



**Dr. John D. Barge, State School Superintendent**  
*“Making Education Work for All Georgians”*

**Guideline for Submission of Documents  
for Review of Planning, Bidding, and Construction of  
Educational Facilities**

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**Educational Facility Site, Construction, and Reimbursement**

**Georgia Department of Education  
Facilities Services Unit**

**Effective Date: July 25, 2010**

**Guideline for Submission of Documents  
for Review of Planning, Bidding, and Construction of Educational Facilities**

**I. GENERAL REQUIREMENTS**

**A. STAGES (Data sheet as attached must be executed and enclosed with submittal of each stage.)**

Rules of the State Board of Education require that documents for planning and construction of educational facilities in which students are to be housed be submitted to the Facilities Services Unit of the State Department of Education for review and/or approval in the following the three stages listed below. Final plans and specifications must be approved by GaDOE Facilities Section before a project is advertised.

1. Preliminary Plans with large-scale layout drawings and a written description of the construction delivery method as described in Section II, Subsection I.
2. “Check Set” Plans and Project Manual.
3. Final Plans and Project Manual.

**B. EXCEPTIONS TO THE SUBMITTAL STAGES**

The exceptions to the above are listed as follows:

1. Emergency repairs.
2. Project in which only renovations of existing spaces are involved.
3. Modifications such as window replacement, HVAC replacement, or reroofing may be exempt from the submittal phases.

These type project plans may be submitted for one (1) final state review and in case of no applicable comments, be given final approval. The architect or engineer shall request (on letterhead) in writing for an exception for the submittal stages containing a full description of the scope of work. Submittal of plans and specifications shall not occur until written approval from the Facilities Section is received. A copy of the approval letter shall be submitted with the plans and specifications. If there are pertinent comments from the Facilities Services Unit, these comments will be furnished to the design professional for incorporation into final documents or modification by addenda.

**II. PRELIMINARY PLANS: (The attached Project Data Sheet must be used)**

**A. PROJECT PLANS AND SPECIFICATIONS**

The following instructions shall be used in the preparation of preliminary plans for submission to the Facilities Services Unit. These instructions apply to all projects regardless of funding source.

## **B. REQUIRED COPIES AND FORMAT FOR PRELIMINARY PLANS**

**Large Scale plans** shall be submitted in a bound set, plus loose unbound drawings for each of the following:

1. Group I: When Food Service elements are new or in any way modified.
  - a. Site Plan.
  - b. Overall Floor Plan.
  - c.  $\frac{1}{8}$  Scale (or larger if desired/necessary) Layout of Kitchen and Dining.
2. Group II: When Media Center is new or in any way modified:
  - a. Site Plan.
  - b. Overall Floor Plan.
  - c.  $\frac{1}{8}$  Scale (or larger if desired/necessary) Layout of Media Center.
3. Group III: When Career, Technical and Agricultural Education (CTAE) Units are a part of new or modified documents:
  - a. Site Plan.
  - b. Overall Floor Plan
  - c. One (1) copy each of  $\frac{1}{8}$  Scale (or larger if desired/necessary) Layouts of Vocational Facilities new or modified.

## **C. SITE PLAN - at appropriate scale, show the following:**

1. All site boundary lines (This may be small scale diagram.)
2. North arrow.
3. Acreage of site.
4. Contours, both existing and proposed, to satisfy scope of project. Spot grades may be substituted for small minor additions. Show floor elevation for all buildings connected by walks or otherwise.
5. **Existing utilities** and necessary extensions: Indicate approximate location of existing and/or proposed septic tanks, grease traps, and nitrification fields, if applicable.

6. Existing buildings and site improvements to be retained or demolished. Note type of construction (solid masonry, brick-veneer, frame, etc.) of existing building to be retained. If State Capital Outlay funded, number of buildings as per the Capital Outlay Application.
7. Location of proposed buildings and anticipated future expansion, if any.
8. Existing and proposed streets, roads, drives, parking areas, and playgrounds. Show drives and parking for buses where applicable.
9. Street address or location of site with respect to established road or highway.
10. Sewage Disposal System.
  - a. Where new disposal systems are required, provide the following information:
    - (1) Percolation Data.
      - (a) Location of test holes and tabulation data.
      - (b) Date test made.
    - (2) Maximum height for ground water table.
  - b. If a private disposal system is to be used, whether new or existing, provide the following information. (Note: If existing system is to be used for kitchen toilets only, furnish answer to item #5 only.)
    - (1) Septic Tank.
      - (a) Working capacity.
      - (b) Method of dosing.
    - (2) Grease trap - working capacity.
    - (3) Drain Field.
      - (a) Number of runs.
      - (b) Length per run.
    - (4) Additional expected load.
    - (5) Has the system given trouble? If so, explain.

