



STATE OF NEW MEXICO
Public School Facilities Authority
1312 Basehart Drive, SE., Suite
200 Albuquerque, NM 87106

Jonathan Chamblin, Director
Martica Casias, Deputy Director

Telephone: (505) 843-6272
Fax: (505) 843-9681

**INSTRUCTIONS FOR SUBMITTING PROJECTS IN PSFA'S CONSTRUCTION INFORMATION
MANAGEMENT SYSTEM (CIMS)**
REQUEST FOR APPROVAL OF SCHOOL CONSTRUCTION

(Including Leased Facilities)

Section 22-20-1 NMSA, 1978 Compilation

International Building Code – currently adopted Edition

International Existing Building Code – currently adopted Edition

New Mexico Building Code - currently adopted Edition

New Mexico Energy Conservation Code – currently adopted Edition

International Fire Code - currently adopted edition

Section 6.27.2.12 Definition of construction NMAC

Section 6.27.30 Statewide Adequacy Standards

Section 15-3-36, Energy Efficiency Standards for Public Buildings

ADA Standards for Accessible Design – current Edition

Each local school board shall secure the approval of the Director of the Public School Facilities Authority or his designee prior to the construction or the letting of contracts for construction or lease of any school facility or related school structure, or before reopening an existing facility or structure which was formerly used as a school building, but which has not been used for that purpose during the previous year
(Section 22-20-1, NMSA 1978).

New Mexico Statutes require all public schools and/or districts planning construction projects to seek the approval of the Public School Facilities Authority (PSFA) prior to construction or the letting of contracts.

Districts are advised to familiarize themselves with the definition of “construction” provided in Section 13-1-40. Definition; construction. (1984), NMSA, 1978 Compilation.

Note: All correspondence and communications related to Requests for Approval of School Construction and Plan Reviews will be distributed and archived through the PSFA's Construction Information Management System (CIMS). Therefore, it is important that the contact persons listed have access to and an understanding of CIMS. Please contact your PSFA assigned district Regional Manager for information about training and access to CIMS.

PROJECT NAME: The project number, name of the school district, school name making the request for construction approval should be in this field in the Owner Design Review (ODR) form. Please include each school's designation as elementary, intermediate, middle school, etc. (example: P10-005, Cimarron/Eagle Nest ES).

DETAILED PROJECT SCOPE: This field identifies the nature of the proposed project.

New Building — Designates proposed construction of new school buildings or related school structures (i.e., new: elementary school, field house, stand alone P.E. facility, or construction of a storage building, etc.)

Building Additions — Designates any new construction of spaces that will share circulation and/or other building systems with an existing structure (i.e., the addition of a cafeteria, gymnasium or classroom wing onto an existing facility.)

Building Renovations — Includes renovations, reconfiguring or updating of existing spaces or systems, including building modifications or conversions and major heating/cooling equipment replacements. Reroofing projects would be considered building renovations.

Reopening Closed School — Designates a proposal to return to service an existing facility which has been used as a school building in the past, but which has not been used for that purpose during the previous year.

Site Work/Landscaping —Includes any site development, grading, installation of playing fields, installation of playground equipment, landscaping work, installation of irrigation systems, etc. Required drawings include a site plan showing relationships to main buildings and any structural sections. Projects of this type need only submit final drawings for review.

Portable Building —Includes the installation of and modifications or additions to portable buildings, including the installation of entry ramps and stairways. Required drawings include: A site plan showing relationship to main buildings and location of all utilities, a schematic floor plan, foundation plans and accessibility details, and locations of electrical, fire alarm and communication systems. Projects of this type need only submit final drawings for review.

Leased Facilities — Prior to entering into any lease, the PSFA must review a full set of plans to assure spaces provided meet the Statewide Adequacy Standards and all applicable building codes adopted by the State of New Mexico. Any lease facility to be used for educational purposes must meet all the building requirements for an E occupancy.

Provide a short description of the proposed project. If multiple facilities will be affected by the project, list each school and the work to be performed there. This description should include the exact language (if any) from grant or funding award letters describing the Scope of Work (e.g., Federal IDEA grants, PSCOC awards, etc.) If there are no other sources of funding for a project, the Scope of Work must adhere to this language. If additional funding sources are listed, the Scope of Work may be expanded to reflect the increased funding.

REVIEWS BY PHASE: The PSFA requires that documentation for any construction project be submitted at four separate phases of development. At each phase in the development of a project, a new Owner Design Review (ODR) process in CIMS must be submitted along with the required supporting documentation. The required supporting documentation and/or drawings for each phase are listed below. **Approval for each submission must be received prior to moving forward with the next submission phase.** The PSFA is committed to a fourteen (14) non-holiday calendar day turn-around-time on Program Statement, Schematic Design and Design Development Reviews, and a twenty-one (21) non-holiday calendar day turn-around on Final Review, which includes the CID Permit Review. These turn-around-times do not begin until all submittal materials are received by the PSFA Planning and Design Department.

