate](#) can be found in the "Supplements to the Plan Review Procedures and Forms / Technical-Plan Review Section of the Department of Administrative Services (DAS) / SCG website.

All cost estimates must be electronically submitted to the following e-mail address: das.scg.costestimate@ct.gov. The title of the cost estimate worksheet should consist of the state assigned project # and project name. The subject matter heading of the e-mail should include the project #, project name... cost estimate.

In addition, for purposes of a school construction grant application with costs in excess of \$2 million, the grant applicant must also complete cost estimating [Grant Calculation Type II](#) with the formal submission of Form [SCG-049 - Grant Application](#). The original Uniformat Level II cost estimate submission and the Grant Calculation Type II cost estimate submission must balance for the grant application submission to be considered complete.

All school construction change orders must conform to the terms and conditions outlined in the change order bulletin dated September 22, 2015, a copy for which can be found on the DAS / SCG website in the "Supplements to the Plan Review Procedures and Forms / Bulletins / [Change Orders](#)." A complete change order submission should consist of [Form SCG-042CO](#), the [State Change Order Summary](#), along with the corresponding back up information described in the Change Orders Bulletin.

The State Change Order Summary must be electronically submitted to the following e-mail address: das.scg.changeorder@ct.gov. The title of the change order summary worksheet should consist of the state assigned project #, project name, and state change order #. The subject matter heading of the e-mail should include the state assigned project #, project name, and state change order #. The complete change order can be submitted in either hard copy or electronic format.



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**Office of School Construction Grants (SCG)
BULLETIN**

This bulletin serves as clarification and reminder of the review of project costs and scope changes to school construction projects. All school construction costs that result in a change order, including costs not bid or purchased under state contract, are subject to the procurement requirements stipulated in [Section 10-287 \(b\) \(1\)](#) of the Connecticut General Statutes (CGS).

Common Change Order Ineligibilities:

- 1.) **Allowances:** The district must list allowances in the respective allowance line item of the Uniformat Level II cost reporting Excel template available at the Department of Administrative Services (DAS) / School Construction website under the "Supplements to the Plan Review Procedures and Forms: [Cost Reporting Excel Template](#)." **Allowances shall be recorded on the cost estimate submitted at plan approval, and after project substantial completion.**

Allowances may only be used for change orders submitted to SCG for review. Change orders paid for by allowances will not increase the Guaranteed Maximum Price (GMP) or total authorized project cost. The actual allowance used must be for the stated allowance purpose and documented on signed Time and Material (T&M) tickets with summaries. The actual allowance used shall be reconciled with the original allowance amount by a change order resulting in an addition or deduction. Overhead and profit is presumed to be included in allowances and therefore will not be allowed in change orders paid from an allowance.

The Local Education Agency (LEA) is required to submit a spreadsheet detailing **ALL** allowances that are to be submitted to SCG no later than six (6) months from the date of bid award. Allowances shall be documented in the "[State Change Order Summary](#)" spreadsheet which can be downloaded from the DAS, Office of School Construction Grants (SCG) website under the "Supplements to the Plan Review Procedures and Forms / Bulletins / State Change Order Summary".

The reconciliation of allowances through a change order must be complete prior to the submission of Form SCG49F – Final Grant Application for a School Construction Project. Change orders for allowances submitted after the filing of Form SCG049F are ineligible for reimbursement.

- 2.) **As-Built Drawings:** are required in each contractor's scope of work and is part of a contractor's Overhead & Profit (O&P). As-built drawing costs relating to change order work is ineligible for reimbursement.
- 3.) **Attic Stock:** Equipment, materials, supplies or items for attic stock are ineligible for reimbursement.
- 4.) **Back-charges:** All costs associated with back-charges must be cross referenced with the related credit change order. Unreconciled back-charges are ineligible until adequate documentation is provided to determine eligibility.
- 5.) **BANs interest payments:** Bond Anticipated Note interest payments made by the LEA are ineligible for reimbursement.
- 6.) **Bond costs and/or Insurance costs:** Bond cost and/or insurance costs adjustments are only permitted at the final reconciliation of the bond with an invoice from the contractor's bonding company.
- 7.) **Contingency:** The district must list contingencies on the respective contingency line item of the Uniformat Level II cost reporting excel template, available on the DAS Office of School Construction Grants website under the "Supplements to the Plan Review Procedures and Forms: [Cost Reporting Excel Template](#)". **Record contingency on the cost estimate submitted at plan approval, and after**



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project substantial completion. The actual contingency used shall be reconciled with the original contingency amount by a change order resulting in an addition or deduction.

Change orders paid for by the Construction Manager contingency will not increase the GMP or total authorized project cost. Change orders paid for by the Owner's contingency will not increase the total authorized project cost, but may increase the GMP.

The reconciliation of contingency through a change order must be complete prior to the submission of Form SCG-049F – Final Grant Application for a School Construction Project. Change orders for contingency submitted after the filing of Form SCG-049F are ineligible for reimbursement.

