

FACILITIES DEVELOPMENT

Policy 7110

Facilities Planning and Design

Educational Specifications

To ensure that all new and remodeled facilities are designed to best implement the educational program of the School District, the Superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new or remodeled buildings. The preparation of educational specifications will serve the following purposes.

1. Clarify and consolidate the thinking of the staff, administration, Board and community on the needs, desires and objectives of educational programs to be conducted within the proposed new or remodeled building.
2. Organize important information in a manner that can be easily and clearly interpreted by an architect.

When educational specifications are prepared, an introductory section will be devoted to a brief description of the community, enrollment trends, and the educational philosophy of the District. Educational specifications are detailed descriptions of the following items:

1. Activities that will take place in the building.
2. Organization of instruction and curriculum to be housed in the building.
3. Specific architectural characteristics desired.
4. Facilities needed, equipment required and space relationship to other facility elements.
5. Pertinent budget and other governing factors.

The persons involved in developing educational specifications should include: the Board, which adopts policies, approves final specifications, employs the architect and provides the budget; the Superintendent, who provides administrative leadership, interpretation and evaluation; principals, staff members, students and patrons, who utilize the facilities; and the architect, who develops architectural plans for the facility.

Consultants may be used in the development of educational specifications when deemed necessary by the Superintendent and the Board.

FACILITIES DEVELOPMENT

Policy 7120
(Regulation 7120)

Facilities Planning and Design

Procurement of Architects, Engineers, and Land Surveyors

The Board of Education may select qualified firm(s) and negotiate contract(s) for architectural, engineering and land surveying services for the various building projects in the school district. Selection shall be made on the basis of demonstrated competence and qualifications for the types of services specified by the district at fair and reasonable prices.

In selecting such firm(s), the following criteria will be considered:

- * Training, specialized experience and technical competence, including that of partners and associates, demonstrated either with the district or elsewhere with respect to the type of services desired by the Board
- * Planning ability, efficiency and promptness of the firm(s), including the capacity and capability of the firm(s) to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the project.
- * Demonstrated educational specifications writing, to include accuracy and sufficiency of detail.
- * Inspection of job effectiveness, to include analysis of the past record of performance of the firm(s) with respect to control of costs, quality of work, design, appearance and utility and the ability to meet time schedules
- * Proximity to and familiarity with the geographical area in which the project shall be located.

When considering the need for architectural, engineering and / or land surveying services, the administration of the district shall prepare a written description of the services desired by the district. Interested firms may be requested to submit statements of their qualifications and performance data with respect to the above criteria. Disadvantaged, minority, and women's business will be affirmatively sought for participation. All firms will be asked to submit fee schedules. The superintendent, with the assistance of the administrative staff, shall analyze the data received and list the top three qualified firms. The Board shall select the firm(s) considered best qualified and capable of performing the desired services, and shall negotiate a contract. Should the Board be unable to negotiate a contract with the firm(s) first selected, the Board may negotiate a contract with another firm from the list, or may direct the superintendent to seek additional statements of qualifications from other firm(s) and then submit a new list of qualified firm(s).

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Policy 7130
(Regulation 7130)

Facilities Planning and Design

Construction Manager Selection

The Board of Education may desire to engage the services of a construction manager when planning, designing, improving, altering, repairing, or constructing a building or structure. The District recognizes the need to enter into contracts with qualified construction managers at a price the District considers to be fair and reasonable. It shall be the formal policy of this District to observe the procedures set forth in its Administrative Regulations when the District determines that construction management services are needed.

Facilities Construction

Construction Contracts, Bidding and Awards

All facilities construction projects which exceed an expenditure of \$15,000 shall be advertised once a week for two consecutive weeks in a newspaper of general circulation located in the city or county in which the District is located. In addition to the city or county newspaper, the District may also advertise in business, trade or minority newspapers. Competitive bids shall be solicited according to state law only after the plans and specifications have been approved by the Board of Education. In order to protect the Board of Education, each bidder may be required to submit, with his bid, a bidder's bond in an amount determined by the estimated cost of the project

The construction contract shall be awarded to the best bidder whose bid is in accordance with the Board approved plans and specifications and has provided the required security. The Board reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the Board approved plans and specifications.

