

FACILITIES DEVELOPMENT

File	Policy Title
FA	Facilities Development Goals
FB	Facility Use Planning
FC	Facilities Capitalization Program
FEA	Educational Specifications
FEB	Selection of Architect and/or Engineer
FEF	Construction Contracts–Bidding and Award
FEFB	Contractor’s Affidavits and Guarantees
FEG	Supervision of Construction
FF	Naming New Facilities
FFB	Names on Dedicatory Building Plaques
FG	Board Inspection of New or Remodeled Facilities
FI	Public Dedication of New Facilities

FACILITIES DEVELOPMENT GOALS

It shall be the policy of the Board to provide the best facilities possible within financial resources available in order to meet the educational needs of students in the schools. Such efforts shall not only encompass new construction and expansion when deemed necessary, but also renovation and remodeling of existing facilities to serve specific educational needs of specific groups of students. It is also necessary, in declining enrollment periods, to determine how facilities may be used and/or the interim use of facilities not needed at a given time.

Decisions pertaining to the planning, construction, renovation and elimination of educational facilities will be made only after sufficient attempts have been made to consider the viewpoints and needs of students, teachers, parents and appropriate members of the administrative staff.

In the course of determining facility needs and/or elimination of facilities, priority shall be given to plans which will benefit the largest number of students in the district but considering such important matters as safety, equal opportunity for children enrolled, and the economic implications to the school system.

FACILITY USE PLANNING

All existing school facilities will be evaluated periodically in terms of the desired educational programming.

In addition to the inspections provided by other district personnel, planning for major rehabilitation and remodeling will be incorporated in the school facilities master plan on a scheduled basis.

The Superintendent shall keep the Board of Education informed as to building and facilities use and needs, including long-term projections of potential use and needs.

In completing this responsibility, the Superintendent may, with Board approval, engage the services of educational or architectural consultant and confer with citizens of the community and members of the school district staff.

FACILITIES CAPITALIZATION PROGRAM

The Board of Education may, after considering information supplied by the Superintendent, submit a bonding proposition to the electors of the district in an amount determined by the Board to be necessary to meet the facility needs of the district. In so doing, all requirements of law governing the bonding of the district shall be complied with. Legal counsel shall be employed to ensure that all legal requirements relative to necessary resolutions, election, bond applications, etc. are met.

Other responsibilities include the following:

1. The school board attorney shall review
 - a. Land purchase contracts
 - b. Construction contracts
 - c. Easements and/or permits for utilities
 - d. Title and deeds for dedicated sites
 - e. The need for new legislation relative to special land use,
2. The attorney shall prepare
 - a. Titles and deeds
 - b. Settlement documents for land transfer
 - c. Condemnation documents for site and easement acquisition
 - d. Liens and claims
 - e. Deeds of dedication for rights-of-way
 - f. Resolutions for board approval involving easements, rights of way, and land sales
3. The attorney shall provide legal representation during condemnation proceedings, suits involving construction contracts, and payments.
4. The attorney shall coordinate settlement and condemnation payments for land and easement acquisition.

In all bonding programs, application shall be made to the Department of Education to have the bonds qualified under the Michigan School Bond Loan Program to the extent possible.

The Board may also submit propositions to the voters for a specific millage increase for capital improvements and borrow money and issue notes in anticipation of the collection of said taxes.

In order that bond issues may be planned and sold in the best interest of financial resources of the district, a financial consultant may be employed to assist in the overall financial planning and assist in marketing the bonds. Such consultants shall be employed for specific issues at a specific contract price.

LEGAL REF:

Michigan Compiled Laws, 134.1-134.11

Michigan Compiled Laws, 380.1351-380.1372

EDUCATIONAL SPECIFICATIONS

The Superintendent of Schools shall assume the responsibility of working with staff to determine educational specifications for all new or renovated construction. These specifications shall be approved by the Board and then discussed in conferences with the architect. The specifications shall include:

1. Information concerning the plan of the school organization and estimated enrollment in the proposed building.
2. A description of the proposed curriculum and the teaching methods and techniques to be employed.
3. A schedule of space requirements, including the indications of relative locations of various spaces.
4. A desired layout of special areas and the equipment needed for such areas.
5. An outline of mechanical features and special finishes desired.
6. A description of standard codes and regulations (school district, city, county and state) affecting the particular planning.
7. Any other details which may be needed or recommended relative to the specific project.

SELECTION OF ARCHITECT AND/OR ENGINEER

State law requires that a registered architect or engineer be employed to plan and supervise all school building and remodeling projects the cost of which will be over \$15,000.

The Board recognizes that new ideas in building construction and design are emerging each day in modern architecture and that no one architect and/or engineer can be expected to know or to have experience in all new-developments. Therefore it shall be the policy of the Board to select a qualified architect and/or engineer for each building project.