- 8.) **Costs of Material and Labor:** Material and labor costs must be reasonable for the work performed, including deductions. Installation of new work will only be reimbursed once. Contractor proposals shall provide itemized breakdowns of materials with quantities and unit prices, labor hours and hourly rates for each trade.
- 9.) **Corrective Work:** Installed construction work that is damaged during the course of the school construction project should result in a back-charge to the contractor or entity causing the damage and be noted as such on a submitted change order. Corrective work is ineligible for reimbursement.
- 10.) **CM Fees:** CM fee adjustments reported on the SCG-042 CO, including overhead and profit, insurance, general conditions, etc. can only be made at the completion of a project, as the last adjustment to the contract cost after all change orders are reconciled.
- 11.) **Design Errors and Omissions:** Costs associated with corrective work due to design errors and omissions, as determined by SCG, are not reimbursable. The additional cost of correcting or changing an item already installed/purchased is considered rework and is ineligible for reimbursement.
- 12.) **Excessive or Unreasonable Costs:** Any project costs determined to be excessive or unreasonable by SCG shall be ineligible, regardless of the reason.
- 13.) **Fences:** Fences that only serve an ornamental purpose are ineligible for reimbursement. Fences that serve a functional purpose, such as fencing installed at hazardous areas (for example, around generators, electric meters, retention ponds or at gas meter enclosures) or fencing installed to meet specific requirements related to School Safety Infrastructure Council recommendations may be eligible for reimbursement. Fencing reimbursement eligibility will be determined on a case by case basis.
- 14.) **Final Cleaning:** Costs associated with final cleaning of the completed building may be eligible for reimbursement.
- 15.) **Five Percent Provision, [CGS 10-286 \(c\) \(4\)](#):** After July 1, 2009, for projects with total authorized project costs greater than ten million dollars, if total construction change orders or other change directives otherwise eligible for grant assistance exceed five per cent of the total authorized project cost, such change order or other change directives in excess of five per cent shall be ineligible for grant assistance. The five percent provision is inclusive of change orders paid out of allowance and contingency funds.
- 16.) **Grass Mowing and Turf Cutting:** Reasonable costs of mowing or lawn care may be eligible for reimbursement if back-up documentation is provided that clearly shows the work is specifically related to areas installed during the construction project. Grass mowing and lawn care for existing school grounds and surfaces, which are a maintenance item to be provided by school personnel, are ineligible for reimbursement.



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- 17.) **Live Stream Video:** Web-cams and video hosting are ineligible for reimbursement.
- 18.) **Lump Sum Cost Proposals:** Overhead and Profit (O&P) on lump sum proposals may not be reimbursable. Additionally, all submitted change orders not providing line item pricing, T&M tickets and/or vendor quotes (i.e. – change orders submitted with “lump sum” costs) will be subject to a minimum 20% reduction in reimbursement eligibility.
- 19.) **Maintenance Work:** Maintenance work is ineligible for reimbursement.
- 20.) **Missing Back-Up Documentation:** All change orders submitted to the SCG must include sufficient back-up documentation to provide for an informed determination of eligibility. Required back-up documentation includes signed and dated T&M tickets, invoices, labor rates, rental agreements, OH&P rates, sub-tier pricing and invoices, drawings, sketches (SK's) with corresponding RFI's, the SCG-042CO, and/or any other documentation deemed reasonable by SCG.
- 21.) **Off-site work:** Off-site work performed on school construction projects is ineligible for reimbursement. Costs estimates for required off-site work should be known prior to plan approval and documented in the Ineligible Cost Worksheet (ICW) submitted by the LEA.
- 22.) **Overhead & Profit (O&P) Percentage Mark-Up on Labor and Material Costs:** The allowable percentage of mark-up to be applied to submitted change orders should be limited by contractual language. O&P percentages must be clearly identified and provided to SCG prior to bidding in the Special / Supplemental Conditions section of the bid documents. Lump Sum amounts are assumed to include O&P.
- 23.) **Overtime/Premium time:** Costs associated with overtime are typically ineligible for reimbursement. Overtime and Premium time will only be considered if documentation is provided that clearly demonstrates that the required work could only be completed outside of the normal hours of operation due to health or safety reasons of the school staff or students. Overtime used to supplement an insufficient workforce or for construction schedule extensions is not a reimbursable expense.
- 24.) **Payment and Performance Bond Cost Reconciliation:** Bond costs for change orders are reimbursable **only at project close out** with an invoice from the bonding company. The district should submit the invoice when the work of the particular trade is complete and all the trade change orders have been approved by the SCG. As the OH&P was already paid for the work performed, no markup is allowed on the bonding invoice. The amount needs to be prorated for the ineligible cost of the change orders as determined by SCG.
- 25.) **Permit Fees:** In general, permit fees paid to a municipality are ineligible for grant reimbursement. However, if the project owner is a Regional Education Service Center (RESC), permit fees paid to a municipality may be eligible for reimbursement.
- 26.) **Price Increases:** Construction price increases after bid acceptance are ineligible for reimbursement.
- 27.) **Project Schedule Extensions** – Costs related to schedule extensions are ineligible for reimbursement.
- 28.) **Pro-rated Professional Fees:** Professional fees shall be pro-rated for those project costs determined to be ineligible by SCG.
- 29.) **Repair or Replacement Work:** Repair or replacement work that is not specifically included in the project scope is typically ineligible for reimbursement with the following possible exception: Work specifically required for correction of code violations in which a Citation of Deficiency has been issued by a local Authority Having Jurisdiction (AHJ).