Program Statement: Submit a Summary Program Statement Phase RASC process with electronic/PDF set of plans and specifications. Specifically provide:

- Program statement in accordance with *New Mexico Public School Adequacy Planning Guide* following completion of educational programming, affirming the overall project budget, the MACC portion of the budget, and establishing the goals, facts, regulations, conditions and concepts that bound the Project and describing how this project serves the needs of the school(s), district and the community.
- Tabular report of space needs
- Typical classroom plan(s), describing key features, furniture and layouts
- Statement of desired architectural and site character and goals
- Statement of building performance standards, technical requirements and owner design guidelines, including intention to earn ENERGY STAR
- Statement of maintainability needs and goals
- Overall estimated project budget with MACC as a subset estimate in a Level 1 UniFormat statement of probable cost
- Master schedule by phases for design, construction and occupancy with major milestones, including time for reviews and approvals at each phase
- Identify regional drainage management plan that will be used to create the drainage solution for the proposed Project
- U.S. FEMA Flood Insurance Rate Map or FIRMette (if available)

- Five (5) mile radius map with scale and north indicator, showing: a) proposed project location, including grade levels and contours; b) existing attendance centers including, grade levels; and c) railroads, rivers, access highways, airports and similar obstructions, barriers or hazards. (Not required for building renovation/repair.)
 - Written review by Educational Specification Vendor for reconciliation with the Educational Specification
 - If project is a remodel or renovation, indicate whether project will be a Level 1, 2 or 3 in accordance with the ICC Existing Building Code
- Schematic Phase:** Submit Schematic Design Phase RASC process with electronic set of plans and specifications. **Approval for each submission must be received prior to moving forward with the next submission phase.** Specifically, provide:
- The overall project budget with MACC as a subset estimate in a Level 1 UniFormat statement of probable cost
 - Updated master project schedule for design and construction and occupancy with major milestones.
 - Preliminary Project Description (PPD) that clearly indicates the extent and relationship of the project components
 - Statement of Energy Design intent from;
http://www.energystar.gov/ia/business/tools_resources/target_finder/help/Statement_of_Energy_Design_Intent.htm.
 - Schematic documents that include preliminary drawings, including site plan showing access and drainage, floor plan(s) and exterior elevations
 - Building and Life-Safety Code analysis
 - Statement of Geotechnical services required National Flood Insurance Program draft Elevation Certificate (if applicable and/or draft Flood Proofing Certificate (if applicable)
 - Site Survey
 - Office of the State Engineer Domestic Well Permit Application (where required)
 - Environment Department Liquid Waste Discharge Permit Application (where required). Description of any special or unique conditions which could create an exception to Adequacy Standards
 - Narrative description of proposed construction, structural, mechanical and electrical systems
 - Signed affidavit by each utility provider, if facility is planned to hookup to any utility, describing expected capacity, such as ability to support water flow required for fire protection system. If utility is not currently present, affidavit must verify availability prior to expected facility Certificate of Occupancy. It is strongly advised, due to costs, that all utilities required for construction, such as power and water, be available prior to Invitation to Bid, or be included in the Construction Documents.
 - A brief description of fire flow, hydrant(s) and fire lane locations
 - Life Cycle Cost Analysis (LCCA) including responses to “PSFA 10 Question” document
 - All drawings shall be to a common and readable scale (1/8”= 1’-0” minimum scale)

Note: Projects located within the **City of Albuquerque:** For new buildings and additions, a preliminary plan review meeting with the Albuquerque Fire Department for building and fire code compliance is strongly recommended.

- Design Development Phase:** Submit Design Development Phase RASC process with electronic set of plans and specifications. **Approval for each submission must be received prior to moving forward with the next submission phase.** Specifically, provide:
- An overall project budget that includes a Level 2 UniFormat™ or approved equivalent MasterFormat statement of probable project cost
 - Updated master project schedule for design, construction and occupancy with major milestones
 - Design Development (DD) drawings and outline specifications that finalize and describe the size and character of the entire project approximately 60% complete describing elements, such as civil, structural, mechanical and electrical systems, special systems including surveillance, security and

access controls systems, fire protection systems, roofs, walls, floors fully developed and lacking only specific installation details required to construct

