



## **NYSED OFFICE of FACILITIES PLANNING THIRD-PARTY REVIEW THROUGH CiTi BOCES**

### **FREQUENTLY ASKED QUESTIONS**

- 1. Q: Will this be a permanent change to the capital project review process?**  
**A:** *No. It is anticipated that BOCES assistance is a temporary measure until NYSED FacPlan has adequate staff and/or NYSED issues a State Contract for third-party reviews. However, the third-party review approach itself is anticipated to continue to help keep the project review backlog to an acceptable and predictable timeframe.*
- 2. Q: How is the outsourcing going to change the present FacPlan review process and make things move quicker?**  
**A:** *The Third-Party Vendors will be required to start project review within a predetermined time from receipt of project for review. Due to differences in available resources between the Office of Facilities Planning and Third-Party Vendors, it is anticipated that review for outsourced projects can be started more quickly than projects submitted directly to NYSED.*
- 3. Q: Are all projects subject to the third-party review process?**  
**A:** *No. The following types of projects are not eligible for third-party review and will still be submitted directly to SED for review: Electronic Review Projects, Face-to-Face Reviews, Preliminary Submissions, Discovered Buildings, Temporary Quarters, Emergencies, Library Grants, \$100,000 Capital Outlay, Power Purchase Agreements, Leases for Building Aid, Time Sensitive Funded Projects, Charter Schools, K-Solar PPA's or other specific PPA's, Special Act Districts, Big 4 Joint School Construction Projects, Energy Performance Projects, and Smart Bond Projects.*
- 4. Q: At what point in the process do I contact BOCES for submittal? Who do I contact and when?**  
**A:** *It is anticipated that beginning on January 1, 2018, all projects types not listed in Q#3 above will be submitted directly to CiTi BOCES. Additional information on how to submit a project directly to CiTi BOCES will be forthcoming.*
- 5. Q: Is this option mandated? What if I don't want to undergo a Third-Party Review?**  
**A:** *School Districts with projects types not listed in Q#3 above, who elect not to participate in the Third-Party Review process, will still submit their project to CiTi BOCES, but at no cost. The project will be reviewed for 'completeness', and once deemed complete and ready for review, will be sent to NYSED FacPlan for review.*
- 6. Q: What happens to those projects already in the review queue at Facilities Planning (FacPlan)?**  
**A:** *If you already have a project in the FacPlan review queue, the project qualifies to be out-sourced through CiTi BOCES per the list of projects contained in the Status Update and Process Change for Submission of Capital Projects memo, and you desire the project to be outsourced for review, it will be incumbent upon the school district to request a third-party review. Information about how to submit a request for third-party review for a project currently in the FacPlan review queue will be forthcoming in the near future.*

7. **Q: What happens to my project already in the queue if I don't elect to have a third-party review?**  
**A:** *There will be no change in the review process. The project will remain in the FacPlan review queue and be reviewed in the order of receipt.*
8. **Q: Will 'Level 1 Reviews' still be possible?**  
**A:** *It is expected that the current 'Level 1' review process will be suspended when the outsourcing effort begins. If an 'expedited' review is needed for some urgent reason, please contact your SED Project Manager.*
9. **Q: How is this going to affect 'Smart Bond' projects?**  
**A:** *Smart Bond projects will be submitted directly to NYSED FacPlan for review. There is no change anticipated for processing and review of Smart Bond projects.*
10. **Q: What is the fee structure for the outsourced project reviews?**  
**A:** *Projects NOT opting for Third-Party Review will not be subject to any fees. For all others, please refer to the following information and chart below for the anticipated fee structure. A flat fee of \$950 per aggregate project will be assessed in addition to the values indicated in the table below for first time submittals. If packages do not meet prescreening requirements and are returned for revision, each subsequent submittal in the prescreening process will be subject to a flat \$500 processing fee. All fees noted are subject to change based on identification of actual costs for coordination and review, and reconciliation of those against actual frequency of elected project review work.*

<b>Aggregate Project Size</b> <i>Total voter authorized referendum amount for the project being reviewed</i>	<b>New</b> <b>Construction/Additions/ Alterations/Reconstruction</b>
\$0 - \$2,999,999	<b>\$2,250</b>
\$3,000,000 - \$4,999,999	<b>\$4,350</b>
\$5,000,000 - \$9,999,999	<b>\$6,450</b>
\$10,000,000 - \$29,999,999	<b>\$8,550</b>
\$30,000,000 - \$49,999,999	<b>\$10,650</b>
\$50,000,000 - \$69,999,999	<b>\$12,750</b>
\$70,000,000 - \$90,000,000+	<b>\$15,000</b>