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- 30.) **Rental Equipment:** Expenses incurred for equipment rented for a specific purpose and required for project completion (example: dehumidifiers, scissor lifts, etc.) may be eligible for reimbursement if signed, executed rental agreements are provided as back-up documentation with the change order.
- 31.) **Re-stocking Fees:** Restocking fees are ineligible for reimbursement.
- 32.) **Rework:** Moving, re-doing, re-painting, re-locating, re-ordering or re-installing items or materials previously installed or provided on a school construction project is considered rework and is ineligible for reimbursement.
- 33.) **Sales tax:** School construction projects are issued tax exempt certificates. Sales tax on change orders is not eligible for reimbursement.
- 34.) **Six (6) Month Provision, CGS Section 10-286 (d):** All change orders issued on or after July 1, 2008, must be submitted to the Office of School Facilities (now the Office of School Construction Grants) within six (6) months of the date of issuance of such change order. The date of issuance of a change order shall be the date of the general contractor's or construction manager's signature authorizing the additional work to be performed or the date the trade contractor agrees to perform the work, whichever is later, provided that the dates of the two signatures are within six months of each other. Form SCG-042CO, Notice of Change Order, must include original signatures of all parties that signed the original contract. **The date with which the signature is acquired on the SCG-042CO is not relevant** to the 6 month provision.
- 35.) **Small Tools, Consumables or Overhead items:** These items are considered to be part of overhead and profit and are ineligible for reimbursement.
- 36.) **Snow Removal:** Reasonable costs of snow removal may be eligible for reimbursement if back-up documentation is provided that clearly shows that the snow removal is specifically construction related. Snow removal is ineligible for reimbursement if provided for school access, which if required, is a maintenance item to be provided by school personnel.
- 37.) **Submission of Summary of Change Order Costs Spreadsheet:** All change orders must be submitted both in hard-copy format with back-up documentation, and electronically utilizing the "[State Change Order Summary](#)" spreadsheet, which can be downloaded from the DAS/SCG website under the "Supplements to the Plan Review Procedures and Forms / Bulletins / State Change Order Summary. A brief descriptive phrase for each trade change order must be included on the line labeled "description".
- 38.) **Temporary Electrical:** Temporary electric service, if paid for through an allowance, shall be reconciled via a no-cost change order or through a line item in the CM contingency budget. The installation or removal of temporary electrical service to a Construction Manager's (CM) job-site trailer or Trade Contractor's trailer is ineligible for reimbursement.
- 39.) **Temporary Facilities:** Temporary facilities such as construction site port-o-lets, if paid for through an allowance, shall be reconciled via a no-cost change order or through a line item in the CM contingency budget. Construction Manager (CM) job-site trailers are part of the OH&P in the CM's contract and are ineligible for reimbursement as a change order.
- 40.) **Temporary Security:** Costs for security at a project site such as temporary security cameras or hired security service personnel, if paid for through an allowance, shall be reconciled via a no-cost change order or through a line item in the CM contingency budget.



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- 41.) **Theft or Vandalism** – Costs incurred from theft or vandalism at construction sites are typically an insurance issue. These costs are ineligible for reimbursement.
- 42.) **Training** – Training typically falls into two categories: A) training related to building systems, such as boilers, HVAC equipment, photo-voltaic array (PV) installations, etc., or B) training related to software, computer operating systems or FF&E furnished equipment. Building systems equipment training should be a requirement written into project specifications; if additional building system components are required to be procured through the use of a change order, reasonable training costs related to the installation may be eligible for reimbursement. Training related to software, computer operating systems or FF&E equipment is generally ineligible for reimbursement.
- 43.) **Winter Protection:** Winter protection, if paid for through an allowance, shall be reconciled via a no-cost change order or through a line item in the CM contingency budget.

School Construction Project Forms

- 1.) **State Form SCG-042CO – Notice of Change Order** is the form to use to submit all school construction project change orders. Form SCG-042CO is only for changes to publicly bid construction trade contracts. **No alteration shall be made to Form SCG-042CO or the information contained therein.** Form SCG-042CO is to be used to document changes to construction costs, contingency (one time reconciliation), and allowance (one time reconciliation).
- 2.) **State Form SCG-046 – Request for School Construction Progress Payment.** School construction grant payments are requested by the Local Education Agency (LEA) via the electronic submission of Form SCG-046. To obtain more information on the progress payment process, please see the DAS/SCG website – School Construction Grant Applications under the “Forms, Worksheets, and Instructions” section, [Form SCG-046 – Request for School Construction Progress Payment](#). Any change in construction soft cost, i.e. site acquisition (site and/or facility), remediation, temporary facilities, swing space costs, off-site costs, professional design fees, testing and inspection fees, project management fees, construction management fees, O&P, construction interest, escalation, and all other professional and design fees, and building alternates to the Request for Proposal shall be documented in Form SCG-046 and shall not be documented as a significant change to the project cost or project scope in Form SCG-042CO.
- 3.) **State Form SCG-049R – Notice of Change to School Construction Project.** Any significant change to a school construction project cost or scope must comply with CGS Section 10-283(a) which states that “...authorized projects which have changed in scope or cost to a degree determined by the commissioner...” are required to be resubmitted to the General Assembly for approval of the increased scope or project costs. To obtain more information on the requirements of Form SC-049R and the corresponding instructions on how to complete Form SCG-049R please see the DAS SCG website – School Construction Grant Applications under the “Forms, Worksheets, and Instructions” section / [Form SCG-049R – Notice of Change to School Construction Project.](#)”

Rev. 9/14/15 CR



Appendix F. Communications.