- Electrical drawings and/or narratives, indicating lighting and daylighting systems capable of maintaining light levels of 50-foot candles at the level of work surfaces and information technology system access in all classroom spaces
 - Floor plans must include net square footages for all spaces and maximum student loads for all classrooms.
 - Framing plans and/or roof framing plans, must describe how a maintained and sustainable background sound level of less than 55 decibels is achieved from outside sources
 - Mechanical drawings and/or specifications must describe HVAC and control system(s) capable of maintaining room temperatures between 68-82°F for existing facilities and 68-74°F for new or renovated HVAC facilities at full capacity, while continually moving air and maintaining a CO² level of not more than 1,200 ppm in all classroom spaces at a sound level less than 55 dB
 - Explanation of how the documents meet or vary from all requirements of SD Submittal
 - Map and/or description of which flood plain or drainage area (if any) the site is located within
 - Narrative and Life Cycle Cost Analysis (LCCA) of energy conserving measures, lighting and daylighting methods and controls, and HVAC system(s) and controls
 - Updated “Statement of Energy Design Intent”
 - Response(s) to Performance Assurance Program from pre DD submission review
 - Geotechnical Report
 - Zone load calculations and duct design calculations
 - Completed and signed Environment Department “Application for Permit to Operate Food Service Establishment” (see link on the PSFA website)
 - Submit a hard copy site plan, floor plan of kitchen, menu to be served, electrical & mechanical plan of kitchen, specifications and kitchen equipment plan
 - Completed and signed Environment Department “Application for Food Establishment Plan Review” (see link on the PSFA website)
 - Note: All drawings shall be to a common and readable scale (1/8”= 1’-0” minimum scale).
Response(s) to comments from Roofing Consultant (if applicable)
- Bid Documents:** Submit Construction RASC process, with electronic set of plans and specifications. Specifically, provide:
- An overall project budget that includes a Level 3 UniFormat™ or approved equivalent MasterFormat statement of probable cost. Or if Construction Manager at Risk (CMAR), an equivalent MasterFormat™ construction cost estimate by the General Contractor/Construction Manager
 - Updated master project schedule for design and construction and occupancy with major milestones. Or if CMAR, a Critical Path Method (CPM) project schedule, including milestones
 - Explanation of how the documents meet or vary from all requirements of DD Submittal
 - Response(s) to Performance Assurance Program from final pre submission review
 - Construction documents, including drawings and project manual, 100% complete, signed and sealed by the Design Professional(s) with the “Designed to Earn the ENERGY STAR” graphic affixed in the title block. Include the signed and sealed “Statement of Energy Design Intent” in the Project Manual.
 - Completed and signed NM State Fire Marshal’s Office (SFMO) submittal form and one hard copy set of plans
 - Complete application for “Designed to Earn ENERGY STAR”
 - Completed and signed Energy, Minerals and Natural Resources Department Certification form
 - Multi-Purpose State Building Application

Please Note: Plans submitted for this review must meet all requirements of State adopted codes and regulations, including those of the State Fire Marshal Office (SFMO), Construction Industries Division (CID), and New Mexico Environmental Department (NMED). Specific forms required for each agency’s review are available on the PSFA website (www.nmpsfa.org) or can be reached through links from the PSFA website. PSFA will coordinate all required agency reviews through each submittal to PSFA.

Actual and/or anticipated source of funding for this project/phase only: Please provide information for all funding sources tied to the specific project. For Public School Capital Outlay Council (PSCOC Awards), please list the year the funds were awarded. For Legislative Appropriations and State General Obligation Bonds, be sure to include the Bill number and the year enacted. If available, please provide the D.F.A. number assigned to each Legislative Appropriation. Contact PED at 505-827-6613 for assistance with obtaining D.F.A. numbers. For specific funding sources not listed on the form, fill in the amount under “Other” and identify the source in the space provided (i.e., Federal IDEA Grant, Insurance, etc.) All funding sources listed will be reviewed and verified by PED.

PSFA Regional Manager-Central Coordinators: Because Regional Managers and Central Coordinators possess a familiarity with each district’s needs, as well as an understanding of PSFA procedures, it is required that they review submittals for each review phase of PSCOC funded projects prior to transmittal to the PSFA’s Planning and Design Department

Any PSCOC funded incomplete submittals and forms received without all required drawings and specifications, will be considered incomplete and will be returned to the Design Professional, to be completed for resubmission. **Any submissions that have not received approval for the previous submission will not be reviewed until the previous submission is approved.** The PSFA is committed to a fourteen (14) non-holiday calendar day turn-around-time on Program Statement, Schematic Design and Design Development Reviews and a twenty-one (21) non-holiday calendar day turn-around on Final Review which includes the CID Permit Review. These turn-around-times do not begin until all submittal materials are received by the PSFA Planning and Design Department. Reviews will include Public School Facilities Authority (PSFA) Adequacy and Code Review, State Fire Marshal’s Office (SFMO) or Albuquerque Fire Department (if located within the City of Albuquerque), Bernalillo County Fire Department (if located within Bernalillo County) Design Review, NM Environmental Department Review, and Public Education Department (PED) Funding Review.

If you have any questions or need further assistance, please call the PSFA Planning and Design Division at (505) 843-6272.