Whenever two or more proposals or bids of equal amount are the lowest proposals submitted by reasonable bidders pursuant to the advertisement of bids, the Board of Education may award the contract to any one of the bidders as determined by exercise of discretion.

The contractor shall receive monthly payments for the work completed, less a percentage to be determined to ensure completion. The contractor may be required to submit a performance bond and a material and labor bond to the satisfaction of the Board. The final payment shall be made only after acceptance of the project by the Board of Education and completion of the items to be corrected. Lien waivers shall be provided by the contractor and his subcontractors and suppliers.

All pay requests by the contractor shall be approved by the architect prior to submission to the Board of Education for payment.

If a change order is submitted to the architect, approval by the superintendent or designee is required prior to the performance of the work specified in the change order. The change order submitted to the architect must provide the following:

- a detailed description of the change proposed
- the reason for the change
- the original amount contracted
- the amount related to the change proposed
- the total amount of the proposed change is approved

In the event that the change amounts to \$15,000 or more or 5% of the total originally contracted amount, whichever is greater, Board approval is required prior to performance of the work described in the change order.

The superintendent/designee or Board must also determine, with respect to any change order submitted and on a case-by-case basis, whether the change proposed warrants rebidding of the project. The following factors must be weighed in order to make a rebidding determination:

1. The increase or decrease in cost related to the change, as compared to the total original amount contracted;
2. Whether the scope of the contract is deemed to have substantially changed due to the change order;
3. Whether the additional work proposed under the change order is sufficiently distinct from the original scope of the project;
4. The location of the work for the proposed change;
5. The time required in order to rebid the project;
6. The deadline for completion of the project and circumstances related thereto; or
7. The cost associated with rebidding the project as compared to the cost associated with approval of the change order.

Change orders which must be submitted to the Board for approval due to the proposed cost of the change pursuant to this policy shall be accompanied by Superintendent's recommendation regarding the necessity for rebidding based on these factors.

If it is determined that the change order should be approved without rebidding, either by the superintendent/designee or by the Board, the approval must be signed and transmitted to the contractor prior to performance. Once the work has been performed, the invoice for the work must be attached to the next pay application submitted to the district and processed normally, unless a contract specifically dictates to the contrary.

FACILITIES DEVELOPMENT

Policy 7220

Facilities Construction

Board Inspection and Acceptance

The Board of Education shall withhold the acceptance of new construction until all details are complete and the buildings are certified complete by the Superintendent of Schools in consultation with the architect.

FACILITIES DEVELOPMENT

Policy 7300

Site/Facilities Retirement

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit the School District or public in other ways. In determining when a facility is to be retired from regular school purposes, the Board will be guided by a combination of factors, to include:

1. Review of the in-depth demographic studies and population groupings.
2. Age and current physical condition of the building, its operating systems and program facilities.
3. Adequacy of site, location, accessibility, surrounding development, traffic patterns, and other environmental conditions.
4. Reassignment of children, including alternative plans, according to Board policy.
5. Transportation factors including numbers of children bused, time, distance and safety.
6. Alternate uses of the building.
7. Costs/savings
 - a. Personnel
 - b. Plant operation
 - c. Transportation
 - d. Capital investment
 - e. Alternate use

If the Board determines to close a school, it will first consider other uses that the School District might make of the building; then it will consider its sale. Sale or lease of any District facility will be conducted as set forth in Regulation 3380 – Sale/Lease of Real Property.

FACILITIES DEVELOPMENT

Policy 7400
(Regulation 7400)

Naming Rights for School Sites and Facilities

The Board of Education recognizes that the naming of District buildings, facilities, programs, and special events is important to all constituents including students, parents, and community members. Therefore, it is necessary to consider carefully all factors relevant to the name including the overall benefit to the school system and whether the names will continue to reflect positively on the District.

The final responsibility for naming or renaming schools, facilities, programs, special events, and/or equipment rests with the Board of Education.