O'Brien, Timothy

From: O'Brien, Timothy
Sent: Tuesday, May 05, 2015 3:33 PM
To: a.iadarola@danbury-ct.gov; casolo@optonline.net; Gian-Carl Casa (GianCarl.Casa@ct.gov); John.Woodmansee@ct.gov; Pasquale J Salemi (pasquale.salemi@ct.gov)
Cc: Currey, Melody
Subject: FW: Cost Reporting Policy Memo 2015-05-05
Attachments: Cost Reporting Policy Memo 2015-05-05.pdf

Dear SBPAC members,

Deputy Commissioner Salemi wanted to make sure you received a copy of the email sent to school districts concerning the new school construction Cost Reporting Policy promulgated recently by Commissioner Currey, and there are a couple of additional items to report to you.

The final version of the policy was changed from the version presented at the last SBPAC meeting, based on discussion at that meeting. In particular, the report required by the policy at the Construction Documents project phase was changed from being a UNIFORMAT II, Level 4 report to a UNIFORMAT II, Level 3 report.

Also, as the letter alludes, there is work currently underway on the creation of an online school construction cost reporting system that will allow the data required in the new policy to be submitted through a website interface. In addition to streamlining the reporting process, this will also bring this data directly into the state's databases – making it more readily usable for statistical analysis.

Taken together, these are advancing the SBPAC's Recommendation 8 to "create a process for consistent construction-related data collection, in addition to current grant data collection." While there is still work to do in fulfilling this, DAS is actively addressing the concerns you raised in your Finding 7:

...overarching all of the preceding findings, the DCS does not have adequate resources or tools to collect sufficient construction-related data that would allow it to thoroughly evaluate projects or to make comparisons among projects. ... These data elements are insufficient, however, to allow careful and detailed evaluation of costs per square foot, costs per student, or special factors driving costs.

I hope you are enjoying the (finally arrived) springtime!

Sincerely,

-Tim

Timothy O'Brien
Department of Administrative Services
860-713-5882

From: O'Brien, Timothy
Sent: Tuesday, May 05, 2015 2:39 PM
To: O'Brien, Timothy
Subject: Cost Reporting Policy Memo 2015-05-05

Please see the memorandum below and attached from the Office of School Facilities.



Memorandum

TO: Superintendents of Schools
Business Managers of Schools

FROM: Craig Russell
Director, State & School Construction Support Services

DATE: May 5, 2015

SUBJECT: New Policy - School Construction Cost Reporting (attached)

On and after July 1, 2015, all districts submitting an application for a school construction grant will be required to submit professional cost estimates and reports of actual construction costs in accordance with the attached policy. This policy is a revision of the policy promulgated on October 23, 2013, requiring cost estimates in UNIFORMAT II.

The new policy requires that the **actual costs** of all school construction projects be reported to the Office of School Facilities (OSF) in accordance with the format described, which is based on Level 2 of the American Society for Testing and Materials (ASTM) Standard #E1557, Classification of Building Elements and Related Sitework—UNIFORMAT II, and that **cost estimates** be submitted in differing levels of specificity at different project stages.

Before submitting these reports, visit the [OSF website \(http://www.ct.gov/osf\)](http://www.ct.gov/osf) to access the most up-to-date system. The OSF has provided an Excel spreadsheet template for use until the completion of the OSF data entry website, which will be available this summer.

Uniform cost reports are to allow for a detailed analysis of school construction costs and construction cost management, as well as allow school construction grant data to be collected and analyzed. Therefore, even though this new policy only applies to projects submitted for application on or after July 1, 2015, the use of the standards outlined in the new policy is strongly encouraged for all projects in progress prior to that date.

This new policy responds to Recommendation 8 of the School Building Projects Advisory Council, as presented in its [Report](#) of February 7, 2014 – “Create a process for consistent construction-related data collection, in addition to current grant data collection.” (SBPAC, 2014)

Please contact me at (860) 713-6467 should you have any questions.



Policy on Reporting of Estimated and Actual School Construction Costs.

Summary

Section 10-287c-21 (a) of the Connecticut Regulations of State Agencies, concerning school construction grants states that "the applicant shall file with the department in such manner as the Commissioner may prescribe final plans including: ... (2) A professional cost estimate of such project or phase and of any site acquisition." The documented submission and review of the professional cost estimate is submitted and reviewed as part of a district's Request for Review of Final Plans (Form ED042) as submitted to the Office of School Facilities Plan Review Unit.

Issue

The current process of collecting school construction cost data, based on the American Society for Testing and Materials (ASTM) Standard #E1557, Classification of Building Elements and Related Sitework—UNIFORMAT II Level 3 at the time of submission of final documents does not allow staff to conduct a sufficiently detailed evaluation of project costs.

Recommended Policy

Sec. 1. Each district with a school construction project shall submit reports of cost estimates and actual costs in a standard uniform format as prescribed by the Department of Administrative Services to allow for detailed cost analysis. Cost reporting shall be completed by a registered architect or other licensed design professional, or a certified construction cost estimator. As provided in section 2 of this policy, the professional cost reports shall be done in accordance with the ASTM Standard #E1557, Classification of Building Elements and Related Sitework—UNIFORMAT II or other format for certain project types as listed. Cost estimates shall be submitted at the time of grant application, at the completion of the design development phase and at submission of final documents for bidding. Actual cost figures shall be submitted at substantial completion/prior to submission for audit.