## **D. FLOOR PLANS**

1. 1/16 scale floor plans. Note the facility name and facility codes as shown on the Curriculum and Space Needs page from the approved local facilities plan. If entire overall plan can be shown at a larger scale, this is acceptable. Smaller scales may be approved by the Facilities Services Unit upon request. Label all spaces only according to the names of spaces identified in the Facility Curriculum and Space Need Page with its associated net square footage as listed in the GaDOE Guideline for Square Footage Requirements for Educational Facilities.
2. If the project is an addition to an existing educational facility, detailed plan of the entire facility shall not be required, provided the following information is provided:
  - a. A block plan of all levels of the entire facility at appropriate scale showing relationship to addition, location of main corridors, battery toilets, food service areas, media center, administrative area, exits in existing areas to be used in connection with additions, and central mechanical plants or rooms, if any. All spaces must be labeled.
  - b. A chart or table showing the number and type of each plumbing fixture in each of the toilet rooms indicated and number of drinking fountains in each existing location.
  - c. All pertinent information concerning sewage, water, gas and electrical to existing areas.
  - d. Demonstrate that existing food service kitchen and dining areas, media center (shelving and space requirements), etc. are adequate according to published guides for the potential total average full-time equivalent students (FTE) when adding classrooms/instructional spaces only. (See chart in the GaDOE Guideline for Square Footage Requirements for Educational Facilities.

## **E. ELEVATIONS AND SECTIONS**

1. Show at least two major elevations at 1/16 scale, or larger, if desired.
2. Show 1/8 scale cross section through typical classroom wing. Indicate method of sun control, natural and artificial lighting.
3. Show 3/4 scale typical exterior wall section. Indicate structural system, materials, dimensions of window stool and head heights, components of the proposed heating, cooling and ventilation system where applicable, etc.

**F. LARGE-SCALE (TO INCLUDE SPECIAL AREAS EQUIPPED AS REQUIRED BY PUBLISHED GUIDELINES)**

1. LAYOUT SUBMITTALS

As part of Preliminary Document Submittal, include 1/8" = 1'-0" (or larger, if desired) scale plans showing the layout of equipment for all special areas applicable to the project and as listed below. All of the 1/8 scale plans for special areas should be in the bound sets. In addition to these bound sets, certain 1/8 scale drawings should be furnished in loose form in accordance with paragraph II-B of this publication. These are applicable only to food service, media centers, and vocational facilities.

2. "Special Areas" means individual spaces within the building such as:

- a. Primary classroom. Grades K-03
- b. Elementary/ middle grades classroom. Grades 04-08
- c. High School classroom. Grades 09-12
- d. Media Center.
- e. Kitchen - Food Service (Includes seating arrangement in dining area).
- f. Science laboratories or science rooms.
- g. CTAE Labs
- h. Art.
- i. Music, Band and Choral.
- j. Administration area.
- k. Toilets.

3. Graphical representation on 1/8 scale plans shall include:

- a. Layout and designation for related areas.
- b. Location of all windows, skylights, and exits.
- c. Location of all fixed and movable equipment. (Indicate in contract or not in contract (NIC)).
- d. Location and designation of all shelving, storage cabinets, counters, sinks, bulletin boards, tackboards, chalkboards, etc.

- e. Location of electrical outlets (special outlets involving cabinetry only).
  - f. Location of any items specified at local level.
  - g. Food service area shall show and designate every item of equipment proposed for use, with designation as to whether new or used, whether in contract or NIC, in accordance with published guide.
  - h. Media center layouts will indicate height of all shelving and identity of each item of furnishing in accordance with published guide.
  - i. The net area of each component of the suite or other space.
4. **Notations - Note the following items on all drawings:**
- a. Name of facility and facility number\*
  - b. Name of system\*
  - c. Name of architect\*
  - d. FTE (Total Average Full-Time Equivalent Students)\*\*
  - e. Capital Outlay project number, Federal project, or Local Effort\*\*
  - f. General inside dimensions of spaces, i.e. 6'0" x 10'6"
  - g. Any peculiarities specified at local level.
  - h. Total square footage in project computed by the following formula:  
  
Floor area of all new construction in project, including outside walls, at full value, and all covered by not enclosed areas at one-half full value.
  - i. Total number of Instructional Units in project, should be on project data sheet accompanying submittal and on top sheet of both sets of final drawings.
- \*This shall be on the title block of every sheet of "check set" and final drawings.
- \*\*This should be on cover sheet and data sheet where applicable for all stages of submittal.

