



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/>

January 3, 2019

To: District Superintendents
Superintendents of Schools

From: Rosanne T. Groff, RA
Coordinator

Subject: **UPDATE – Third-Party Review of Capital Project Submissions to NYSED**

We are pleased to inform you that the Office of Facilities Planning in conjunction with CiTi BOCES (the Center for Instruction, Technology and Innovation/Oswego BOCES) will continue to be able to offer the option of outsourcing eligible capital project submissions to third-party vendors. We are very grateful that this successful partnership with the CiTi BOCES can continue through 2019.

Districts will continue to 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. Now that this program is fully operational, the data shows that participating school districts are experiencing much reduced wait times for project approval. Districts will continue to 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 will be outsourced by NYSED to a third-party vendor for review, and returned to NYSED once review has been completed, 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 (these rates have not changed): (Note: fees are applicable to each separate design package submitted to NYSED for review. A design package can consist of work at one building or multiple buildings. If referendum or project scope is phased, and results in multiple design packages submitted to NYSED, there is a separate fee applicable to each design package submission.)*

Aggregate Project Size <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

Aggregate Project Size <i>Total amount for the design package being reviewed</i>	New Construction/ Additions/Alterations/ Reconstruction
\$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
- K-Solar PPAs (sent to Cadmus) or Other Specific PPAs
- Energy Performance Contract (EPC) Projects that do not meet the criteria in the section on EPC's, below.

ENERGY PERFORMANCE (EPC) PROJECTS: Energy Performance Contract (EPC) Projects that meet the criteria in this section will be eligible for outsourced, technical, design review, should the district opt for it:

- EPC packages must contain fully signed copies of contracts, including all contract amendments;
- EPC packages must have been reviewed, and contain the certification required for the "INDEPENDENT 3RD PARTY CERTIFICATION FOR EPC PROJECTS" (SED Form FP-EPC-IC); and
- EPC packages must contain a breakout of all costs for non-capital work, and the costs of measurement and verification, for each building included in the EPC projects.

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 district/BOCES or its 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 school district/BOCES and its 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 school district/BOCES or its A/E firm, CiTi BOCES will then send the project submission out for third-party review.

ORDER OF REVIEW ASSIGNMENT: Requests for third-party review will continue to be processed in order that the date the request was received.

FACILITIES PLANNING REVIEW FLOWCHART

