



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

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To: District Superintendents
Superintendents of Schools

From: Rosanne T. Groff, RA
Coordinator

Subject: **UPDATED 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) is finalizing processes to begin outsourcing of eligible capital project submissions to third-party vendors beginning **February 1st, 2018**.

- **UPDATE:** Districts will be able to choose whether projects currently in the NYSED review queue that have received partial review by NYSED staff (architectural or engineering review), will be reviewed for an additional fee by third-party vendors retained by CiTi BOCES.

The fee structure remains the same as outlined in the previous memo dated December 21, 2017 and outlined below. The fee will be based on the aggregate project submission whether or not a portion of the review has been performed by NYSED staff.

- **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

- **UPDATE - ORDER OF REVIEW ASSIGNMENT:**
 - ✓ Project submissions with the oldest NYSED Review Numbers will be outsourced first for requests received prior to **February 8th, 2018**. Due to revised process, we still want to give districts that have been waiting the longest for project review the opportunity for their projects to be outsourced first.
 - ✓ After **February 8th**, requests will be processed in order of the date the request is received.

FACILITIES PLANNING REVIEW FLOWCHART