## **G. HEATING, VENTILATING, AIR-CONDITIONING REQUIREMENT**

Provide a narrative description of the HVAC system that should include a brief outline of the following:

1. If air-handling units are to be single zone, state: (1) number of classrooms served by each unit, (2) type of equipment (e.g., packaged, split, closed-loop heat pump, through-wall), (3) where installed (e.g., wall-hung, roof), (4) heating and cooling fuel source, and (5) whether self-contained or served by boilers or chillers.
2. If central or zoned equipment is to be used, state: (1) methodology of space temperature control (e.g., variable volume, multi-zone, reheat), (2) whether self-contained or served by boilers or chillers, (3) heating and cooling fuel source, and (4) how areas such as administration, auditoriums, etc. may be occupied during non-school hours without operating the central plant.

Provide this information on the bottom of data sheet attached to the drawings submitted for review.

## **H. CONSTRUCTION DELIVERY METHOD**

LEAs shall identify and attach a written description of the method of construction delivery to be used for each project to the data sheet completed for the project and attach these documents to each set of preliminary drawings submitted to the Facilities Services Unit for review. The information included in the written description of the construction delivery method shall include, but not be limited to:

1. Identification of the construction delivery method approved by the LEA to be used from the following list: Design-Bid-Build, Design-Build, Competitive Sealed Proposal, Construction Manager Agency, or Construction Manager at Risk. Any other construction delivery method will need a written description of how the contract will be awarded. (See sample construction delivery method letter on the GaDOE Facilities web page. If the construction delivery method is changed during the design phase of the project, a new construction delivery letter is required.
2. A detailed description of the roles and responsibilities of the parties to be involved
3. Identification of all parties to be involved in the project
  - a. Name and address of each Company or Firm
  - b. Contact person and phone number for each Company or Firm
4. The proposed schedule for all activities

Attach the documents describing the construction delivery method to the data sheet completed for each project and submit the data sheet, construction delivery method



documents, and HVAC Narrative (if applicable) with each set of preliminary drawings.

### **III. PLANS AND PROJECT MANUAL - “CHECK SET” (Attached Project Data Sheet must be enclosed).**

#### **A. Project funding sources**

**B.** The following instructions shall be used in the submission of plans and project manual to the Facilities Services Unit. These instructions apply to all projects regardless of funding source. **CHECK SET PLANS AND PROJECT MANUAL**

1. **Prior to final approval:** Submit one set of complete plans (including facility code, space grade and/or subject and/or function assignment for each space with its associated net square footage) and project manual for each improvement or project, including Civil, Architectural, Structural, Plumbing, Heating and Electrical work, along with a copy of any previous comments with response [including Food Service, Media, Vocational and Department of Human Resources (DHR) Engineer’s], for a review by this office.
2. **Completeness:** This set of documents shall be complete and essentially ready for bidding, coordinated with specifications/project manual and the drawings with one another before submitting to the Facilities Services Unit.

### **IV. FINAL APPROVAL**

#### **A. COPIES REQUIRED (Data sheet must be attached.)**

Submit one printed set of plans and one electronic set in PDF format (including facility name, facility code, space grade and/or subject and/or function assignment for each space with its associated net square footage) and project manual/specifications along with a copy of any previous comments with response, if any. If the architect is unable to produce a PDF set of plans, then two printed copies of plans are required.

Drawings and specifications labeled “Not for Construction” or “Draft” will be rejected.

#### **B. PROFESSIONAL CERTIFICATION**

All drawings submitted for final approval must bear the architect of record’s stamp and signature. All of the engineering drawings of each discipline must bear the P.E. stamp and signature of the consultant engineer for that discipline.. The architect and each consultant must stamp the cover of the project manual and sign. These stamps must be clearly legible on each drawing to be acceptable for final approval. If the drawing is produced by a consultant who does not have a professional license (I.e. kitchen drawing) then the drawing must be certified by the design professional.

Date of drawings and project manual must be the same. If a drawing is included for information only and has no bearing on the cost of the project, that drawing must be labeled as such.