Contacts will be made with qualified architectural firms requesting a submission of information concerning their firms if they wish to be considered. A committee of not more than three Board members and the Superintendent of Schools shall be appointed by the Board President to screen applicants.

When the list has been reduced to three or four, each remaining candidate shall be invited to make a formal presentation to the Board after which the Board shall make its selection. A contract will be prepared and signed with the architect and/or engineer. The school district counsel will review the contract and give his/her approval before it is signed by the authorized Board representatives.

Among criteria considered in the selection of an architect and/or engineer shall be the following:

1. Training and experience, including that of partners and associates.
2. Planning ability and know-how in interpreting educational specifications.
3. Promptness and ability to meet deadlines.
4. Specification writing, accuracy and sufficiency of detail.
5. Imagination in design, appearance and utility of work .
6. Adequacy of supervision and inspection of previous jobs.
7. Integrity of firm.
8. Relations with contractors and demand for quality performance.
9. Experience with government agencies.
10. Adequacy of staff for the building to be designed.
11. General business procedures of firm.
12. Examples of previous plans, specifications and construction.
13. Willingness to work with a coordinated construction plan if such is the desire of the Board.
14. Assumption of responsibility to follow up on any problems which surface after construction and during periods in which performance and materials guarantees are in effect.
15. Responsibility for correction of faulty or ineffective design.
16. Economic factors, such as demonstrated ability to design and provide adequate, well-constructed buildings at a reasonable cost.

LEGAL REF: Michigan Compiled Laws, 388.855a

SPRING LAKE PUBLIC SCHOOLS

May 20, 1996

CONSTRUCTION CONTRACTS - BIDDING AND AWARD

All projects for the construction of new facilities, or the addition to or alteration or repair of existing facilities, amounting to \$10,000 or more shall be submitted for bid according to the laws of the State of Michigan and bidding policies of the Board. Each bidder shall be required to submit security in the amount of five per cent (5%) of the amount of the bid, in the form of a certified check or a bid bond by a surety licensed to do business in Michigan, conditioned to secure the district from loss or damage by reason of withdrawal of the bid or failure of the performance of the bidder should the Board accept the bid.

Alternate proposals, as provided by the architect in proposal form, shall be considered in determining the low bid if said proposal or proposals are accepted by the Board. Voluntary alternates may be submitted by a contractor; these shall not be used in determining the low bid, but may be negotiated after the bid is let.

The architect shall be responsible to analyze the various bids and make recommendations as to the integrity, performance and financial responsibility of each low bidder. The Board may request specific information concerning a given contractor.

In the event that the low bidder claims an appreciable error has been made in preparing the bid and can support the claim with evidence satisfactory to the Board and the architect, the bid may be withdrawn and the surety bond or check returned. The firm shall, however, be disqualified from bidding should it be necessary to rebid that particular project.

The Board reserves the right to reject any or all bids or to accept the bid which, in its determination, best fits the needs of the district. The Board may rebid the project should all bids be rejected.

After acceptance of bids, the architect shall draft contract documents based on the specifications on which the bids were solicited. The contract documents shall be reviewed by the Board's legal counsel and signed by the President and Secretary of the Board.

LEGAL REF: General School Laws, 380.1267

CONTRACTOR'S AFFIDAVITS AND GUARANTEES

All contractors shall submit proof to the business office of their coverage of liability and workers compensation insurance as required by Michigan law. All bids on construction property shall stipulate that the contractor shall provide liability coverages which total at least \$3,000,000.

On occasion and at the Board's discretion, a contractor may be added to the school district's workers compensation insurance and/or liability insurance plan.

The general contractor shall provide a performance bond equal to at least 25% of contract amount to protect the school district from the failure of the contractor or contractors to perform the terms and conditions of the contract.

The architect shall assume the responsibility that all guarantees of materials and performance of services are duly executed and that signed documents are delivered to the school district.

LEGAL REF: Michigan Compiled Laws, 129.201-129.211;
Workers' Compensation Act

SUPERVISION OF CONSTRUCTION

Supervision of construction projects shall be primarily the responsibility of the architect and the Superintendent, or a staff administrator assigned by the Superintendent as project director, who shall be responsible to follow closely the progress of the construction project. The architect shall hold timely progress meetings during which the administrative representative and all contractors concerned should be present. It shall be the responsibility of the Superintendent or his designee to keep the Board apprised of the progress of the project.

For large projects, the Board may deem it appropriate to employ or retain a firm or individual to provide in depth technical assistance for the administrator in carrying out the assigned task of supervision.

