



## State of New Mexico Public School Facilities Authority

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### INSTRUCTIONS FOR SUBMITTING OUTSIDE OF THE ALLOWABLE FUNDING PROJECTS IN PSFA's CONSTRUCTION INFORMATION MANAGEMENT SYSTEM (CIMS) REQUEST FOR APPROVAL OF SCHOOL CONSTRUCTION (RASC) (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 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 (PSFA) or 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).

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.

**PSFA PLAN REVIEW:** The PSFA requires the submission for Outside of the Allowable Funding construction project contain the construction (Bid) documents, specifications and a program statement that briefly describes the project. PSFA is committed to a fourteen (14) non-holiday calendar day turn-around-time including the CID Permit Review. These turn-around-times do not begin until all submittal materials are received by the PSFA.

- Bid Documents:** Submit Construction RASC process, with electronic set of plans and specifications. Specifically, provide:
- Multi-Purpose State Building Application
  - Construction Documents

For the RASC process contact Troy Levesque at (505)469-6809 and he will initiate the process in the PSFA Construction Information Management System (CIMS).

**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). PSFA will coordinate all required agency reviews through each submittal to PSFA.

**Actual and/or anticipated source of funding:** 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 DFA identification number assigned to each Legislative Appropriation. Contact PED at 505-827-6613 for assistance with obtaining DFA identification 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.