Sec. 2. School construction grant applications submitted to the Office of School Facilities on and after July 1, 2015, shall include the following cost estimates:

(a) For a project classified as New Construction (N), Extension (E), Extension/Alteration (EA) or Approved Renovation (RNV):

- (1) At time of grant application: Uniformat II Level 2 estimate
- (2) At completion of design development phase: Uniformat II Level 3 estimate
- (3) At submission of final documents for bidding (100% construction documents): Uniformat II Level 3 estimate
- (4) After substantial completion/prior to submission for audit: Uniformat II Level 2 with actual costs

(b) For all project types except New Construction (N), Extension (E), Extension/Alteration (EA) or Approved Renovation (RNV) and for Extension (E) or Extension/Alteration (EA) projects with a project cost of five million dollars or less:

- (1) At time of grant application: Detailed cost estimate
- (2) At completion of design development phase: Detailed cost estimate
- (3) At submission of final documents for bidding (100% Construction Documents): Detailed cost estimate
- (4) After substantial completion/prior to submission for audit: UNIFORMAT II Level 2 with actual costs

Estimates for projects falling under subsection (b) of section 2 of this policy shall be in a format of the project team's choosing, provided the level of detail is sufficient for the Office of School Facilities to verify the claimed eligible and ineligible costs. Estimates for non-construction phases of construction projects (e.g. furniture, furnishings and equipment, technology equipment, playgrounds, etc.) shall also be submitted on a format of the project team's choosing of sufficient detail as noted above.



DAS Department of Administrative Services • Division of Construction Services

Sec. 3. Project costs reported in UNIFORMAT shall include all soft and hard costs of school construction. Line item detail shall be added to the UNIFORMAT standard to include costs related to site acquisition (site and/or facility), remediation, temporary facilities, swing space costs, off-site costs, professional design fees, testing and inspection fees, project management fees, construction management fees, overhead and profit, construction interest, escalation, all other professional fees, design and building alternates, contingencies, reimbursable expenses and allowances, and all other costs and fees determined by the Office of School Facilities as requiring justification for purposes of cost estimation. In addition, the cost report shall include columns listing all eligible and ineligible school construction costs.

Sec. 4. Cost estimates that accompany final documents for bidding shall be submitted to the Office of School Facilities Plan Review Unit with the submission of Form EDD42 – Request for Review of Final Plans, in accordance with Section 10-291 of the Connecticut General Statutes.

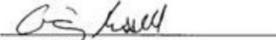
Sec. 5. Cost estimate data shall be submitted to the Office of School Facilities Plan Review Unit in the electronic Excel spreadsheet format prescribed by the Department of Administrative Services. Any revisions to a project cost estimate or final actual project costs shall be submitted as a new worksheet within the cost estimate workbook originally established for the school construction project.

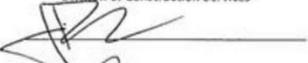
Rationale

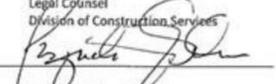
A more refined cost estimate system will allow for a detailed analysis and comparison of school construction cost estimates and construction cost management. The Department of Administrative Services currently requires that all large state project construction cost estimates be submitted in UNIFORMAT. This policy extends and refines the existing policy requiring UNIFORMAT while providing that cost estimates for generally smaller project types are to be submitted in a detailed cost estimate.

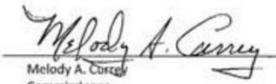


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Recommended by:  3/10/15
Date
Craig Ryssell
Director
Office of School Facilities
Division of Construction Services

Approved by:  3/10/15
Date
Regina Padula
Legal Counsel
Division of Construction Services

Approved by:  3.10.15
Date
Pasquale Salemi
Deputy Commissioner
Division of Construction Services
Department of Administrative Services

Approved by:  3-17-15
Date
Melody A. Corcoran
Commissioner
Department of Administrative Services



References

SBPAC. 2014. *Report by the School Building Projects Advisory Council, February 7, 2014.* Hartford : State of Connecticut, Department of Administrative Services, 2014.



O'Brien, Timothy

From: O'Brien, Timothy
Sent: Tuesday, July 14, 2015 4:36 PM
To: a.iadarola@danbury-ct.gov; casolo@optonline.net; d.stasny@danbury-ct.gov; Gian-Carl Casa (GianCarl.Casa@ct.gov); John.Woodmansee@ct.gov; Pasquale J Salemi (pasquale.salemi@ct.gov)
Subject: FW: New School Construction Plan Review Procedures
Attachments: Plan Review Procedures Memorandum.pdf

Dear SBPAC members,

On behalf of Deputy Commissioner Salemi, I wanted to bring to your attention the memorandum on the new Plan Review Procedures. You should have received a copy of this yesterday when it was sent out to superintendents. Of course, this topic has been a subject of a significant amount of the SBPAC's attention, with emphasis on making the plan review process more efficient and straightforward. The Deputy Commissioner wanted to keep you apprised of this ongoing work in fulfillment of your goals.