For use as a guide, the following planning and progress check list may be utilized:

1. Determine educational philosophy.
2. Determine educational program.
3. Identify facility needs.
4. Assign priority to each need by school and by total school district.
5. Assemble priority needs into a list.
6. Visit school and determine extent of work listed.
7. Meet with architect, principal, and others at school.
8. Select site (if necessary).
9. Program:
 - a. Site
 - b. Budget
 - c. Spaces
 - d. Equipment
10. Staff revision of educational specifications.
11. Review revised educational specifications with superintendent and consultants
12. Progress report to area supervisors
13. Preliminary drawings
14. Preliminary drawings reviewed
15. Revise preliminary drawings

16. Preliminary drawings reviewed by:
 - a. State education department and/or state fire marshal
 - b. City fire marshal
 - c. School board representative (informal)
 - d. School board (formal)
17. Revise educational specifications to emerging plans
18. Progress report to area supervisors
19. Development of working drawings
20. Working drawings reviewed
21. Revise working drawings
22. Working drawings reviewed by:
 - a. State department and/or state fire marshal
 - b. City fire marshal
 - c. Fire underwriters
 - d. School board representative (informal)
23. Approval by school board (formal)
24. Development of detailed drawings
25. Review and revision of detailed drawings
26. State department approval (formal)
27. Contract preparation
28. Contract out for bids
29. Bids received
30. Bids awarded
31. Work start or ground breaking
32. Work:
 - a. 1/4 complete
 - b. 1/2 complete
 - c. 3/4 complete
 - d. Complete
33. Preliminary inspection
34. Project occupied by owner
35. Dedication
36. Final inspection
37. Construction accepted by school board (formal)

NAMING NEW FACILITIES

When the construction of a new school facility is approved by the Board, the following steps may be taken to name the facility. The Board shall appoint a committee of two citizens, two students, a teacher, an administrator, and a Board representative to solicit and consider names for the new facility and submit a list of not less than three names for the Board's consideration. The Board shall make the final selection from the list submitted by the committee.

In general, the Board's policy shall be to refrain from naming facilities or portions of facilities after individuals who are living or who have been deceased less than one year.

The Board shall not change the name of any facility without giving the opportunity for those living in the community to have input and shall deliberate over a period of at least three (3) meetings of the Board.

A proposal or petition for naming or renaming a facility or a portion of a facility shall be presented to the Board through the Superintendent of Schools, after which it shall be placed on the agenda as a discussion item with action deferred to a later meeting. In no case will the Board act immediately on a request or petition to name or rename a facility or portion thereof.

The Board may refer the renaming of a facility or the naming of a portion of a facility to a committee similar to that prescribed for naming new buildings.

NAMES ON DEDICATORY BUILDING PLAQUES

A dedication plaque shall be placed in each building. Upon each plaque shall be placed the names of Board members who were holding office at the time the construction contracts were awarded, the name of the Superintendent of Schools, the architect and the major contractors.

BOARD INSPECTION OF NEW OR REMODELED FACILITIES

A building project shall be accepted by the Board only after all details are complete and the architect and project director have certified to the Board that the project has been completed, along with a written approval by the architect for occupancy certifying the approval of all state and local authorities where required. The architect and representatives of the administrative staff shall complete a preliminary inspection, after which the Board shall inspect the building and give its formal approval and acceptance.

No new or renovated building or addition shall be occupied by students until so authorized by those state and local authorities where approvals for occupancy are required.

Final payments to contractors will be withheld until such a time as the requirements of this policy have been met.

For use as a guide, the following list may be used to document each building project:

1. Records or reports as required by contract requirements and will be maintained for information and record:
 - a. Inspectors daily report (manpower, weather, program)
 - b. Architects or engineers periodic report
 - c. Concrete tests
 - d. Compaction tests
 - e. Soil analysis reports
 - f. Gradation reports (soil, sand, sub-base, base, and asphalt)
 - g. Mortar test reports
 - h. Certified mill reports for steel
 - i. Certified tile reports
 - j. All tests, reports on materials
 - k. Load tests (piling, etc.)
 1. Shop drawings and brochures
 - m. Contractor and subcontractor approval (federal)

- n. Payroll record and affidavits
2. The following will be maintained on file for record as required by regulations:
- a. State approved drawings and specifications
 - b. Administrative correspondence
 - c. Payment records
 - d. Bonds and certificates of insurance
 - e. Contracts and adjustments
 - f. "As Built" plans and record and information books
 - g. Guarantees and warranties
 - h. Payroll records on federal projects
 - i. All other required legal papers

PUBLIC DEDICATION OF NEW FACILITIES

The Board of Education may sponsor open houses or dedication programs for new facilities appropriate to the nature and type of the facility.

The Superintendent shall assume the responsibility for recommending to the Board appropriate dedicatory programs or activities. The Superintendent shall work with the appropriate administrator, staff, students and parents in planning such program or activity, once it has been approved.