



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 360 Education Building Annex, Albany, NY 12234
Tel. (518) 474-3906
Email: emscfp@nysed.gov
Website: <http://www.p12.nysed.gov/facplan/>

December 21, 2017

To: District Superintendents
Superintendents of Schools

From: Rosanne T. Groff, RA
Coordinator

Subject: New Process for Review of Capital Project Submissions – Third-Party Review

The Office of Facilities Planning in conjunction with CiTi BOCES (the Center for Instruction, Technology and Innovation/Oswego BOCES) are gearing up to begin outsourcing of eligible capital project submissions to third-party vendors beginning **February 1st, 2018**.

Districts will be able to choose whether their projects will receive review by NYSED staff, or whether their projects will be reviewed for an additional fee by third-party vendors retained by CiTi BOCES. It is anticipated that the third-party reviews will occur more quickly than the NYSED ones, so districts and their design professionals will be able to make a business decision on whether the third-party review is the optimal choice for their district. If districts choose this option, their projects, once approved by the third-party vendors, will be forwarded to NYSED, so that building permits can be issued.

- **FEE STRUCTURE FOR THIRD-PARTY VENDOR REVIEW:** *A flat fee of \$950 per aggregate project submission will be assessed in addition to the values indicated in the table below:*

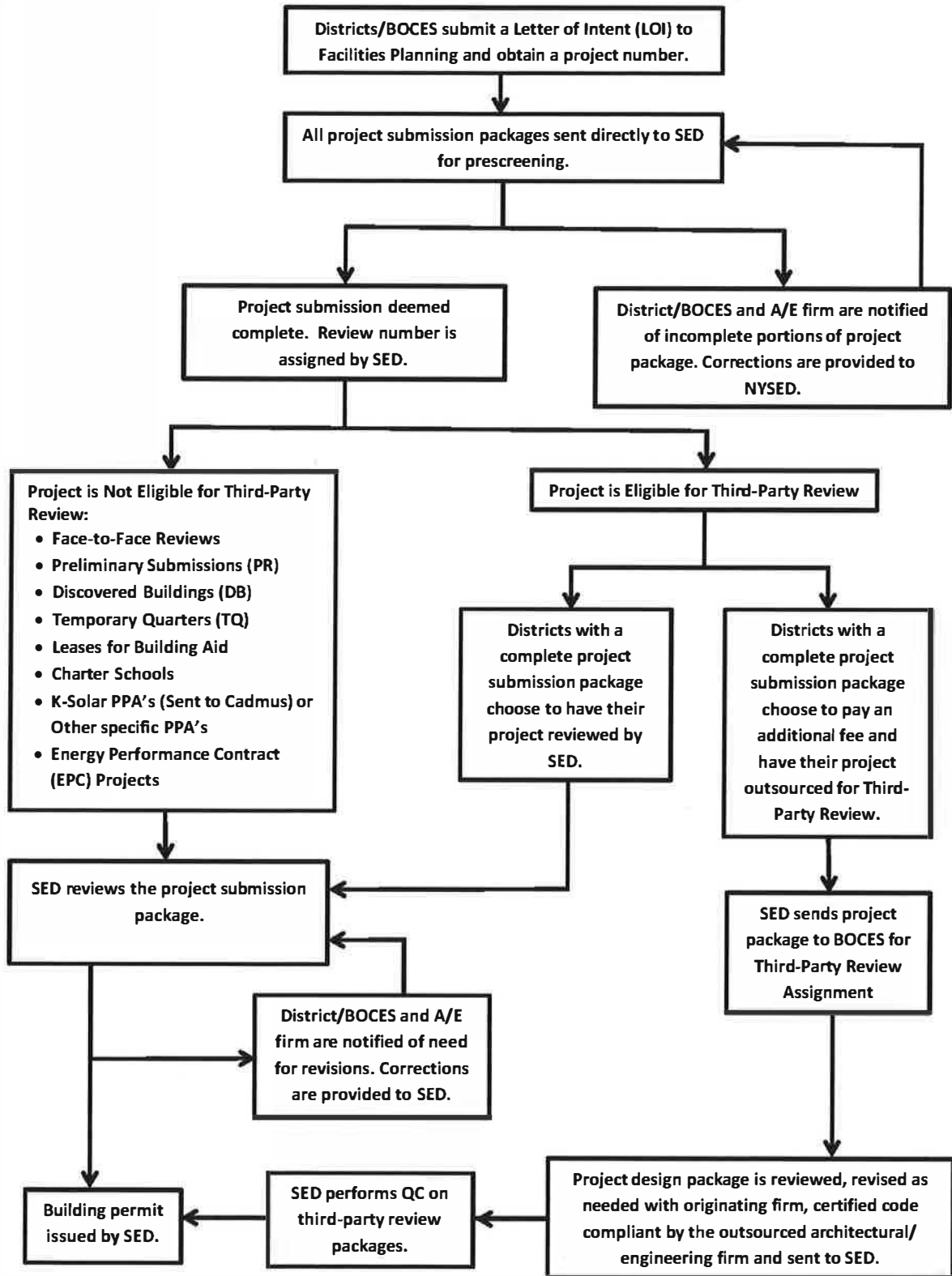
<u>Aggregate Project Size</u> <i>Total amount for the design package being reviewed</i>	New Construction/Additions/ Alterations/Reconstruction
\$0 - \$2,999,999	\$6,750
\$3,000,000 - \$4,999,999	\$13,050
\$5,000,000 - \$9,999,999	\$19,350
\$10,000,000 - \$29,999,999	\$25,650
\$30,000,000 - \$49,999,999	\$31,950
\$50,000,000 - \$69,999,999	\$38,250
\$70,000,000 - \$90,000,000+	\$45,000