You can find the new checklist system on this web page: <http://www.ct.gov/dcs/cwp/view.asp?a=4217&q=568084> .

I hope you are having a pleasant summer.

Sincerely,

Timothy O'Brien
Department of Administrative Services
860-422-5163 (cell)
860-713-5882

From: O'Brien, Timothy
Sent: Monday, July 13, 2015 10:37 AM
To: Salemi, Pasquale J
Cc: Currey, Melody; Russell, Craig
Subject: New School Construction Plan Review Procedures

Please find the message below (and attached) from the Department of Administrative Services:



165 Capitol Avenue, Hartford, Connecticut

DEPARTMENT OF ADMINISTRATIVE SERVICES

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. 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.



O'Brien, Timothy

From: O'Brien, Timothy
Sent: Thursday, September 17, 2015 2:54 PM
To: a.iadarola@danbury-ct.gov; casolo@optonline.net; d.stasny@danbury-ct.gov; Gian-Carl Casa (GianCarl.Casa@ct.gov); John.Woodmansee@ct.gov; Pasquale J Salemi (pasquale.salemi@ct.gov)
Cc: Currey, Melody; Salemi, Pasquale J
Subject: Oct 9th State Presentation on New Procedures for the School Construction Grant Program

Dear SBPAC members,

Deputy Commissioner Salemi asked that I pass on to you the draft invitation message (below) we are planning to send shortly for a presentation DAS is conducting on October 9th. The presentation, as the message indicates, is on the plan review and cost reporting changes that have been underway. Both changes emanate from your work:

- The changes to the plan review process are part of the work in fulfillment of **SBPAC Recommendation 6**, to “Require or encourage standardized procedures in school districts’ contracting, procurement, and construction management processes.”
- The cost reporting system is the work to accomplish **SBPAC Recommendation 8**, to “Create a process for consistent construction-related data collection, in addition to current grant data collection.”

Of course, D.C. Salemi invites you to this presentation. If you are able to make it, please let me know, and I will make sure there is a seat set-up for you.

I hope you have had a great summer!

Sincerely,

Tim

Timothy O'Brien
Department of Administrative Services
860-713-5882



To: School administrators, Design and Construction Professionals, municipal officials, etc.
From: Pasquale J. Salemi, Deputy Commissioner, DAS/DCS
Date: September 17, 2015
RE: October 9th Presentation on New Procedures for the School Construction Grant Program

The Department of Administrative Services (DAS) has created two new policies and procedures for the public school construction grant process. One concerning plan review and the other, cost reporting. These revisions were made after consultation with school administrators, town officials and design and construction professionals as part of an effort to streamline and improve the public school construction grant process.

As part of the Department’s efforts to improve the process for school districts and design and construction professionals, on **October 9th at 10:30am** in **Room 2C** of the **Legislative Office Building, 300 Capitol Avenue, Hartford**, DAS will be conducting a



presentation explaining the new policies. The presentation will be relevant for many individuals, organizations and firms who are involved in the planning and administration of public school construction projects.

The presentation will cover key elements of the two new procedures:

School Construction Plan Review

DAS is implementing new procedures for the review of building plans for school construction projects funded by the School Construction Grant program. The new procedures make changes that include:

- A clarification that code and other regulatory review and approval happens at the municipal level, with DAS confirmation.
- A change in the timetable for state review meetings for project plans, with the Plan Completion Test (PCT) at the Construction Documents project stage being replaced with a new Design Development Review (DDR) at the Design Development project stage.
- A new and streamlined plan review checklist system.

School Construction Cost Reporting

DAS is implementing a cost reporting policy and procedure that require the reporting of larger projects' cost estimates and all projects' final actual costs in UNIFORMAT II – an industry standard cost estimating system. The presentation on the new cost reporting procedures will include:

- The new Policy, including how reporting is to be done for projects of different size and project type and the different details to be reported at project application, Construction Documents, Design Development and substantial completion.
- The new online reporting utility, the Public School Construction Cost Database (PSCCD), with an explanation on how LEAs and their A/E Design consultants will use it.
- The Excel template to be used for cost reporting prior to the roll-out of the online reporting system.

Reservations

This presentation is free of charge, but is by reservation only. To reserve a seat, please click [here](#).

Reservations are on a first-come, first-served basis.

Background

The Public School Construction Grant is a program of the Department of Administrative Services.



Appendix G. Site Review.