**C. FIRE MARSHALL CERTIFICATION**

On the top sheet of both of the two sets of final plans it will be necessary for the architect to make the following certification:

1. "This is a true copy of plans submitted to and approved by the State Fire Marshal Construction Permit No. \_\_\_\_\_, dated \_\_\_\_\_.

(Signed) \_\_\_\_\_"  
Architect

**OR**

2. "The Local Fire Official having jurisdiction has reviewed and approved a set of documents identical to this set of documents on \_\_\_\_\_.

Date

A Construction Permit will be issued to the Contractor at the start of construction.

(Signed) \_\_\_\_\_"  
Architect

3. "The Fire Official having jurisdiction has waived review of this project on \_\_\_\_\_.

Date

(Signed) \_\_\_\_\_"  
Architect

4. Option: If the State Fire Marshal or Local Fire Marshal has stamped, signed and dated this approval on the top sheet of both sets of project drawings, then no further certification is necessary.

**D. AREA CERTIFICATION**

It is the responsibility of the architect to verify his or her computations and certify to this office in writing the actual square footage in each improvement. Area in final plans must not be less than that certified by the architect and approved by the Facilities Services Unit, except as modified by approved alternate addenda or change order. The total square footage and number of I.U.s for the projects shall be shown on the project coversheet.

**E. ANNOTATED COMMENTS**

In order to expedite subsequent approvals, a copy of previous comments, including Food Service, Media, and Vocational Education with response must be returned with revised plans and project manual of next submittal.

**V. ADDENDA AND CHANGE ORDERS**

**A. POST APPROVAL PROCEDURE**

1. The following procedure shall be followed in processing addenda which alter approved plans and project manual:
  - a. When an addendum is issued, submit two (2) copies of each addendum to Facilities Services Unit for processing.
  - b. Review of Pre-Bid Addenda by Facilities Services Unit should be submitted in a timely manner so the review can be completed before bid opening.
2. Post-Bid Addenda issued after the bid opening should be approved by the Facilities Services Unit before the contract between owner and general contractor is signed.
  - a. When major changes are to be accomplished by a Post-Bid Addendum, a conference must be scheduled with the Facilities Services Unit for the drafting of such addenda.<sup>1</sup>

3. All Change Orders and Addenda shall be processed by the Facilities Services Unit in accordance with the following procedure:
  - a. Submit one (1) copy of each Change Order to the Facilities Services Unit for review. Submittal should be before the change order is executed.
  - b. On the cover sheet, indicate the reason for the change order (errors and omissions, changes due to building codes, unforeseeable job site conditions, additions or deletions to the project) and estimated cost of the change order. **Change orders cannot be used to add any activity that was not in the original scope of the project or that will significantly change the cost of the project.**
  - c. Post-Bid Addenda and all Change Orders will be reviewed by DOE Architect/Engineer, for technical matters of design and by Grants Administration of the Facilities Services Unit for financial review.

## **VI. SUBMITTAL LETTERS**

ALL SUBMITTALS OF ANY STAGE SHOULD BE ACCOMPANIED BY SOME SORT OF TRANSMITTAL LETTER.

# PROJECT DATA SHEET

System \_\_\_\_\_

Date \_\_\_\_\_

Project Name \_\_\_\_\_

Project Funding State \_\_\_\_\_  
(Number)

- Local       Federal
- Site Utilities
- Site Boundary

Full-Time Equivalent Students (FTE) \_\_\_\_\_

Site Acreage \_\_\_\_\_

Stage       Preliminary & Large Scale       Check-Set       Final

Previous Annotated Comments       Food Service       Media       Voc. Ed.       DHR

Resubmittal:       First       Second       Third

Loose Sheets (When applicable):  
(One copy each only - with original - two if resubmittal)

### Food Service

- 1/8 Scale layout Kitchen & Dining
- Overall Floor Plan (usually 1/16 scale)
- Site Plan

### Media Center

- 1/8 Scale layout
- Overall Floor Plan (usually 1/16 scale)
- Site Plan

### Vocational Education

- Site Plan
- Overall Floor Plan (usually 1/16 scale)
- 1/8 Scale layout for each type of lab shown below

List units for CTAE included in these documents are as follows:

### ATTACHMENTS:

- a. HVAC Narrative (if appropriate)
- b. Construction Delivery Method Narrative (Attach to EACH Preliminary Plan Submittal)