- **PROJECTS NOT ELIGIBLE FOR THIRD-PARTY VENDOR REVIEW:** *(Note: every other project type not listed below will be eligible for outsourced review, should the district opt for it):*
 - ✓ Face-to-Face Review Requests
 - ✓ Preliminary Submissions (PR)
 - ✓ Discovered Buildings (DB)
 - ✓ Temporary Quarters (TQ)
 - ✓ Leases for Building Aid
 - ✓ Charter Schools
 - ✓ Energy Performance Contracts (EPC) Projects
 - ✓ K-Solar PPAs (sent to Cadmus) or Other Specific PPAs

- **HOW TO REQUEST THIRD-PARTY VENDOR REVIEW:**
 - ✓ Once the project submission has been received at NYSED, completed the NYSED pre-screening process, and been assigned a NYSED Review Number, the Architect/Engineer (A/E) should email a request for third-party project review to:
 - thirdpartyreview@nysed.gov
 - ✓ The request should include the following information:
 - School District/BOCES name
 - SED Review Number(s) for project submission requested to be outsourced for review
 - A/E contact name, phone number and email
 - ✓ CiTi BOCES designee will contact the A/E, provide an invoice indicating the fee required to outsource project for review, how the check should be made out, and where the check should be sent
 - ✓ Once the payment has been received from the A/E firm requesting the third-party review, CiTi BOCES will then send the project submission out for third-party review

- **ORDER OF REVIEW ASSIGNMENT:**
 - ✓ Project submissions with the oldest NYSED Review Numbers will be outsourced first for requests received prior to February 1st, 2018. We want to give districts that have been waiting the longest for project review the opportunity for their projects to be outsourced first.
 - ✓ After February 1st, requests will be processed in order of the date the request was received.

FACILITIES PLANNING REVIEW FLOWCHART





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December 29, 2017

OFFICE OF FACILITIES PLANNING – TEMPORARY OFFICE CLOSURE UPDATE

The Office of Facilities Planning will be moving into temporary space the week of **January 8th**, 2018 in preparation for a final move to permanent space at a future date. Our office will be temporarily closed on **January 10th and 11th**, 2018 while we are moved into our temporary location.

Due to the effort needed to move our office, please carefully read the following new procedures:

1. FASCIMILE:

Our office will not be able to accept documents sent via fax after December 29, 2017.

- **Letter of Intent (LOI) Forms:** Submit PDF copies of LOI forms to letterofintent@nysed.gov
- **General Information:** Submit general information that may have previously been sent to our office via fax to emscfp@nysed.gov

2. PROJECT SUBMISSIONS:

We request that school districts and their design professionals **hold project submissions until the week of January 15th, 2018**. Please do not send project submissions to be delivered to our office the week of **January 8th, 2018**. The mail will not be delivered to our office during the transition.

3. PHONE CALLS:

It is expected we will not have phone service available to our office on **January 10th & 11th**, 2018. Some staff may be able to intermittently monitor their work phone numbers and may be able to respond to some messages left on voice mail during this time, but this may be limited. **If you have an emergency and need to reach our office, please contact the Office of Educational Management Services at 518-474-6541.**

4. EMAIL:

It is expected we will not have email service available to our office on **January 10th & 11th**. Staff may be able to intermittently monitor their work email and may be able to respond to some email during this time, but this may be limited. **If you have an emergency and need to reach our office, please contact the Office of Educational Management Services at 518-474-6541.**

5. MAIL:

The temporary address for our office will be as follows. Please make sure all mail is addressed to this new address for delivery on or after **January 15th**, 2018:

**New York State Education Department
Office of Facilities Planning
89 Washington Avenue
Room 360 EBA
Albany, NY 12234**