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Executive Director

May 30, 2019

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**To:** School District Personnel

**From:** Arizona School Facilities Board Staff

**RE:** ACTION REQUIRED: Construction Documents Submittal

After careful review, SFB Staff has found it necessary to delay several roofing and fire alarm Building Renewal Grant requests scheduled to be presented at the June 2019 Board meeting due to performance specification irregularities. These BRG requests will be presented at a future meeting.

In these cases, the District's professional service providers failed to include SFB performance specifications in their submitted construction documents, or failed to adhere to SFB standards when including the specifications with their submitted construction documents.

In light of this, and in order to avoid delays in District BRG funding, the SFB is now requiring the following for BRG requests:

**For any Roofing, Weatherization, or Fire Alarm project scheduled for release for bid or currently out to bid, Districts must submit complete construction documents, including drawings and specifications. Please email the construction documents to your Liaison for immediate review. If a correction is necessary, release will be postponed or an addendum will be issued in lieu of cancelling the bid.**

We believe this additional step will minimize the need to remove BRG requests from Board consideration and provide quicker delivery of funding. Please contact your Liaison with questions.

**About the Arizona School Facilities Board**

Created in 1998, the Arizona School Facilities Board (AZSFB) is a cabinet-level, state-government agency managing \$350 Million in state funding appropriated for K-12 school district facilities. The 10-member board meets monthly to grant financing for new school construction and funding to renew existing school facilities. AZSFB staff is a partner and advocate for school districts in facilitating successful grant requests.