| | | |
|---|--|---|
|  STATE OF CONNECTICUT DAS - DIVISION OF CONSTRUCTION SERVICES Environmental Planning 165 Capitol Avenue, Room 483 Hartford, Connecticut 06106 | | SCG-053 SITE ANALYSIS FOR SCHOOL BUILDING PROJECTS <small>C.G.S. Secs. 10-286d & 10-291</small> |
| INSTRUCTIONS | | |
| <p>Submittal of Form SCG-053 is required for all School Building Projects. The district should arrange for a planning meeting <i>prior</i> to submitting a State grant-in-aid application for a School Building Project involving new construction, expansion, replacement, and/or site acquisition.</p> <p>For new construction, expansion, or replacement projects (even within new areas of an existing school property and/or site improvements), the district must complete all Parts of Form SCG-053 except Part III. For an acquisition grant, the district must complete all parts of Form SCG-053. For all other types of projects complete applicable sections of Parts I and IV.</p> <p>Prior to submitting an SCG-053 Form or seeking DAS Site Approval, the district's representative or the district's municipal planning department will need to assess whether the project would directly or indirectly impact environmental resources. Review the following environmental mapping websites and the noted resources and document the findings on Form SCG-053.</p> <ul style="list-style-type: none"> • FEMA: https://msc.fema.gov • Environmental Conditions Online http://ctecoapp1.uconn.edu/advancedviewer • Coastal Hazards Viewer http://ctecoapp1.uconn.edu/ctcoastalhazards • State Plan of Conservation and Development Locational Guide Map http://www.dir.ct.gov/opm/igp/igm/index.html <p>Additional information listed at the end of this form must be submitted with the completed Form SCG-053.</p> | | |
| PART I: PROJECT INFORMATION | | |
| DISTRICT NAME: | FACILITY NAME AND ADDRESS: | STATE OSF PROJECT NUMBER: |
| CONTACT PERSON & TELEPHONE NUMBER: | PROJECT DESCRIPTION (<i>new construction, expansion, replacement, site acquisition grant, square footage, etc.</i>): <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> EXPANSION <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> SITE ACQUISITION <input type="checkbox"/> OTHER | |
| IS THIS A REVISED SITE ANALYSIS? <input type="checkbox"/> YES <input type="checkbox"/> NO ARE MULTIPLE SITES BEING CONSIDERED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PROVIDE THE NUMBER OF SITES: | HAS THE SUBJECT SITE BEEN APPROVED BY THE STATE UNDER A SEPARATE SCHOOL BUILDING PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATE OF APPROVAL: HAS ANY STATE BONDING BEEN APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| EXISTING STUDENT ENROLLMENT: PROJECTED STUDENT ENROLLMENT: EXISTING GROSS SQUARE FOOTAGE: PROPOSED DEMOLITION: PROPOSED NEW GROSS SQUARE FOOTAGE: | EXISTING PARKING SPACES: PROPOSED NEW PARKING SPACES: TOTAL PARCEL/SITE SIZE (AC.): PROPOSED AREA FOR PROJECT (AC): DEVELOPABLE AREA (AC): | |
| PART II: SITE INFORMATION (check all that apply) | | |
| FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) ISSUED FLOOD MAPS (https://msc.fema.gov) | | |
| 100-YR Floodplain: | <input type="checkbox"/> Direct Impact | <input type="checkbox"/> Indirect Impact <input type="checkbox"/> No Impact |
| 500-YR Floodplain: | <input type="checkbox"/> Direct Impact | <input type="checkbox"/> Indirect Impact <input type="checkbox"/> No Impact |
| Floodway: | <input type="checkbox"/> Direct Impact | <input type="checkbox"/> Indirect Impact <input type="checkbox"/> No Impact |
| Coastal Hazard Zones: | <input type="checkbox"/> Direct Impact | <input type="checkbox"/> Indirect Impact <input type="checkbox"/> No Impact |



CONNECTICUT COASTAL HAZARDS VIEWER (UCONN-CLEAR) (<http://ctecoapp1.uconn.edu/ctcoastal hazards>)

Hurricane Surge Inundation: Direct Impact Indirect Impact No Impact List the Highest Zone:
 Erosion Susceptibility Sites: Direct Impact Indirect Impact No Impact
 Mean High Water (MHW) Inundation Direct Impact Indirect Impact No Impact
 MHW Inundation + 6 in Direct Impact Indirect Impact No Impact
 MHW Inundation + 12 in Direct Impact Indirect Impact No Impact
 MHW Inundation + 18 in Direct Impact Indirect Impact No Impact
 MHW Inundation + 24 in Direct Impact Indirect Impact No Impact
 MHW Inundation + 36 in Direct Impact Indirect Impact No Impact
 MHW Inundation + 60 in Direct Impact Indirect Impact No Impact
 MHW Inundation + 79 in Direct Impact Indirect Impact No Impact

STATE PLAN OF CONSERVATION AND DEVELOPMENT LOCATIONAL GUIDE MAP (OPM) (<http://www.dir.ct.gov/opm/igp/lgm/index.html>)

Protected Lands: Direct Impact Indirect Impact No Impact
 Local Historic Districts: Direct Impact Indirect Impact No Impact
 Undesignated Lands: Direct Impact Indirect Impact No Impact
 Priority Funding Areas: Direct Impact Indirect Impact No Impact
 Conservation Areas: Direct Impact Indirect Impact No Impact

MUNICIPAL OWNED PROPERTY DEVELOPED OTHER RESOURCES:
 PRIVATE PROPERTY VACANT OTHER RESOURCES:
 NEW SITE COASTAL BOUNDARY OTHER RESOURCES:

EXISTING LAND USE: SURROUNDING LAND USES:

CURRENT LOCAL ZONING CLASSIFICATION: IS A ZONE CHANGE REQUIRED FOR THE PROJECT: YES NO

IS THE PROXIMITY TO OTHER EXISTING SCHOOL FACILITIES ADEQUATE? YES NO UNDETERMINED

IS THE SIZE AND SHAPE ADEQUATE TO SUPPORT THE PROPOSED SCHOOL FACILITIES? YES NO UNDETERMINED

IS THE ACCESSIBILITY TO THE SITE ADEQUATE? YES NO UNDETERMINED

HAS THE PROJECT CONSIDERED DEMOGRAPHIC AND POPULATION TRENDS? YES NO UNDETERMINED

| UTILITY SERVICES | AVAILABLE? | ADEQUATE? | COMMENTS |
|------------------|------------|-----------|----------|
| Water | | | |
| Sanitary Sewers | | | |
| Electricity | | | |
| Fire services | | | |



| PART III: LIST COSTS (include other sites being considered): | | | | | | |
|--|--|--|--|--|--|--|
| Site Name: | | | | | | |
| Acquisition (Purchase Price): | | | | | | |
| Est. Development Costs: | | | | | | |
| Est. Annual Maintenance Costs: | | | | | | |
| Est. Annual Transportation Costs: | | | | | | |
| TOTAL: | | | | | | |

List the Selected Site:

Date Site Selection Approved: Local Board of Education Local Building Committee

Comments:

| PART IV: AUTHORIZED SIGNATURE: | |
|---|----------------------------|
| By signing this form, the district (grant applicant) acknowledges it has provided the above information using the best available information and any undetermined or unknown information will be obtained and provided to DCS prior to site approval. Furthermore, should any of the above information change during the grant process; the district (grant applicant) shall submit a revised page to DCS Environmental Planning. Based upon revised information, previous site approval may be withdrawn by DCS, pending a revised site approval analysis. | |
| AUTHORIZED DISTRICT SIGNATURE: _____ <i>(Signature)</i> | DATE: _____ |
| PRINT NAME: _____ | PHONE NUMBER: _____ |

Submit the following information in digital format (PDF):

- ___ Completed SCG-053 Form
- ___ Environmental Site Assessment(s) (Phase I, II, or III)
- ___ 8.5x11 parcel map of property(ies) to be acquired
- ___ Proposed Site Plan (if available)
- ___ FEMA issued Flood Map for the subject site
- ___ Print out of the site from Connecticut Environmental Conditions Online
- ___ Print out of the site from Connecticut Coastal Hazards Viewer (if applicable)
- ___ Print out of the site from State Plan of Conservation and Development Locational Guide Map



Send to: Jeff Bolton, Supervising Environmental Analyst
DAS - Division of Construction Services
Environmental Planning
165 Capitol Avenue, Room 483
Hartford, Connecticut 06106
jeffrey.bolton@ct.gov

DCS USE ONLY

| | |
|---------------------------------------|-------------------------------------|
| DATE OF SITE VISIT: _____ | |
| COMMENTS: | |
| SITE VISIT CONDUCTED BY: _____ | DATE ENTERED IN SCGMS: _____ |



Appendix H. Design Guidelines.

Part A - Complete Description of Service

- A. The new standards will create “Guidelines for School Construction” that should include, at a minimum, the following elements:
 - a. Space programs (building and site) for various size and configuration of schools at each educational level.
 - b. Graphic and written descriptions of model learning spaces.
 - c. Quality Standards guidelines: this will be both specific in terms of material finishes (including Indoor environmental quality) and subjective in terms of developing a narrative of different systems and the need for “50 year” buildings and a life-cycle approach to systems selections.

The guidelines should allow flexibility in response to a district’s needs and recognize and encourage the need for “Evolving Learning Environments”. Further, the guidelines need to recognize the School Security Council Standards and work in harmony with those guidelines.

- B. In addition to developing the guidelines the selected consultant will develop procedural guidelines to assist internal staff in reconciling district educational specifications and plans with the guidelines.

1. Background

- C. The new standards will create “Guidelines for School Construction” that should include, at a minimum, the following elements:
 - a. Space programs (building and site) for various size and configuration of schools at each educational level.
 - b. Graphic and written descriptions of model learning spaces.
 - c. Quality Standards guidelines: this will be both specific in terms of material finishes (including Indoor environmental quality) and subjective in terms of developing a narrative of different systems and the need for “50 year” buildings and a life-cycle approach to systems selections.

The guidelines should allow flexibility in response to a district’s needs and recognize and encourage the need for “Evolving Learning Environments”. Further, the guidelines need to recognize the School Security Council Standards and work in harmony with those guidelines.

- D. In addition to developing the guidelines the selected consultant will develop procedural guidelines to assist internal staff in reconciling district educational specifications and plans with the guidelines.

2. Scope of Service

The Contractor shall create guidelines through several working meetings with SBPAC and other DAS staff, as needed. After the initial planning meeting, the Contractor will review the state’s existing standards and create an outline based on these standards, other data, and staff direction. At the first working meeting, the Contractor will work with staff to determine how to proceed from the outline and then develop a first draft. The second working meeting will be used to review the first draft with revisions being made by the Contractor prior to the third working meeting, which may include a presentation to the Council. After gathering final recommendations, the final product will be presented at the fourth and final working meeting. Each iteration between meetings may take four to six weeks.



3. Activities

The Contractor, as directed by DAS and the staff of the SBPAC, shall conduct four working sessions, which shall include the final presentation. The Contractor will present an outline, as well as at least two drafts prior to presenting the final product.

4. Deliverables

- (a) Space programs
- (b) Graphic and written descriptions of model learning spaces
- (c) Quality standards guidelines
- (d) Procedural guidelines

The guidelines and space programs shall be in a format that can be posted online.

5. State's Responsibilities

DAS shall provide background information on Chapter 173 requirements.