11. **Q: This seems unfair to districts that cannot afford to pay for third-party review vs. districts that can afford to pay for third-party review. Is this a 'pay to play' to get my project reviewed faster?**  
**A:** *The outsourcing effort is not a 'pay-to-play' situation. As limited resources at the Office of Facilities Planning have resulted in chronic backlogs over the past decade, outsourcing was conceived as an alternative mechanism to save districts time and reduce the possibility of delays in construction that ultimately cost districts more money. It is anticipated project approvals will flow more quickly, thus saving districts more money than would be spent on Third-Party Review, by minimizing escalation of construction costs due to a lengthy backlog.*
12. **Q: By going through CiTi BOCES for project review, do any charges become aidable?**  
**A:** *All review fees will be charged to and paid by the A&E firms submitting packages, so they would not drive BOCES aid. Fees paid to CiTi BOCES for an outsourced project review should be included as an incidental cost to the project, and building aid will be paid the same as any other eligible incidental cost charged to the project.*
13. **Q: How does an architectural firm become a third-party reviewer?**  
**A:** *Citi BOCES will be advertising for Requests for Proposals (RFP) from qualified architectural and engineering firms. The RFP is expected to be released on or about July 13, 2017.*

- 14. Q: What is meant by ‘complete submission and plans’?**  
**A:** *The projects received at CiTi BOCES will be “pre-screened” to determine that all SED paperwork required for project review is complete. Likewise, the drawings and specifications will be “pre-screened” to determine they are complete, coordinated, Code compliant and ‘bid-ready’. If documents are deemed incomplete and not ready for review, they may be subject to return and will need to be re-submitted when complete.*
- 15. Q: Some Architectural and Engineering firms may not feel comfortable sharing ‘trade secrets’ with any other third-party review firms. What is suggested?**  
**A:** *School Districts and their design professionals will need to determine what is best for their project. If they do not feel comfortable with a third-party review, the project does not have to be outsourced and will be sent to NYSED FacPlan to be reviewed.*
- 16. Q: How will the process assure that there is no opportunity for reviewing firms to affect an unfair positive or negative advantage in their role as Third-Party Reviewer?**  
**A:** *The process will actively monitor and evaluate for conflict of interest situations in determining review assignments, including scenarios such as: firms reviewing their own work; firms reviewing work of another firm for clients with whom the reviewing firm also works; firms reviewing work of a direct competitor firm; firms reviewing work for which they submitted a proposal to a school district or have been included as a partner or subcontractor in a response to a request for proposal issued by a school district or BOCES within the past three years; and firms reviewing work that they themselves submitted a proposal for, but were not awarded the project.*
- 17. Q: How will third-party review work be assigned?**  
**A:** *CiTi BOCES staff will monitor project submissions and Third-Party Review vendor capacity to accept projects for review, and will assign projects to vendors based on their capacity to complete the review in a timely manner. Conflict of interest scenarios will also be considered in making final determinations.*
- 18. Q: How are we assured that third-party reviews will meet SED standards?**  
**A:** *The Office of Facilities Planning has created a technical review checklist that Third-Party Reviewers will use to conduct their reviews. Third-Party Review firms will also be required to participate in mandatory training provided by NYSED FacPlan. Furthermore, NYSED FacPlan will monitor the reviews being performed. If review work is deemed insufficient, the Third-Party review firm will be required to participate in mandatory refresher training. If the work of the firm is found to continue to be insufficient by FacPlan, the contract will be terminated.*
- 19. Q: What happens after third-party review? How will I know it was successful and how do I get building permits?**  
**A:** *The project approval notification will be the same as is currently happening at NYSED FacPlan. The School District and A&E firm will be contacted by NYSED FacPlan to let them know the project has been approved and the date of approval. The project approval letter and building permit will be issued by NYSED FacPlan and sent to the School District shortly after approval.*
- 20. Q: What allows CiTi BOCES to serve as the conduit for outsourcing project reviews on behalf of NYSED?**  
**A:** *Because the Office of Facilities planning has faced chronic backlogs over the past decade, the Commissioner of Education requested that a BOCES undertake this effort to provide the Office of Facilities Planning an opportunity to redesign its workflow and technical systems to improve efficiency and reduce wait times. CiTi BOCES offered to fill this role, and a non-BOCES-aidable Co-SER has been approved by the Department for this purpose.*

21. **Q: Will training for selected third-party reviewers be made available to others that are not participating reviewers?**
- A:** *NYSED will be publicizing the checklists used for pre-screening and third-party review in advance of the service becoming active. If seating is available, the training planned for participating third-party review firms will be opened to non-participating firms (i.e.: staff requiring training from participating third-party review firms would receive first priority to participate in training).*
22. **Q: My question has to do with the fee paid for a \$24.0 million referendum that a school district determines it is in their best interest to submit in three \$8 million phases over three years (to maximize their building aid and get the construction work done over three separate summers). With regards to the review fee paid by the submitter (originating firm) and the fee paid to the reviewer, will the review of the separate phases be considered separate projects?**
- A:** *If a school district decides to submit a single voter-authorized project in multiple phases over extended periods of time (i.e.: each phase comes in separately and is issued a separate set of project numbers at the time of submission) each submission will be treated as separate review packages and the fee structures outlined in the RFP will apply for each submission (i.e.: review fees would be equal to three separate \$8 million projects [\$6,450 plus \$950 each]).*